

# **BENJAMIN M. STATLER COLLEGE OF ENGINEERING AND MINERAL RESOURCES PROMOTION AND TENURE GUIDELINES**

## **I. INTRODUCTION**

The Statler College Guidelines for Promotion and Tenure follow all the University Procedures for Faculty Appointment, Annual Evaluation, Promotion, and Tenure (Procedures) approved by the Faculty Senate on May 12, 2014, and accepted by the President on August 25, 2014, with modifications to represent BOG Rule 4.2 on May 22, 2020. This document along with other pertinent information and documents are available at the following site: <http://wvufaculty.wvu.edu/policies>. The Statler College Guidelines expand and clarify the Professional Expectations of Faculty Members (Section III) of the University Procedures for promotion and tenure at West Virginia University and in the Statler College of Engineering and Mineral Resources, and this document should be used in conjunction with the University Procedures document.

The review period for the annual evaluation of productivity is a calendar year, and evaluation for promotion and tenure is based on cumulative contributions since appointment or since the file closed for promotion to the current rank. The evaluation file is closed on the last working day of each year. Faculty performance is evaluated according to the assigned workload distribution during the evaluation period as described in the annual workload assignment letter, the Memorandum of Understanding (MOU), and/or the offer letter. These Guidelines apply to all faculty ranks within the Statler College for annual evaluation, promotion and/or tenure purposes.

## **II. APPOINTMENT**

The appointment letter defines broad expectations of the position, including percentages of the assignment normally allocated to teaching, research, and service. The expectations and percentages differ depending on the category of the faculty appointment. Each percentage expresses the value placed on the activity and not necessarily the time or effort devoted to it.

Tenure-Track, Teaching, and Research faculty positions are promotable. In such cases, the appointment letter identifies the areas of significant contribution in which meritorious performance is required, as well as the timeline for promotion. In some cases, the appointment letter may give an individual with previous relevant experience (normally in a similar position) the option to count achievements at their previous institution towards promotion at WVU.

### **A. Tenure-Track Faculty Appointment**

Tenure-Track faculty members normally are expected to make significant contributions in teaching and research and at least reasonable contributions in service. The appointment letter usually specifies the workload distribution between the areas of teaching, research, and service, which is based on department and college needs. The distribution will comply with the [Workload Policy of the Statler College](#).

The College authorizes Tenure-Track faculty positions when an ongoing need for instruction and scholarship is anticipated. Under normal circumstances, the initial appointment is probationary – that is, without an award of tenure – and the appointment is anticipated to continue through, and at least one year beyond, the “Critical Year” in which a tenure decision must be made. The appointment letter identifies the Critical Year (normally the sixth year at WVU) and any options to advance the Critical Year. In some cases, the letter may offer an individual with previous relevant experience (normally in a similar position) the

option of requesting a specified number of years of credit toward tenure. If tenure is not awarded at the end of the Critical Year, a terminal contract is offered for the next year.

Initial Tenure-Track appointments normally are made at the rank of Assistant Professor and require a terminal degree in a relevant field. The newly hired individual is required to submit proof of the terminal degree before the start date.

Occasionally appointment with tenure is possible. This is most likely when an individual is recruited for a senior administrative position or for a named professorship.

### **B. Teaching-Track Faculty Appointment**

The WVU Procedures document describes faculty appointments with the prefix “teaching” as renewable term appointments in which the principal assignment is instructional, and the balance of the assignment depends on the needs of the department and the interests of the faculty member. In the Statler College, the assignment normally is defined as 80 percent teaching and 20 percent service, although variations can exist based on department and college needs. For a 1.0 FTE, the 80 percent teaching load is consistent with 24 credit hours (or equivalence including but not limited to laboratory courses, coordinating courses with multiple sections, courses with large class sizes, capstone courses, curricular development, which must be defined in the annual assignment letter, memorandum of understanding (MOU) or letter of appointment) per 9-month academic year. Departments can work with faculty to modify the teaching load to be consistent with their needs and/or the workload documentation, but that must be formalized in the annual workload distribution form completed by the department chair.

The College authorizes Teaching-Track faculty positions when an ongoing need for instruction is anticipated. The initial appointment of a Teaching Instructor or Teaching Assistant Professor may be up to 3 years. There is no limit on the number of terms a faculty member can be appointed at a given rank.

To be appointed at a Teaching professorial rank (e.g., “Teaching Assistant Professor”), an individual must hold a terminal degree in a relevant discipline. An individual with an advanced graduate non-terminal degree in a relevant discipline or significant professional or academic experience, as determined by the department, is eligible for appointment at the rank of Teaching Instructor, which is eligible for promotion to a professorial rank, which is covered in Section III. The Evaluation Process.

Because promotion is not a requirement in the teaching track and is at the discretion of the respective faculty member to apply for promotion, a cumulative pre-promotion evaluation is not mandatory; however, Teaching-track faculty members can request such reviews two years prior to applying for promotion, so they can obtain the department’s detailed feedback on their progress towards promotion.

### **C. Research-Track Faculty Appointment**

The primary focus of a Research-Track faculty appointment is engagement in externally funded research. A Research-Track faculty assignment is generally 100 percent research; however, a portion of the assignment may be allocated to teaching and/or service as needed by the department or the college. In accordance with Board of Governors Faculty Rule 4.2, classroom instruction and/or other assignments must be secondary. If teaching is part of the assignment, it must be supported separately on internal funding and restricted to the extent allowable by funding agencies. Except for the salary associated with teaching, the salary of Research-Track faculty appointments may be fully or partially supported by institutional funds at the outset and include a timeline for becoming self-supporting through external funds (normally after 2 or

3 years). Because the salaries of Research-Track faculty members are contingent on external funding, they are not considered “permanent” faculty members for the purposes of these Guidelines.

Individuals appointed on the Research-Track must hold a terminal degree and are eligible for a professorial rank (e.g., “Research Assistant Professor”). Although Research positions are not eligible for tenure, they are eligible for promotion. In addition to a terminal degree, significant contributions are required in the area of research and at least reasonable contributions in other assigned areas (if applicable).

Promotion of Research-Track faculty members is discretionary; therefore, a cumulative pre-promotion evaluation is not mandatory. Departments provide such reviews upon request, so that Research-Track faculty members can obtain the department’s detailed feedback on their progress towards promotion.

## **II. EVALUATION COMMITTEES**

### **A. Department Faculty Evaluation Committee**

The departmental Faculty Evaluation Committee serves as an evaluating body for annual, cumulative pre-promotion, and career evaluations, and makes recommendations regarding continuation, tenure, promotion, Emeritus status, and termination (if applicable). Its responsibility is to ensure that the review process is fair, and that the final recommendation is based on sound documentation. The Committee's conclusions must be substantiated by direct reference to material in Digital Measures.

The members of the Faculty Evaluation Committee keep their deliberations and the information contained in Faculty Evaluation Files strictly confidential. An exception to this rule is allowed if the Committee or a member of the Committee needs to report an apparent violation of WVU, Statler College, or departmental procedures. In such a case, the Committee or member may disclose to institutional officials with a need to know (e.g., the Department Chair, Dean, Provost, as appropriate) the information necessary to describe the violation.

The department Faculty Evaluation Committee normally consists of at least five members, with the majority being tenured faculty. If the committee cannot be completed by eligible faculty in the department, eligible faculty members from other departments can serve on the Department Committee. The individuals eligible for potential membership on the Committee must be inclusive of categories of full-time permanent faculty in the unit (Tenure-Track and Teaching). The following individuals, however, are not eligible: (a) the Department Chair, (b) anyone under consideration for promotion or tenure, (c) anyone who is in the immediate family or household of an individual who is evaluated by the Committee, and (d) anyone who is serving on the College Committee. See Section XIII of the WVU Procedures. Exceptions regarding the departmental Faculty Evaluation Committee membership can be requested and must be approved by the Dean’s and Provost’s Office. Once the membership of the Committee is established, each member participates as a full voting member in all the Committee’s business.

### **B. College Evaluation Committee**

To be eligible to serve, an individual must hold the rank of Associate Professor or Professor with tenure in Statler College. The following individuals, however, are not eligible: (a) Department Chairs, (b) anyone serving on any other faculty evaluation committee within the Statler College, (c) anyone under consideration for promotion or tenure, and (d) anyone who is in the immediate family or household of an individual who is evaluated by the committee (see Section XIII of the WVU Procedures).

The college evaluation committee is composed of tenured associate professors or professors, each representing a department within Statler College. Exceptions regarding the college Faculty Evaluation Committee membership can be requested and must be approved by the Dean's Office. Once the membership of the committee is established, each member participates as a full voting member in all the committee's business.

Each member of the committee is generally expected to serve a three-year term. The committee chair is elected annually by members at the first official meeting in each academic year. The College Evaluation Committee reports to the Statler College Dean.

### **III. THE EVALUATION PROCESS**

The University Procedures document stresses the importance of annual evaluation and Section III defines the types of activities that constitute the heart of the mission of the University in teaching, research, and service. Faculty members in the tenure-track, teaching-track or research-track pathways are expected to make contributions in areas identified within their appointment letter and in the workload distribution form. The Statler Guidelines specifically identify the expectations and categories of emphasis in teaching, research and service that are important to meeting this mission. Documentation of contributions will be maintained through the faculty member's evaluation file in Digital Measures. It is the faculty member's responsibility to include and maintain all required documentation in Digital Measures as specified in Section VII of the WVU Procedures document.

Evaluations and recommendations are to be based on both quantitative and qualitative evidence. The primary evidence to be weighed must be contained in the faculty member's evaluation file. Also included are the professional judgments at each level of review as to the quality and impact of the faculty member's teaching, research, and service, as applicable.

The Department can assign weights to individual items or have additional items as approved by the College and University. Each item claimed by the faculty member must provide a reference to supporting documents or documents in Digital Measures. The quality and quantity of the contributions will be judged by peers (department and college committees) and administrators (chairs and dean).

#### **1. Teaching (Learning)**

##### Category I: Instruction

- Significant and demonstrable contributions to instruction
- Effective advising, mentoring, and supervision of undergraduate, graduate, and/or postdoctoral students

##### Category II: Curricular and/or Programmatic Material Development

- Significant and demonstrable contribution to instructional material development
- Significant and demonstrable contribution to educational program development

## **2. Research (Discovery)**

### Category I: Publications

- Articles published in peer-reviewed journals
- Articles published in peer-reviewed conference proceedings (full paper reviewed)
- Articles published in peer-reviewed conference proceedings (only abstract reviewed)
- Publication of peer-reviewed books or book chapters
- Other publications or presentations

### Category II: Funding

- Externally funded research grants or contracts (including research projects on teaching)
- Internally funded research grants or contracts (including research projects on teaching)
- Research proposals submitted

### Category III: Graduate Student Supervision

- Effective advising and guiding of Ph.D. or MS (thesis or problem reports) students to timely degree completion (refers to students who graduated)
- Advising graduate students in progress

### Category IV: Other Research and Scholarly Activities

- Research resulting in inventions, patents, or other entrepreneurial activities
- Effective advising, mentoring, and supervision of undergraduate, graduate, or postdoctoral students
- Other research and scholarly activities

## **3. Service (Engagement)**

### Category I: Service to Professional Societies/Agencies

- Reviewing technical papers or proposals
- Serving on professional society or agency committees

### Category II: Service to external organizations and/or the university

- Service to international, national, state, or local organizations/agencies
- Serving on university, college, or department committees
- Service to alumni

### Category III: Other Service Activities

- Special assigned administrative duties
- Other service activities

### **A. Tenure-Track Faculty Expectation**

The expectations in the Statler Guidelines are that normally over time, tenure-track faculty members must instruct (Category I and II under teaching), publish, obtain funding, supervise and mentor graduate students to degree completion (Categories I, II, and III under research), and provide service to the profession and university (Categories I and II under service).

**Teaching:** It is not necessary for a faculty member to make contributions to all teaching categories every year, but over time should demonstrate significant contributions in Teaching Categories I and II. An important element of providing evidence of significant contributions in teaching is the completion of WVU Student Perception of Teaching (SPOT) for all courses taught. SPOTs are an indication of student satisfaction; however, SPOTs are not the sole factor in determining significant contributions to teaching. Other factors, such as, peer evaluation of teaching, improving methods of presenting material, ability to simulate and cultivate intellectual interest, adhering to course syllabus, and developing challenging course content, class size, undergraduate vs. graduate courses are also considered.

**Research:** Faculty members seeking promotion and tenure are required to make significant contributions in research, and to stay current in their fields, as stated in the University Procedures. The University and College value collaborations and interdisciplinary research by faculty that involves activities as Principal Investigator (PI) or co-PI. The College defines significant contributions as research that meets or exceeds that of peers recently achieving similar promotion and/or tenure in the College.

It is not necessary for a faculty member to make contributions to all areas every year, but over time should demonstrate significant contributions in Research Categories I, II, and III. Peer-reviewed publications in well-respected journals or venues (as defined by the discipline), and acquisition of external funds to support graduate student research are very important to being successful in achieving promotion and tenure.

**Service:** Typically, service is an area in which a faculty member must demonstrate at least reasonable contributions. It is not necessary for a faculty member to make contributions in all Service Categories every year, but over time should demonstrate at least reasonable contributions in Categories I and II.

### **B. Teaching-Track Faculty Expectation**

When a teaching-track faculty member seeks promotion, an evaluation of their body of work will be conducted. It is based on the Faculty Productivity Report along with the evidence in the Faculty Evaluation File. The evaluation is conducted by both the Faculty Evaluation Committee and the Department Chair or equivalent (Program Director). In addition to rating performance in the areas of assignment, the evaluation includes a recommendation regarding promotion. Within the general standards established by the WVU Procedures document and these Statler College Guidelines, departments may establish specific standards for promotion of their teaching-track faculty to the various ranks.

A teaching-track faculty member and the Department Chair may normally choose to initiate consideration for the first promotion from any level during the sixth year (with promotion effective beginning year 7), or later. Up to three years of credit for previous experience can also be considered upon recommendation of the Department Chair and/or Dean, with approval of the Provost, as identified in the appointment letter.

For a Teaching-track faculty member, the sole area of significant contribution is teaching. At least reasonable contributions are required in the other area(s) of assignment. The area of contribution can be varied based on program need and must be formalized in the MOU or annual workload distribution form. To demonstrate significant contributions in teaching, faculty members are expected to document their contributions in Teaching Categories I and II. These contributions should be explained in their narrative for the Faculty Evaluation File. An important element of providing evidence of significant contributions in teaching is the completion of WVU Student Perception of Teaching (SPOT) for all courses taught. SPOTs are an indication of student satisfaction; however, SPOTs are not the sole factor in determining significant contributions to teaching. Other factors, such as, peer evaluation of teaching, improving methods of

presenting material, ability to simulate and cultivate intellectual interest, adhering to course syllabus, and developing challenging course content, class size, undergraduate vs. graduate courses are also considered.

The specific expectations for significant contributions should be defined by the teaching-track faculty member in consultation with their Department Chair or equivalent and documented in the annual letter of appointment. Faculty members applying for promotion to Teaching Professor must include a record of national or international presence in the area(s) of significant contribution in their Faculty Evaluation File.

An individual appointed initially as a Teaching Instructor may seek promotion to Teaching Assistant Professor if either of the following criteria are met. The Teaching Instructor holds 1) a terminal degree in a relevant discipline or 2) an advanced non-terminal graduate degree in a relevant discipline in combination with professional or academic experience that is both significant and relevant.

For promotion to the rank of Teaching Professor, the Faculty Evaluation File must contain evidence showing that professional colleagues, both within the university and nationally or internationally, acknowledge the quality and impact of the faculty member's programmatic contributions to teaching in the discipline. Departmental evaluations can document the judgment of colleagues within the university. To document the judgments of colleagues nationally or internationally, the Faculty Evaluation File must include evaluations of the quality of the faculty member's programmatic contributions in teaching from persons external to WVU.

### **C. Research Faculty Expectation**

A Research-Track faculty member and the Department Chair may normally choose to initiate consideration for the first promotion during the sixth year (with promotion effective beginning year 7), or later.

For a Research-Track faculty member, the sole area of significant contribution is research. At least reasonable contributions are required in the other area(s) of assignment, if there are any.

In a year when a faculty member who has research as an area of significant contribution is being considered for promotion, the Faculty Evaluation File must contain evaluations of the quality of the faculty member's research from persons external to the University, as described in Section XII ("External Evaluations") of the WVU Procedures document.

**Approved by the Provost's Office on December 11, 2024**