

**UNIVERSITY OF NORTH TEXAS**  
**DEPARTMENT OF MECHANICAL AND ENERGY ENGINEERING**  
**CRITERIA FOR PROMOTION AND TENURE**  
**(Approved by faculty on November 6, 2015. Last Revision – May 30, 2019)**

**Table of Contents**

A. General Policy for Granting Promotion to Associate Professor and/or Award of Tenure .....	2
B. Criteria for Tenure Review .....	2
B.1. Scholarship .....	2
B.1.1. Criteria.....	2
B.1.2. Evidence .....	3
B.2. Teaching .....	3
B.2.1. Criteria.....	3
B.2.2. Evidence .....	4
B.3. Service .....	4
B.3.1. Criteria.....	4
B.3.2. Evidence (not ranked) .....	4
C. Criteria for Promotion to Full Professor .....	5
C.1. Scholarship .....	5
C.2. Teaching .....	6
C.3. Service .....	6
D. Criteria for Faculty in Lecturer Positions .....	6
D.1. Promotion to Senior Lecturer.....	6
D.1.1. Teaching.....	6
D.1.2. Service.....	7
D.1.3. Evidence.....	7
D.2. Promotion to Principal Lecturer.....	7

This document presents guidelines for the tenure and promotion process in the department of Mechanical and Energy Engineering in a manner consistent with the University of North Texas policies.

### **A. General Policy for Granting Promotion to Associate Professor and/or Award of Tenure**

The UNT Policy 06.004 describes the University of North Texas policy on faculty review for reappointment, tenure and promotion. This document provides the criteria and evidentiary documentation to demonstrate expectations for Scholarship, Teaching and Service at the department level. The metrics establish the minimum performance expectation.

The faculty member may submit any evidence he/she feels is relevant in addition to the list of evidences outlined in the College's Annual Merit Evaluation Report (AMER). Evaluation of a faculty member for tenure only or tenure and promotion to Associate Professor shall focus on the areas of teaching, scholarly activities, and service, in particular, during the period when the candidates are employed at the University of North Texas.

The process of application for tenure and promotion, including the selection of departmental P&T committee and external reviewers, shall be guided by the UNT Policy 06.004.

### **B. Criteria for Tenure Review**

The criteria outlined in this section are applicable to probationary assistant, associate, or full professor who are reviewed no later than the final year of the maximum probationary period defined in the UNT Policy 06.004.

#### **B.1. Scholarship**

A candidate for tenure must demonstrate high quality competence to sustain high quality and scholarly significance. It is expected that the candidate's research has led to refereed/peer reviewed publications where they are the designated lead author or corresponding author with externally funded support leading to scholarship and graduation of MS and Ph.D. students.

##### **B.1.1. Criteria**

The following minimum expectations for scholarly productivity provide a baseline to measure the candidate's capability of having established a research program that has grown and matured with the professional development of the candidate. There is also the expectation that publications will adhere to the highest standards of scholarly significance. During the probationary period prior to the tenure review, the faculty will have met the following minimum criteria:

- a. Published an average of two refereed research publications per year over the probationary period, including books, book chapters, journal papers, and awarded patents
- b. Experienced no gap between publications longer than two years.
- c. Published an average of at least one refereed paper per year with UNT student authors.
- d. Received, over the probationary period, an average of at least \$50,000 per year in external funding or research expenditure attributed to the faculty. Have received at least one

competitive grant from an external source as a Principal Investigator (PI) that generates indirect costs.

- e. Had, over the probationary period, an average of at least one scholarly work per year from the following categories: Patents, scholarly presentations, or scholarship-related awards for them or their students.

### **B.1.2. Evidence**

- a. List of peer-reviewed journal articles, books, book chapters, patents (awarded and pending), and conference papers in reverse chronological order, separating works prior to UNT appointment. Student authors should be italicized and faculty at UNT are underlined.
- b. Funded external research grants in the form of the Current and Pending Format on NSF grant proposal guide.
- c. Other evidence (not ranked):
  - Letters of invitation to deliver an invited presentation.
  - Citation of patent filing.
  - Awards received by the faculty or their supervised students.
  - Recruiting and advising doctoral students funded through external fellowships or scholarships awarded competitively.
  - Supporting and recruiting the funding of senior design teams for undergraduate research.
  - Presentations in workshops and seminars.
  - List of non-peer reviewed conference papers separated from those in B.1.2.a following a similar format.
  - Editorial activities.
  - Publication awards.

### **B.2. Teaching**

Sustained excellence in teaching is a minimum expectation for granting tenure. A recommendation for tenure will not be made if there is any reasonable doubt in quality teaching.

#### **B.2.1. Criteria**

During the probationary period prior to the tenure review, the faculty will have met the following minimum criteria:

- a. From the prior three years for probationary assistant professor, or prior two probationary years for probationary associate or full professor, received teaching evaluation results that meet the departmental expectation as defined in the department annual merit evaluation criteria.
- b. Taught at least one undergraduate required course, one undergraduate elective, and one graduate course as a demonstration of broad teaching ability.
- c. Graduated an average of one Master's student in three years and one Ph.D. student in

four years with at least 2 students fully supported by external sources. Graduation of a Ph.D. student in lieu of a Master's student is considered.

- d. Served as faculty advisor for an average of at least one senior design student team per year.
- e. Developed one new course or substantially reworked an existing course

### **B.2.2. Evidence**

- a. Student evaluation results defined by the Provost Office and by the department.
- b. Other evidence (not ranked):
  - Course syllabi and materials for which the faculty member is responsible.
  - A record of new course development, innovative methods, presentation and testing of material.
  - Evidence of teaching assignments at the University of North Texas and professional accomplishments.
  - Mentorship of undergraduate students (including TAMS, REUs, and McNair students), graduate students, and other professionals.
  - Membership on master's and doctoral dissertation committees.
  - Graduation of Master's students.
  - Graduation of Ph.D. students, including the case where the faculty member is the major or co-major professor of a Ph.D. student from another related program.
  - New laboratory experiments created.
  - Evidence of professional development related to teaching.
  - Teaching awards.

### **B.3. Service**

Service to the department and, whenever appropriate, to the college and university is expected of all candidates. It is understood that such opportunities are restricted for probationary faculty. In addition, the candidates shall contribute to professional organizations related to mechanical and energy engineering.

#### **B.3.1. Criteria**

During the probationary period prior to the tenure review, the faculty will have met the following minimum criteria:

- a. Served on at least one University or department committee per year on average as an active member with significant contributions to the tasks of the committees.
- b. Participated in at least one technical committee of a University and a national or local professional society or conference as a leader.
- c. Served as a reviewer for at least one technical journal per year on average related to mechanical and energy engineering.

#### **B.3.2. Evidence (not ranked)**

- a. University Service

- Committee assignments.
  - Reference letter(s) from the departmental, college, or university committee chair about the quality of the service.
  - Inter-departmental collaborative activities.
  - Advising student organizations.
  - Special assignments such as organizing special meetings or conferences or coordinating a workshop series.
- b. Professional Service
- Offices held in international, national or regional, academic and professional organizations.
  - Major committee assignments in the above organizations.
  - Special assignments such as organizing technical conferences.
  - Serving as reviewer for journals and conference proceedings.
  - Serving as reviewer for grant proposals.

### **C. Criteria for Promotion to Full Professor**

In general, all the criteria and evidences stipulated in previous sections will be followed in evaluating the application for promotion to Full Professor. The recommendation of promotion to full professor will be primarily based on post-tenure scholarship, teaching and service in accordance with UNT Policy 06.004. More specifically, it requires evidence of sustained excellence in all three domains of scholarship, teaching, and service along with evidence of sustained effectiveness in the third. The Department of Mechanical and Energy Engineering further stipulates that one of these three domains must be sustained excellence in scholarship for promotion to the rank of professor. In order to be considered for promotion to the rank of full professor, a faculty member must demonstrate strong, sustained performance as documented in annual merit evaluation reports in four of the past five post-tenure years and be consistent with the educational mission of the department and university. The Department of Mechanical and Energy Engineering will also draw comparisons to the national averages in scholarship. The sustained excellence in each of the three domains is specifically defined as exceeding the following minimum expectations.

#### **C.1. Scholarship**

- a. Published an average of three refereed research publications per year.
- b. Experienced no gap between publications longer than two years.
- c. Published an average of 1.5 papers per year with UNT students as co-authors.
- d. Other scholarly recognized publications such as books, book chapters, or reviews will also be considered. The peer-reviewed technical monographs add special weight in review.
- e. Received at least \$375,000 in external funding or research expenditure attributed to the faculty over the post-tenure period. Received at least one substantial competitive grant as a Principal Investigator (PI) from an external source that is from IDC generating funding sources.
- f. Had a cumulative of eight in any combination of patents, scholarly presentations, scholarship-related awards for them or their students.

## **C.2. Teaching**

- a. Received an overall teaching evaluation result that is no more than 10% below the departmental three-year norm in the prior three probationary years.
- b. Taught at least one undergraduate required course, one undergraduate elective, and one graduate course as a demonstration of broad teaching ability.
- c. Graduated at least an average of 1.5 Master's students for every three years and 1.5 Ph.D. students every five years with at least three students supported by external sources of funding. Graduation of a Ph.D. student in lieu of a Master's student is encouraged.
- f. Served as faculty advisor for an average of at least one senior design student team per year.

## **C.3. Service**

- a. Serving on at least two departmental committees as an active member, and at least one committee chair with significant contributions to the tasks of the committees.
- b. Serving on at least one college committee as an active member, and having at least one leadership role with significant contributions to the tasks of the committees.
- c. Being a member or fellow of at least one professional society related to mechanical and energy engineering.
- d. Being a chair in at least one technical committee of a professional society.
- e. Serving on an editorial board or as an associate editor of at least one technical journal related to mechanical and energy engineering.

## **D. Criteria for Faculty in Lecturer Positions**

### **D.1. Promotion to Senior Lecturer**

The UNT policy 06.005 describes UNT Policy on non-tenure track faculty review for reappointment and promotion.

#### **D.1.1. Teaching**

A record of teaching at the undergraduate and graduate (if applicable) levels that reveal:

- a. Success in receiving improved approval from students and/or peers in course organization, clarity of presentations, and overall instructional efficacy.
- b. Initiative and creativity in new course and curriculum development and existing course/program upgrades.
- c. Initiative and active participation in continuous improvement of laboratory equipment/experiments.
- d. Recognition of effective teaching and student mentoring.
- e. Active participation in activities such as student advising, alumni relations, recruiting and facilitation of student organizations.
- f. Interest and demonstrated collegial participation in maintaining program accreditation.
- g. Participation in departmental grant activities for curriculum development and laboratory improvement.

**D.1.2. Service**

- a. Adequate involvement in professional contributions to the department, the college, the university, the professional societies, and the community.
- b. Continuous involvement in professional growth and developmental activities.
- c. Other special assignments including, but not limited to, outreach activities for industry or international relations for student educational opportunities.
- d. Research and scholarly activities such as pedagogical works published in educational conferences or refereed journals appropriate in the candidate's professional field are highly encouraged but not required.

**D.1.3. Evidence**

The same list of evidence as outlined in the teaching category of the criteria for tenure and promotion shall apply.

**D.2. Promotion to Principal Lecturer**

In general, the criteria and guidelines stipulated in Section D.1. "Promotion to Senior Lecturer" will be followed with considerably higher expectations of the candidates considered to the rank of Principal Lecturer. Successful candidates will exhibit a substantial record of achievements in teaching and service activities.