

Revised March 15, 1996

**COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY  
OKLAHOMA STATE UNIVERSITY**

**GUIDELINES FOR PROMOTION OF ENGINEERING FACULTY**

**(Approved by the CEAT Executive Council, January 9, 1980; Revised July 20, 1990)**

**INTRODUCTION**

The guidelines presented herein implement the policies outlined in the Policy Statement to Govern Appointments, Tenure, Promotion and Related Matters approved March 11, 1990 and are to be used by administrators and faculty to assist them in the professional development of faculty. These guidelines are not to be rigidly interpreted, and in all individual cases additional intangible criteria must be considered. It is emphasized that an individual is not expected to meet all of the criteria in all of the areas set forth in the guidelines. However, it is expected that the fewer the areas of activity of a faculty member, the more exemplary will be the compliance with the criteria in the areas of his/her activity. It is emphasized that basic competence in itself, with no demonstrable improvement in either teaching, research, or extension, is not sufficient to justify reappointment for promotion, as that is a prerequisite for initial appointment.

Each faculty member is encouraged to initiate the necessary action and to obtain the experience and practice to become a registered professional engineer, a member of the appropriate specialized technical society and a member of the American Society for Engineering Education. The criteria which follow pertain to promotion only of tenure track faculty as defined in the Policy Statement and do not apply to non-tenure track, temporary faculty, e.g., visiting faculty and adjunct faculty.

**INSTRUCTOR**

Instructors are appointed for specific periods not to exceed one year at a time in accordance with the selection criteria and recruitment procedures outlined in the official CEAT Job Description. There are no provisions for promotions to this rank.

**TENURE** - Regular appointment shall not exceed one year at a time during a probationary period not to exceed seven years, including one year of required notice in the event of non-reappointment. Either the award of tenure is effective at the beginning of the seventh year, or the appointment expires without renewal at the end of the seventh year.

**ASSISTANT PROFESSOR**

Assistant Professors are normally appointed from a list of candidates, resulting from a national recruiting effort, who possess the qualifications outlined in the official CEAT General Job Description. An engineering instructor who meets these qualifications may be considered for appointment to Assistant Professor along with the other candidates resulting from the national recruiting effort.

**TENURE** - The initial University appointment to the rank of Assistant Professor is normally for four years. The incumbent may be reappointed. Promotion to Associate Professor or reappointment as an Assistant Professor after six years of service confers tenure.

If a non-tenured instructor is promoted to the rank of Assistant Professor, the evaluation for tenure shall occur during the sixth year of service beginning with the initial appointment as instructor.

### **ASSOCIATE PROFESSOR**

The activities outlined below indicate the level of performance expected of those Assistant Professors who are being considered for promotion to the rank of Associate Professor. The newly appointed Assistant Professor would not normally be expected to reach and maintain this level of performance in less than four years. If the level has not been achieved by the Assistant Professor by the end of five years, serious consideration should be given to non-reappointment.

**Instruction** - Demonstrated ability as a teacher in the classroom and ability to motivate students to be productive, professional and scholarly workers; has taught not only in the area of his/her research interests, but also, especially at the undergraduate level, has taught in related areas; has directed interns on professional practice, and supervised thesis and dissertations; has assisted in curriculum and course development; has worked toward developing new and better techniques for presenting and illustrating course material.

**Research and other Creative Activities** - Has proven record of accomplishment in research, or other creative activities; shows definite promise of continuing to grow and expand in this area. Proof may be established in a number of ways: success in seeking outside sponsorship, published articles in technical journals, completed thesis, professional practice, dissertations, and desire of students to work with and for him/her.

**Extension** - Has an interest in and capability for developing high level on-campus conferences and short courses as demonstrated by the development of successful courses for representatives from industry and /or academic institutions; has taught extensions courses.

**Service** - Has served as advisor to student organizations within his/her subject matter field; has served as chairman of departmental study committees and as a member of College and/or University committees/is a participating member in community activities.

**Professional** - Has contributed effort and time to technical and professional groups, including holding committee posts and/or offices local, state or regional organizations; has demonstrated capability of the practice of his profession by performing important consulting work and/or holding significant professional positions in industry or government. Normally should be a registered engineer, some disciplines may specify professional registration as a mandatory requirement.

**Tenure** - Initial University appointment to the rank of Associate Professor if normally for five years, reappointment as an Associate Professor promotion to Associate Professor confers tenure.

### **PROFESSOR**

The material presented below indicates the level of performance expected of those, serving at the Associate Professor rank, who are being considered for promotion to the rank of Professor. The newly appointed Associate Professor would not normally be expected to reach and maintain this level of

performance in less than five years. Periods of service in Associate Professor rank might extend ten years or more before the Professor level of activity is reached and maintained.

**Instruction** - Exhibits a high example of instructional and scholarly skills; is recognized by students and colleagues for effective teaching and a deep interest in teaching; has provided leadership in developing the instructional program, and is capable of directing a curriculum in his/her discipline; has developed new materials and techniques and integrated them into the curriculum; has a record of success in working with graduate students in professional practice and thesis research; has a record of success in academic advisement and career guidance of undergraduate and/or graduate students.

**Research and Other Creative Activities** - Has a consistent record of publishing the valuable aspects of research results over the period of service as a faculty member; has developed good work relations with industry; is recognized beyond the University for technical contributions; has a reputation for attracting top graduate students to the University and those completing thesis and professional practice under his/her direction continue their creative work after graduation; has maintained a successful record for attracting outside funding for research, extensions or instruction.

**Extension** - Has organized and lectured in conferences for industrial people and faculty from other institutions; organizes on- and off-campus extension courses and is in demand to teach these courses.

**Service** - Has made significant contributions to the overall development of the School, College and University; has provided leadership to School, College and/or University committees; has a record of service and leadership to civic organizations and community activities; has served as advisor to College-wide and University-wide student organizations which continue to seek his/her counsel and leadership.

**Professional** - Is recognized regionally or nationally as a highly competent professional in his/her field with a record of activities and accomplishments which advance the profession of engineering; has an extensive record of service to technical and professional organizations to include holding major offices at the state or regional levels; has made significant contributions to the professional development of junior faculty members; normally should be a registered professional engineer, some disciplines may specify professional registration as a mandatory requirement.

**Tenure** - Appointment to the rank of Professor confers tenure, unless a probationary period, not to exceed three years, is specified at the time of appointment. Promotion to the rank of Professor confers tenure.