DEPARTMENT OF ELECTRICAL ENGINEERING
COLLEGE OF ENGINEERING
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY

1. Introduction

This document is the Department of Electrical Engineering policy for reappointment, tenure and promotion (RTP). This policy was developed in accordance with University RTP Policy (PS 23-24) and the College of Engineering RTP Policy, which govern and supersede the department policy. Therefore, the department policy is limited to providing a more detailed description of the requirements and, if necessary, additional assessment criteria deemed essential by the department. The department RTP policy will, explicitly or implicitly, adhere to the requirements approved by the College or the University.

The aim of the RTP process is to evaluate the professional development of each faculty member in the three core areas of instructional activities; research, scholarly and creative activities (RSCA); and service. The review procedure should also be used as an instrument to encourage continuous improvement and professional growth at each step of the RTP process. Finally, the central thrust of the faculty review should be on the quality of performance, with measurable effects on academic and professional growth.

2. RTP Areas of Evaluation and Review

Faculty shall be evaluated in the following areas:
- Instructional activities
- Research, scholarly, and creative activities (RSCA)
- Service

2.1 Instructional Activities

The Department of Electrical Engineering (EE) values instructional activities. An EE faculty member is expected to teach courses, develop new courses and laboratory materials, and supervise student research projects. Furthermore, the department expects each faculty to incorporate their research results to update the curriculum to reflect emerging electrical engineering knowledge. Section 2.1 of the College RTP policy will be used as the basis for faculty evaluation. Faculty members must disclose and describe any instructional activities for which they receive reassigned time.

2.2 Research, Scholarly, and Creative Activities (RSCA)

The Electrical Engineering field of study and related technologies are developing at a fast pace. Consequently, research and scholarly activities are critical to the development of the faculty in the EE Department as well as expanding the student learning experience by engaging them in the research and publication process. Every member of the EE faculty is expected to develop an ongoing research program, make significant contributions to the development and dissemination of new knowledge, and have evidence of success in the research community through a peer review process. Section 2.2 of the College RTP policy mentions "Scholarship of Discovery", "Scholarship of Integration", "Scholarship of Application or Engagement" and "Scholarship of Teaching and Learning" as measures of RSCA activities. The same criteria will be used as the basis for faculty evaluation in the department. The department will specifically give more weight to refereed journal publications and encourage publications with students. Candidates must disclose and describe any scholarly or creative activities for which they receive reassigned time or additional compensation.

2.3 Service

As stated in Section 2.3 of the College RTP Policy. Candidates must disclose and describe whenever activities include reassigned time or compensation, including details about the expectations or goals of the service activity.

3. Responsibilities

As stated in Section 3 of the College RTP Policy.

4. Timelines for the RTP Process

As stated in Section 4 of the College RTP Policy.

5. Review Criteria

5.1 Reappointment

As stated in Section 5.1 of the College RTP Policy.

5.2 Tenure

As stated in Section 5.2 of the College RTP Policy.

5.3 Promotion to Associate Professor

As stated in Section 5.3 of the College RTP Policy.

5.4 Promotion to Professor
Promotion to the rank of professor is the highest academic honor that the University awards to its own faculty and consequently the standards for evaluation are much higher than to associate professor. The candidate must substantially have exceeded the minimum contributions required for the rank of associate professor and must provide evidence of being a mature and productive research scholar within at least one sub-field of the faculty member's academic discipline. Since promotion to Associate Professor, the individual should demonstrate continuing adherence to all of the standards as stated in Section 2.1-2.3 above and in the College's RTP policy, in particular Section 5.4.

5.5 Early Tenure or Early Promotion

As stated in Section 5.5 of the College RTP Policy.

6. Steps in the RTP Process

As stated in Section 6 of the University RTP Policy.

7. Additional Processes

As stated in Section 7 of the University RTP Policy.

8. Changes to RTP Policy

Changes to the EE RTP Policy may occur as a result of:
- Changes in the CSU-CFA Collective Bargaining Agreement (CBA), as well as changes in the University RTP Policy and/or procedures.
- Amendments approved by the majority vote of the EE tenured and probationary faculty, and approval of the College Faculty Council, College Dean, and the Provost.