

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
THREE-YEAR FACULTY REVIEW PROCESS

1. A promotion and tenure document will be prepared in accordance with university promotion and tenure guidelines with the exception that external letters of evaluation will not be required, papers submitted but not yet accepted and grants submitted but not yet funded may be included in the document and the preparation of the cover sheet reflects the three year outcomes. Refer to Page 4 of this document for sample of cover sheet. This will be referred to as the candidate's file. The candidate's file will be reviewed by the department Faculty Development Committee and the department chair. Each will provide written, signed statements of their evaluation of the candidate. The candidate's file, the letters of evaluation, and a vote of the department Faculty Development Committee will be submitted to the college Faculty Development Committee for review.
2. The college Faculty Development Committee will review the candidate's file and the written statements. A written statement signed by the committee will be provided to the dean.
3. The dean will provide a written letter to the candidate summarizing the review and a copy will be placed in the candidate's file.
4. Schedule of events:
 - a) The candidate's complete file will be available for review by the Faculty Development Committee and the department chair by January 2.
 - b) The completed departmental review will be forwarded to the dean and the college Faculty Development Committee by February 12.
 - c) The college Faculty Development Committee will complete its review and forward its recommendation to the dean by April 16.

REVIEW PROCESS FOR ASSISTANT PROFESSORS

Assistant Professors are hired with a maximum probationary period of six years. This means that they must be evaluated and granted tenure or given a terminal year contract no later than the end of the sixth year. The review process the College will use is outlined below. The purpose of this review is to treat all untenured junior faculty fairly by providing them information on how they are viewed by department and college P&T committees while there is still time for change.

YEAR	CHAIR	DEPT P&T	COLLEGE P&T	DEAN	UNIV.
1	X	X			
2	X	X			
3	X	X	X	X	
4	X	X			
5	X	X			
6	X	X	X	X	X

Third year review outcomes are:

- a. Outstanding performance, consider for early promotion in 4th or 5th year.
- b. Making progress, on track.
- c. Needs to make improvements.

Sixth year review outcomes are:

- a. Recommend for promotion / tenure
- b. Deny promotion and tenure, give a terminal contract.

NOTES:

1. This review process does not preclude terminating a candidate after the first year, or any time during the probationary period with a one year notice.
2. This review process assumes a candidate would not normally be promoted during his first three years since this is the probationary period for associate professors.
3. For purposes of the annual year review process, a faculty member is in his third year if he has completed two years at Wright State University on or before the start of winter quarter.

Authority:

Dates and college committee updated 9/09,

Faculty Development Committee Sept. 1990

Faculty Development Committee May 1993 - addition of "papers submitted and grants submitted" to be included in candidate files, and sample cover page added.

SAMPLE COVER PAGE FOR THREE YEAR REVIEW OUTCOMES

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
THREE YEAR REVIEW
COVER SHEET

Name of Candidate:

Department:

Current Rank:

Record of Actions:

	O.S.	O.T.	N.I.
1. Department Committee Vote	_____	_____	_____
2. Department Chair's Recommendation	_____	_____	_____
3. College Committee Vote	_____	_____	_____

Notation

- O.S. Outstanding performance, consider for early promotion in 4th or 5th year.
O.T. Making progress, on track.
N.I. Needs to make improvements.

Department Committee Membership

INSERT

College Committee Membership Academic Year 2009/2010

- Bor Z. Jang, Dean and Professor, Tenured - Ex-officio
 - C. Phillips, Professor, Tenured
 - J. Gallimore, Professor, Tenured
 - X. Zhang, Associate Professor, Tenured
 - M. Rizki, Professor, Tenured
 - A. Goshtasby, Professor, Tenured
 - B. Wang, Associate Professor, Tenured
 - K. Rattan, Professor, Tenured
 - L. Hong, Professor, Tenured
 - M. Emmert, Associate Professor, Tenured
 - R. Grandhi, Professor, Tenured
 - M. Amer, Professor, Tenured
 - R. Penmetsa, Associate Professor, Tenured
- M. Kazimierczuk, Professor, Tenured, University P&T Committee member