

3.6 Promotions and Tenure

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3.6.1 Preamble for the Promotions and Tenure Policy

The Faculty of Stevens Institute of Technology reaffirms its commitment to the highest standards of scholarship which will ensure that Stevens' unique approach to education and research advances us to the highest ranks of schools of engineering, science, systems engineering, technology management and arts and letters in the nation.

The Faculty, in concert with Department Directors, Deans and the Provost, is responsible for maintaining a vigorous intellectual environment that improves Stevens' broad undergraduate and graduate curricula and its multi-disciplinary research programs. Their shared commitment to the highest professional standards will enable Stevens to obtain its goals and objectives.

The Faculty Promotions and Tenure Policy reflects the firm determination of the entire Stevens academic community to uphold the standards that make Stevens a nationally recognized institute of higher learning and research.

3.6.2 Criteria for Promotion and Tenure Awards

Candidates for promotion and tenure are evaluated according to [1] their research and scholarly activities, [2] their educational skills and performance, [3] their contribution to the academic and professional community. If it is felt that a candidate's present level of worthy activity is likely to seriously diminish with time, this shall constitute an impediment to the award of tenure. There are some differences among the different disciplines with regard to how a Faculty member should be evaluated, especially with regard to research. Nevertheless, the above issues are important elements of the evaluation process.

Progress in the above issues and priorities shall be discussed by the Department Director or the Dean of the School if the School does not have Departments during the annual review with each individual and at other mutually agreed upon times. General guidelines to be considered are:

A. Scholarly Activities

A regular Faculty member is expected to be engaged in scholarly activities in a field of study whether it be in science, engineering, humanities, management, or physical education. This activity can be measured in a variety of ways depending on the particular academic discipline. These include publication, especially in refereed journals; research, especially sponsored research; presentations at professional meetings; supervision of Ph.D. and Master's theses, where appropriate; patents;

professional consulting activities; and evidence of sustained efforts to remain engaged in new advances in his/her field.

B. Educational Skills

A primary function of a regular Faculty member is to educate, motivate, advise, and inspire students. This is reflected or evidenced in course design, classroom skills, student-teacher interaction, educational development and outreach activity [especially sponsored programs], and the constant search for new and better ways of enhancing the educational experience.

C. Academic and Professional Contributions

Regular Faculty members are expected to be actively involved in the affairs of the Institute. This involvement includes continuing participation in Department, School and Institute committees, student advising, and participation at School and general Faculty meetings. Faculty are encouraged and supported to become members of national societies such as the National Academy of Engineering and the National Academy of Sciences. In addition, service to academic, professional and accreditation organization such as ABET are encouraged. Consulting to government or industry may be considered depending upon its significance to the Institute.

3.6.3 Non-Tenure Appointment

A non-tenure appointment is for a specified term of years. A Faculty member serving in such an appointment shall not be terminated prior to the expiration date of the appointment, except in the case of financial exigency or for cause.

The term of a non-tenure appointment shall be not more than five [5] years. The letter of appointment shall specify both starting and termination dates. Unless context indicates otherwise, "year" means academic year.

3.6.4 Periods of Appointment and Promotion, (Tenure and Tenure Track Ranks)

3.6.4.1 Tenure and Tenure Track Appointments

Tenure track appointments are only made at the ranks of Assistant Professor, Associate Professor and Professor. Appointment to non-tenure track positions are addressed elsewhere in the Faculty Handbook. No one may hold the Faculty ranks of assistant professor, associate professor, or full professor for a combined total of more than seven [7] years without having been found qualified for tenure by the Faculty Committee on Promotions and Tenure and tenure awarded, subject to the following Tenure Clock Extension provision.

Tenure Clock Extension Provision

a. Birth or Adoption Policy: A faculty member, who becomes a parent, by birth or adoption, while holding a tenure-track appointment, may elect to have the date on which an extension of the granting of tenure would normally be considered due to length of service extended by up to one year per birth or

adoption event. Faculty may only apply for up to two such extensions regardless of the number of births or adoptions. Faculty who opt for this extension are expected to have primary childcare responsibilities. Notification should be received by the Dean of the School of the faculty member's home department prior to the beginning of the faculty member's final year of tenure-accruing service.

The option of postponing the date by which tenure would normally be conferred is not tied to the number of weeks the faculty member is on maternity leave or medical-disability leave, whether he or she requested a reduced teaching load, or whether he or she subsequently takes a leave without salary for childcare purposes.

As stated in section 3.6.4.8 of the Faculty Handbook, the tenure clock stops for faculty members who take a leave of absence (e.g., a leave of absence as allowed under the Family Medical Leave Act). This stopping of the tenure clock is for the period of time of the leave of absence and is in addition to the new-parent tenure-clock extension.

b. Extension Policy Regarding Other Personal Circumstances: In case of other personal circumstances that significantly disrupt teaching and scholarly activities, tenure-track faculty may request a tenure-clock extension of up to two years through the Dean of the School of the faculty member's home department or program. Such an extension (and its duration) must be approved by both the faculty member's Dean and the Deans' Council.

c. Extension Policy Regarding Professional Circumstances: Any deferment or extension of the tenure clock due to administrative or other professional assignments must be approved by the Deans Council prior to the commencement of these duties. It is to be emphasized, however, that it is highly undesirable to assign junior tenure-track faculty members to administrative or other duties that could significantly disrupt scholarly progress toward earning tenure.

NOTE: A tenure-clock extension does not automatically extend an individual's appointment. This must be done through the normal reappointment process.

3.6.4.2 Assistant Professors

Appointments to the rank of Assistant Professor are made for a period of not more than three [3] years. Such appointments are subject to renewal for additional terms of not more than three [3] years each. Appointments for less than three years may be made; however, the total length of service as Assistant Professor shall be no more than seven [7] years. Promotions may be made at the end of any year prior to the end of the seventh year of appointment. If an Assistant Professor is not promoted by the end of the seventh year, the appointment is automatically terminated at the end of the seventh year.

3.6.4.3 Associate Professors

Promotion of Assistant Professors at Stevens to the rank of Associate Professor may be with or without tenure. If without tenure, such appointments are for not more than three [3] years. If promotion to Associate Professor is with tenure, the Faculty member shall have been found qualified for promotion and tenure by the Committee. Refer to 3.6.4.2.

Appointments to the rank of Associate Professor of persons not holding an academic position at Stevens at the time of appointment may be with or without tenure. If without tenure, such appointments are for a period of not more than three [3] years. If such appointments are made with tenure, the nomination and evaluation procedures of 3.6.4 apply, and the prospective Faculty member shall have been found qualified by the Committee for the award of tenure prior to the effective date of the appointment.

Appointments of Associate Professors are subject to renewal for additional terms, each term of not more than three [3] years. However the total length of service as Associate Professor shall not exceed seven [7] years unless the Faculty member has been found qualified for the award of tenure by the Committee and tenure awarded.

3.6.4.4 Professors

Promotions to the rank of Professor are with tenure. The Faculty member shall have been found qualified for promotion and tenure [if not previously tenured] by the Committee.

Appointments to the rank of Professor of persons not holding an academic position at Stevens at the time of appointment are for a period of not more than five [5] years and may be with or without tenure. If such appointments are made with tenure, except for appointment as President of Stevens Institute of Technology with Faculty rank of tenured professor, the prospective professor shall have been found qualified by the Committee for the award of tenure prior to the effective date of the appointment.

Appointments as non-tenured Professor are subject to renewal for additional terms, each term not to exceed five [5] years. However, the total length of service as Professor shall not exceed seven [7] years unless the Faculty member has been found qualified for the award of tenure by the Committee and tenure awarded.

3.6.4.5 Awarding of Tenure

Tenure may be awarded at the discretion of the Institute to regular faculty members at the ranks of Associate Professor or Professor who have been found qualified and recommended for tenure by the Institute Committee on Promotions and Tenure in accordance with the provisions of this policy.

3.6.4.6 Notification of Termination

In all cases where the appointment of a non-tenured Faculty member to Stevens is not to be renewed, the Faculty member shall be notified in writing:

[a] by February 15th of the academic year in which current appointment ends, for appointments ending August 31st.

[b] by May 15th preceding the academic year in which current appointment ends, for appointments ending January 15th.

If a Faculty member is not notified by the appropriate date specified above, the Faculty member shall automatically receive a relocation appointment for the succeeding one-half [1/2] year. This appointment could be renewed for up to one-half [1/2] year by mutual consent.

3.6.4.7 Relocation Appointments

If a Faculty member has been notified that appointment will not be renewed, the Faculty member may request a relocation reappointment. Such appointment, if granted, shall not exceed one [1] year. No additional termination notification is required. Requests for relocation appointments are submitted by the individual's Department Director or the Dean of the School/College if the School/College does not have Departments to the Provost.

3.6.4.8 Sabbatical and Other Leaves of Absence

In calculating the number of years of service of a Faculty member at Stevens for the purpose of the above promotion and tenure rules, time spent on sabbaticals and on Institute off-campus assignments is included, but leaves of absence shall not be included. (also see tenure clock extension provision section 3.6.4.1)

3.6.5 Procedures for Promotions and Awards of Tenure

3.6.5.1 Promotions

Promotions are given at the discretion of the Institute in recognition of an individual's fitness, and merit, and demonstrated commitment and contribution to the Institute's objectives. Promotion of a Faculty member to Associate Professor or Professor shall be granted only through the procedures set forth in this policy.

3.6.5.2 Tenure

Tenure is granted to an individual at the discretion of the Institute, and is a term used to denote that the holder is assured, except in case of the individual's retirement, financial exigency of Stevens, or discontinuance of an academic program or department, that the individual's services shall be terminated only for cause.

The Institute recognizes its commitment to tenured Faculty, and faced with the case of terminating tenured Faculty for reasons of financial exigency or discontinuance of an academic program or department, the Institute shall make a reasonable effort to integrate Faculty affected into other pedagogical, research, or administrative activities of the Institute. Tenure shall be granted only through the procedures set forth in this policy.

The status of tenure can be achieved only by an affirmative grant of tenure from the Board of Trustees. Neither de facto tenure nor tenure by default is recognized at Stevens.

3.6.5.3 Promotion and Tenure Procedure

The promotion and tenure process of the Institute is illustrated in Figure 1 and described in the following subsections of 3.6.5.3.

3.6.5.3.1 Nominating Committee Review

Nominations for promotion or tenure will begin with the “Nominating Committee.” The function of the Nominating Committee is to provide an initial assessment of the merits of a candidate’s application for promotion or tenure and prepare the application for subsequent evaluation.

The Nominating Committee will consist of all eligible members of the candidate's Department. In the case of an academic unit (School or College) that does not have departments, the Nominating Committee will consist of all eligible members of the candidate's academic unit. In the case of a tenure application, the eligible members are all department or academic-unit members with tenure. In the case of an application for promotion to full professor, the eligible members are all department or academic-unit members who are tenured full professors. A faculty member who holds the administrative rank of Dean, Provost, or President is ineligible to serve on a Nominating Committee.

If there are not at least three faculty members who are eligible to serve on the Nominating Committee, the Faculty Council will appoint faculty members to the Nominating Committee from a list of qualified Stevens Faculty members submitted to it by the existing members of the Nominating Committee. If there are no faculty members eligible to serve on the Nominating Committee, the Faculty Council will appoint a Nominating Committee.

The Nominating Committee will be chaired by the Department Director. In the case that the Department Director is not eligible to serve on the Nominating Committee or that there is no Department Director; the Chair will be selected based on a majority vote of the Nominating Committee.

On or about May 1 (September 1 for January hires), the Nominating Committee, by a simple majority vote, will determine whether the faculty member’s case will proceed forward to the collection of letters of recommendation and other supporting materials and inform the candidate accordingly. In the event of a tie vote, the Dean of the candidate’s School/College will cast the deciding vote.

On or about September 1 (January 1), the Nominating Committee will review all supporting materials and by a simple majority vote will decide whether the faculty member’s nomination should proceed to the School and Dean Promotion and Tenure Review (3.6.5.3.2) and communicate its decision to the candidate. If the decision is reached to proceed with the nomination, the members of the Nominating Committee approving the decision will prepare and sign the letter of Nomination for Promotion and/or Tenure. Nominations recommended by the Nominating Committee for promotion or tenure will explicitly list the vote yea or nay of each member of the Nominating Committee, as well as the tie-breaking Dean vote, if applicable.

On or about September 15 (January 15), the Nominating Committee will forward recommended applications for promotion or tenure to the Dean and the School/College’s Promotion and Tenure Committee (3.6.5.3.2).

3.6.5.3.2 Dean and School/College Promotion and Tenure Committee Review

Applications recommended by the Nominating Committee will be independently evaluated by the School Promotion and Tenure Committee and the Dean of the school or college.

Each school/college will form a School/College Promotion and Tenure Committee. The committee shall consist of at least three tenured members of the candidate's school/college chosen by the tenured faculty of the school/college using a process determined by that Faculty. For cases involving promotion to Professor, the committee members must be tenured faculty holding the rank of Professor. Non-tenured faculty members and faculty members, who hold the administrative rank of, Dean, Provost, or President, are ineligible to serve on a School/College Promotion and Tenure Committee. Faculty members on sabbatical or leaves of absence are eligible to serve on the school/college committee.

If there are not at least three faculty members eligible to serve on the School/College Promotion and Tenure Committee, the Faculty Council will appoint individual(s) from other schools/college of the Institute to serve. These additional members will be chosen from a list of qualified names submitted by all tenured faculty members of the candidate's school/college.

On or about October 15 (February 15), the School/College Promotion and Tenure Committee will by simple majority vote decide whether each candidate shall be recommended for promotion or tenure and will communicate its decision to the Dean of the school/college.

The Dean of each school/college will perform a separate review and provide a positive or negative recommendation on the candidate's application for promotion or tenure. The Dean's review of applications will be concurrent with the review of the School/College Promotion and Tenure Committee.

If neither the School/College Promotion and Tenure Committee nor the Dean of the school/college recommends the application, the application will not be considered further and the candidate will be so informed.

If either or both decisions are positive, the candidate's application for promotion or tenure, along with all supporting materials, will be forwarded to the Provost for distribution to the Institute Committee on Promotion and Tenure.

3.6.5.3.3 Institute Promotion and Tenure Committee Review

The Institute Committee on Promotions and Tenure (the "Committee" hereon) shall evaluate the qualifications of faculty members for tenure or promotion. The composition of this committee is specified in Section 4.3.6.

On or about November 1 (March 1), the Committee shall be convened by the Provost at or about which time the Committee shall receive from the Provost applications from all candidates recommended for promotion or tenure by the faculty members of their respective school/college, and/or Deans.

The Committee shall seek relevant information regarding the nominee from appropriate sources, including but not limited to members of the Nominating Committee and the Dean of the school/college. Additional sources may include professional colleagues, both inside and outside of Stevens, and other members of the Stevens community. In seeking the information referred to in this paragraph, the Committee shall act as a body and shall not engage as individuals in dialogue pertaining to the Committee deliberations with anyone outside the Committee. However, the Committee, as a body, may authorize sub-committees made up of one or more of its members to gather information pertaining to promotion or tenure.

After considering the qualifications of the nominees, the Committee shall assess each nominee according to the criteria described in Section 3.6.2. Candidates for promotion or tenure must be approved by at least four out of the six members. This rule provides both a two-thirds vote of approval and a simple majority.

On or about December 1 (April 1), the Committee shall submit to the Provost in writing an alphabetical list of candidates indicating the Committee's decision on each. No ranking should be stated or implied.

On or about December 1 (April 1), the Committee shall, in writing, notify all individuals found qualified for tenure or promotion and all individuals not found qualified for tenure or promotion. In addition, the Department Director and the Dean of the school/college will be so notified.

3.6.5.3.4 Provost Review

The Provost shall determine which faculty members, whose names appear on the list of recommended candidates submitted by the Institute Committee on Promotion and Tenure, the Provost is prepared to recommend to the President for promotion or tenure.

On or about December 15 (April 15), the Provost shall provide the chairperson of the Institute Committee on Promotion and Tenure with the final list of those faculty members whom the Provost will recommend to the President for promotion or tenure.

On or about December 15 (April 15), in the case of a name submitted by the Committee to the Provost as qualified for promotion or tenure but one that the Provost will not recommend for award to the President, the Provost shall so notify the Committee, the individual, and the Department Director or the Dean of the school/college in the case where the school/college does not have departments, giving in writing the reasons an individual's name has not been included on the list of recommended candidates.

Within 15 days of receiving notification, a candidate not recommended to the President by the Provost for award of tenure or promotion may request from the Institute Committee on Promotion and Tenure an evaluation of his/her application by the Review Panel. The composition of the Review Panel is described in Section 4.3.7.

The Committee will convene the Review Panel to consider the qualifications of each faculty member whose name has been submitted for review. In its consideration of each such faculty member, the Review Panel shall confer with the Department Directors and with the Deans of all schools/colleges to

which the faculty member belongs. By a simple majority vote, the Review Panel will decide whether to forward the candidate (s) to the President for consideration of promotion and/or tenure.

On or about January 5 (May 5), the decision of the Review Panel shall be submitted to the President with a detailed statement of the reasons for that decision. On or about January 5 (May 5), the Review Panel shall also notify each individual in writing of its decision.

3.6.5.3.5 President and Board of Trustees Review

The President shall determine which faculty members recommended for promotion or tenure by the Provost or the Review Panel he/she is prepared to submit to the Board of Trustees for final approval. This determination must pertain to the needs of the Institute.

On or about January 15 (May 15), the President will submit the names of all successful candidates to the Board of Trustees. After action by the Board of Trustees, the President or his/her designee shall provide the Provost with a final list of approved awards. The Provost then shall notify each faculty member and the chairpersons of the Institute Committee on Promotions and Tenure and the Nominating Committee, in writing, of the Board's action.

On or about February 1 (June 1), the President shall provide in writing, to the Institute Committee on Promotion and Tenure, the Provost and the individual, the reasons the individual has not been recommended to the Board of Trustees.

3.6.5.3.6 Additional Procedural Matters

The Office of the Provost shall retain one copy of each document pertaining to the promotion and tenure process: individual dossiers as submitted to the Institute Committee on Promotion and Tenure, official letters of transmission to and from the Provost, and official letters to individuals conveying the findings of the Institute Committee on Promotion and Tenure and the President.

All promotion and tenure deliberations shall be strictly confidential.

Any procedural grievance may be filed by the candidate by following the grievance process outlined in Section 7 of the Faculty Handbook.

3.6.5.4 Key Dates/Deadlines

Time Frame (on or about)	Process
May 1 or September 1	Nominating Committee initially assesses faculty applications for promotion or tenure and determines whether to proceed with the assembly of each complete application.
September 1 or January 2	Nominating Committee will review all supporting materials to decide whether the faculty member's case will proceed to the School and Dean Promotion and Tenure Review (3.6.5.3.2) and communicate its decision to the candidate.
September 15 or	Nominating Committee will forward approved applications for promotion or

January 15	tenure to the Dean and the School/College's Promotion and Tenure Committee (3.6.5.3.2)
October 15 or February 15	School/College Promotion and Tenure Committee will communicate its decision to the Dean of the school/college.
November 1 or March 1	The Institute P & T Committee shall be convened by the Provost at or about which time the Committee shall receive from the Provost applications from all candidates recommended for promotion or tenure by the faculty members of their respective school/college, and/or Deans (3.6.5.3.3).
December 1 or April 1	Institute P & T Committee submits its Recommendations to the Provost (3.6.5.3.3). Institute P & T Committee shall, in writing, notify all individuals found qualified for tenure or promotion and all individuals not found qualified for tenure or promotion (3.6.5.3.3).
December 15 or April 15	Provost shall provide the chairperson of the Institute Committee on Promotion and Tenure with the final list of those faculty members whom the Provost will recommend to the President for promotion or tenure. The Provost also notifies the faculty who were found by the Institute P & T Committee to be qualified for promotion or tenure but one that the Provost will not recommend for award to the President (3.6.5.3.4).
January 5 or May 5	The Review Panel decision for faculty not recommended by the Provost shall be submitted to the President with a detailed statement of the reasons for that decision. The Review Panel shall also notify each individual in writing of its decision (3.6.5.3.4).
January 15 or May 15	President will submit the names of all successful candidates to the Board of Trustees. After action by the Board of Trustees, the President or his/her designee shall provide the chairperson of the Institute Committee on Promotion and Tenure and the Provost with a final list of approved awards and shall notify each faculty member, in writing, of the Board's action (3.6.5.3.5).
February 1 or June 1	President shall provide in writing, to the Institute Committee on Promotion and Tenure, the Provost, the individual, and the individual's nominator[s] the reasons the individual has not been recommended to the Board of Trustees (3.6.5.3.5).