

### **3. FACULTY** [Approved on 19 May 2015]

#### **3.1 Faculty Organization and Responsibilities**

This section defines the Faculty and their roles and responsibilities at Stevens. Having accepted appointments and consistent with the principles of academic freedom, Faculty members have an obligation to identify their professional welfare with the welfare of Stevens.

##### **3.1.1 Organization**

The Faculty at Stevens Institute of Technology are employed by the Institute and have the responsibility for instruction of Stevens' students and/or research and have titles as described below (the "Faculty"). The Faculty is comprised of the Tenure-Stream Faculty and Non-Tenure-Stream Faculty. Only members of these two groups may have the formal title of "Professor."

The Tenure-Stream Faculty include tenure-track and tenured faculty: the named chair Professors (i.e., Institute Chairs and Endowed Chairs), and the tenured and tenure-stream Faculty (i.e., Professors, Associate Professors and Assistant Professors). The Tenured Faculty are those who have been granted tenure.

The Non-Tenure-Stream (NTS) Faculty includes the Research Faculty (i.e., Research Professors, Research Associate Professors and Research Assistant Professors); and the Teaching Faculty (i.e., Teaching Professors, Teaching Associate Professors and Teaching Assistant Professors).

Other titles such as Emeritus Professors, Lecturers, Adjuncts, Visiting Faculty or Post-Doctoral affiliates are not included within the definition of "Faculty"; the responsibilities, duties, and privileges of individuals holding these positions are addressed in Section 8.

Note: When used throughout this section, the words "department director or equivalent" shall mean the department director or other academic administrator with authority to determine the workload of faculty within the relevant department or area.

##### **3.1.2 Responsibilities**

Tenure-Stream and Teaching Faculty are expected to provide effective teaching and advisement including: adequate and timely preparation for classes, maintenance of high professional standards, participation in the Institute's course evaluation program, advising students on curricular, extra-curricular and professional matters, and being involved with the development of educational programs at the University including with outside support.

Tenure-Stream and Research Faculty are expected to conduct basic and/or applied research and make advancements within their chosen field(s). As part of these activities, they will generally advise thesis and dissertation students. They are encouraged to seek external funding sources to support their work and must keep abreast of professional developments in their fields. Tenure-Stream and Research Faculty are also expected to write, publish and present professional papers, books, textbooks and other scholarly works in refereed venues and develop intellectual property, as well as participate in entrepreneurial activities as appropriate.

All faculty members are expected to participate in outside professional activities appropriate to the above responsibilities whether at other academic institutions, professional societies, or private or government agencies, and in each case consistent with the Policy on Faculty Commitment and Professional Activities.

Faculty members are expected to participate in Stevens' institutional, College or School, and departmental or program committee work, and in regular Institute official functions and activities such as faculty meetings, individual and program advising, student events, admissions events and processes, Convocation, and Commencement.

No priority of importance is intended to be implied by the above listing of responsibilities. Various activities and responsibilities are not necessarily expected to the same extent from each faculty member. While all faculty members' workload should include teaching, research and service, for example, Research Faculty should focus on research and related activities, and Teaching Faculty should focus on teaching and related activities.

### 3.1.3 Policy on Faculty Commitment and Professional Activities

All full-time faculty are expected to devote their full-time primary activities and energies to teaching, research (if applicable) and service to the Institute. These regular activities include professional activities such as academic publishing, participation in lectures, symposia, conferences, visits to other institutions and collaborative endeavors, among other activities. Some amount of outside professional activity involving work for third parties in the form of consulting is appropriate and encouraged by the Institute to bring faculty in contact with industry and other professionals and facilitate the sharing of knowledge which underlies the Institute's mission. This Policy sets forth expectations and requirements for maintaining an appropriate balance between the primary duties of faculty to the Institute and other forms of permitted activity.

This Policy applies to all Faculty regardless of whether such person is engaged on a nine or twelve month appointment or has additional administrative responsibilities, except as expressly provided in the Policy. This Policy is supplemented by the conflict of interest policies and procedures of the Institute and its Office of Sponsored Programs.

#### A. Teaching, Research and Service

Full-time faculty are expected to devote such time and effort as may be necessary to satisfy their primary obligations to the Institute to teach classes, conduct research and be available for related service and other activities such as advising students, participating in committee work and other aspects of Institute life, and performing work for their department and school/college, as further described in Section 3.2.

Faculty must be present to meet all assigned classes at the place and hour scheduled. The length of academic sessions and the number of class meetings per session are determined to comply with various academic and accreditation requirements for different programs offered by the Institute and may not be varied by individual teachers. In case of illness or other absence from class, Faculty should communicate with the department director or, if not available, with the relevant Dean.

#### B. Teaching and Other Employment Outside of the University

The primary professional obligation of each full-time member of the Faculty is to the University; therefore, Faculty need to be sensitive to a variety of possible conflicts between their outside professional interests and their obligations as members of the faculty.

Teaching service at other institutions during the academic year must be approved in advance by the Dean and the Provost. No member of the Faculty may simultaneously hold tenure at another institution.

Faculty with nine-month appointments may accept teaching, research or other employment during the three summer months, either at the University, another academic institution, or another employer, provided such additional undertakings do not unduly interfere with the Faculty member's service to the department.

### C. Consulting and Other Professional Activities

For Tenure Stream Faculty and full-time Non-Tenure Stream Faculty, extramural activities (including consulting) must be consistent with the principles outlined above and may not require on the average more than two days per month in any academic semester or in any summer month in which the Faculty is receiving compensation for full-time employment at the Institute. Requests for exceptions to this Policy should be directed in writing to the relevant Dean and the Provost; requests for exceptions for Faculty with administrative responsibilities who report to the Provost shall be directed to the Provost.

All consulting arrangements must (i) recognize that the Institute's Patent Policy governs all intellectual property created by Faculty and agreements which are inconsistent with the Patent Policy will be considered null and void and (ii) permit adequate publication of results, where appropriate, without jeopardizing the proprietary interests of the sponsor. Under no circumstances may Institute facilities or Institute letterhead (or other resources) be used in the course of any consulting activities, for promotion of any personal or business interests or for any purposes other than Institute business. Faculty are encouraged to submit proposed consulting agreements to the Office of General Counsel or the Office of Innovation and Entrepreneurship for confirmation that no conflict with this or other Policies of the Institute exists.

All Faculty members shall on a yearly basis report to their Deans and within the Faculty Activity Report administered by the Provost any (i) teaching outside the Institute, (ii) consulting, business activities, employment relationships (other than the Institute) and compensated activities outside the Institute and (iii) significant financial interest in entities having a relationship to the Institute. For the purposes of reporting, outside professional activities are professional activities, whether compensated or not, that are not directly associated with the fulfillment of a faculty member's teaching, research and administrative commitments to the Institute.

The Institute interprets the two-day-per-month rule as permitting two working days per calendar month to be devoted to outside professional activities. This is intended to be an average figure; there is no objection to working four half-days in a month, or to working more than two days in a given month as long as the average is observed. The two-days-per-month rule applies throughout the academic year including reading and examination periods and intersession periods. If a faculty member receives summer salary, the two-

days-per-month rule applies for the period of the summer for which compensation through the Institute is accepted. Institute holidays such as Thanksgiving and Christmas may also be used for outside professional activities. It is not permissible to “bank” unused outside professional activity days.

Activities that normally would *not* be counted under the two-days-per-month rule include the presentation of research seminars to professional audiences; attending conferences or panels related to a faculty member’s research or teaching interests; peer review activities; and research conducted off-campus (when appropriate on-campus facilities are not available). Activities that normally *would* be counted under the two-days-per-month rule include: consulting for the government or private corporations; participation in an outside business or organization; teaching at any institution other than the Institute, including, for example, executive education programs; and advising a private or public group on policy. Lectures or media presentations intended for the general public, especially if compensated, would also usually be treated as an outside activity under the two-days-per-month rule; however, the inclusion of public lectures is not intended to restrict occasional activities which the faculty member may undertake in his or her capacity as a citizen, such as speaking for no or nominal compensation in a school or to a service organization. Activities that are less clearly classifiable than those cited above and which may involve use of Institute facilities or resources requiring approvals, such as work for professional academic organizations and editorship of academic journals, should be taken up with the relevant Dean.

## 3.2 Workload

### 3.2.1

During the academic year, all faculty members are expected to devote at least five days per week to discharge the above described responsibilities. Members of the faculty will generally be on campus four days a week unless an absence is required in which case the approval of the individual’s department director or equivalent will be obtained. Such approval will not be unreasonably withheld.

Faculty members’ workload shall be assigned by their department director (or equivalent) or Dean as described below.

### 3.2.2

The maximum teaching load averaged over the academic year shall be twelve credit hours per week. Faculty may obtain reduction in teaching load for various reasons including advising students and conducting substantive research, other scholarly activities, or administrative activities. It is expected that faculty will engage in significant research and other scholarly activities, evaluated within the relevant discipline; faculty who do so can expect not to be assigned the full teaching load. Any reduction in the teaching load of a member of the Faculty must be approved by the department director (or equivalent) and the relevant Dean.

## 3.3 Use of Facilities by Faculty

Various Institute facilities, services and support staff are made available to the Faculty in order to carry out their teaching, research, service and other Institute responsibilities. As a general matter, these facilities and resources will be administered by the Institute offices charged with responsibility for such facilities and resources and coordinated through the Office of the Dean of each School or College. Institute facilities and resources may be available for use for other purposes (e.g., to host meetings of outside professional associations or symposia) pursuant to the policies and procedures of the Institute in existence from time to time. Institute resources such as parking and athletic facilities will be made available to faculty and staff on terms and conditions determined by the Institute from time to time.

### **3.4 Leaves of Absence**

#### **3.4.1 Sabbatical Leaves**

Sabbatical is a leave granted by the Institute for the purpose of encouraging faculty members to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the Institute. Sabbatical leaves of absence may be provided by the Institute for a period of up to one academic year.

To be eligible for a sabbatical leave, a Faculty member must have served the Institute for at least six years in its professorial ranks and must not have had a sabbatical leave within the past six years. Compensation from the Institute while on sabbatical leave will be at full pay for a one-semester leave and at half pay for a full-year leave. In consideration for the Institute providing compensation during the sabbatical leave, the Institute expects that a Faculty member will return to Stevens for further service following a sabbatical leave of absence unless other arrangements are mutually agreed upon.

Sabbatical leaves of absence are granted at the discretion of the Institute. The standard procedure for applying for a sabbatical leave of absence is as follows.

Eligible Faculty seeking a sabbatical leave must apply in writing to the relevant department director (or equivalent) or, in the absence of a department director (or equivalent) to the Dean by September 1 prior to the academic year of the sabbatical leave of absence. The application shall contain a proposal of how the leave of absence will enhance the individual's capability to advance the Institute's educational or research objectives, together with other information in support of the application. Each approval of a department director (or equivalent) shall then be submitted to the Dean of the relevant School or College for further review and approval.

Following approval of a sabbatical proposal within the relevant School or College, the Dean will submit the recommendation with an evaluation of the proposal and recommendations to the Provost by October 15. Each applicant shall be notified by October 15 of the decision regarding his/her application.

The Provost will transmit approved proposals to the Institute Promotions and Tenure Committee by November 1. The Institute Promotions and Tenure Committee shall review the proposals and rank them in order of merit. Their recommendation shall be submitted to the Provost by December 8.

The Provost shall decide and notify each applicant and the relevant Dean by January 10 whether the relevant sabbatical leave request has been approved or denied.

A Faculty member may waive a sabbatical leave of absence after it has been awarded, but he/she must apply *de novo* if he/she wishes to take a sabbatical leave at a later date.

Upon return from a sabbatical leave, the Faculty member shall submit a report on his/her activities to the Dean, with a copy to the Provost, not later than the end of the semester following his/her return to the campus.

On rare occasions and under unusual circumstances, the Institute may, at its discretion, grant a sabbatical leave of absence to a faculty member outside of this process.

#### Summary of Key Dates/Deadlines

<u>Time Frame (On or About)</u>	<u>Process</u>
September 1	Faculty members submit proposals to the department director (or equivalent), if any
September 15	Proposals approved by the department director (or equivalent) are forwarded to the relevant Dean
October 15	Proposals approved by the Dean are forwarded to the Office of the Provost.
November 1	Office of the Provost transmits the proposals for review to the Institute Promotions & Tenure Committee.
December 8	Institute Promotions & Tenure Committee submits its recommendations to the Provost.
January 10	Provost notifies each applicant and the relevant Dean whether the applicant's sabbatical leave request has been approved or denied.

#### 3.4.2 Other Leaves of Absence

Other leaves of absence are governed by the general Institute policies regarding employee leave, including the Institute's Paid Absence Policy, Unpaid Absence Policy, and policies regarding family and medical leaves of absence. The Institute is committed to compliance with all federal and state laws regarding employee leave. Policies are available for review on the webpage of the Office of Human Resources ([www.stevens.edu](http://www.stevens.edu)).

### **3.5 Appointment, Reappointment, Promotions and Tenure for Tenure-Stream Faculty<sup>1</sup>**

<sup>1</sup> Approved by the Faculty 5/25/93, Amended by the Faculty 3/1/95, Approved by the Board of Trustees, 4/25/95; Amended by the Faculty, 4/14/99, Amendment Approved by the Board of Trustees, 5/26/99; Amendment by the Faculty, 9/21/99,

## General

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 (or equivalents), 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.

### 3.5.1 Appointment of Tenure-Stream Faculty

When a vacancy occurs for a Tenure-Stream Faculty position, the relevant department director (or Dean in the absence of a department director) will inform the department (or relevant faculty) and form a Search Committee. The Search Committee will be composed of the department director from the relevant department, if any, and at least two tenure-stream faculty members from the department or program. The department director (or Dean) will appoint a Chair of the Search Committee. The function of the Search Committee is to identify and evaluate candidates, in collaboration with the Office of Human Resources. The Search Committee will arrange interviews of selected candidates by School/Faculty members. In addition, any candidate recommended for appointment by the Search Committee must make a presentation to a suitable forum of department/School/College faculty members.

The Search Committee will make its recommendations to the relevant Dean. Upon consideration, the Dean will make a recommendation to the Provost who will make the final appointment decision. The Chair of the Search Committee will notify the candidates of the outcome of their application. In the case of a positive decision, the Department Director (or Dean) will administer the remaining steps in the hiring process.

Tenure-Stream appointments are only made at the ranks of Assistant Professor, Associate Professor and Professor.

### 3.5.2 Periods of Appointment and Promotion for Tenure and Tenure-Stream Faculty

#### *3.5.2.1 Tenure Clock*

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 Tenure Clock Extension provisions described below.

### *3.5.2.2 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.

### *3.5.2.3 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 Promotions and Tenure Committee and completed the tenure award process.

Appointments to the rank of Associate Professor of persons not previously 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 prospective Faculty member shall have been found qualified by the Promotions and Tenure Committee for the award of tenure and completed the tenure award process prior to the effective date of the appointment.

Appointments of Associate Professors are subject to renewal for additional terms, with each term being 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. If an Associate Professor without tenure is not promoted by the end of the seventh year, the appointment is automatically terminated at the end of the seventh year.

### *3.5.2.4 Professors*

Promotions to the rank of Professor shall be made only with tenure. The Faculty member shall have been found qualified for promotion and tenure by the Promotions and Tenure Committee and awarded tenure.

Appointments to the rank of Professor of persons not previously 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 with Faculty rank of tenured professor, the prospective professor shall have been found qualified by the Promotions and Tenure Committee for the award of tenure and completed the tenure award process 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 Promotions and Tenure Committee and tenure awarded.

### *3.5.2.5 Promotion and Tenure Clock Extension Provisions*



- (a) **New-Parent Extension Policy:** A Faculty member holding a Tenure-Stream appointment who (i) becomes a parent by birth or adoption and (ii) has primary childcare responsibilities, may elect to have the date on which promotion or tenure would normally be considered due to length of service extended by up to one year per birth or adoption event; provided that Faculty may only have a maximum of two such New-Parent extensions regardless of the number of births or adoptions. The option of postponing the date by which promotion or tenure would normally be conferred is separate and apart from whether the Faculty member requests a reduced teaching load or whether he or she took a family or medical leave or other leave in connection with the birth or adoption of the child and is not tied to the number of weeks of any such leave. Notification of such election must be presented to the relevant Dean and the Office of Human Resources together with verification that the Faculty member has primary childcare responsibilities.
- (b) **Family/Medical Leave Extension Policy:** The promotion and tenure clocks automatically stop for Faculty members who take a family or medical leave of absence, for the period of the absence. This stopping of the promotion and tenure clocks for family or medical leaves of absence is in addition to the New-Parent tenure-clock extension. Notification of such leave must be presented to the relevant Dean and the Office of Human Resources together with verification that the Faculty member has met the requirements for applicable family or medical leave.
- (c) **Extension Policy Regarding Other Personal Circumstances:** In the event of other personal circumstances that significantly disrupt teaching and scholarly activities, Tenure-Stream Faculty may request a promotion or tenure-clock extension of up to two years. Such an extension (and its duration) must be approved by the relevant Dean, the Academic Council, and the Office of Human Resources.
- (d) **Extension Policy Regarding Professional Circumstances:** Any deferment or extension of the promotion or tenure clock due to administrative or other professional assignments (including an unpaid leave for professional purposes) must be approved by the Academic Council prior to the commencement of these duties. In general, junior Tenure-Stream Faculty should not take on administrative or other duties that could significantly disrupt scholarly progress toward earning tenure.
- (e) **Treatment of Sabbatical and Off-Campus Assignments:** Time spent on sabbaticals and on Institute off-campus assignments is included in the calculation of the relevant time period for promotion or tenure.
- (f) **A tenure-clock extension does not automatically extend an individual's appointment.** Extensions of appointments must be done through the normal reappointment process.

### 3.5.3 Reappointment Process for Tenure-Stream Faculty

Set forth below is the basic framework for the re-appointment process for all Tenure-Stream Faculty which presumes a sequence of two two-year appointments followed by a three-year appointment prior to consideration for Tenure. A School or College may alter this basic framework for all Tenure-Stream Faculty within the School or College by adopting a policy providing for a sequence of two three-year appointments followed by a one-year appointment for a School or College. This determination by a School or College shall occur pursuant to such School or College's

internal procedural rules and on notice to the Provost. Any such determination shall follow the same procedural rules as set forth below with the only variation being the sequence and length of appointments.

#### *3.5.3.1 Faculty in their first two-year appointment*

At the end of the first year of the two-year appointment, the candidate for reappointment will submit a report to his/her department director (or equivalent). The report must contain a curriculum vitae, a summary of activities at the Institute, a plan of activities for the next three years and any other information deemed pertinent for a reappointment decision. The deadline for submission is September 30.

The department director or equivalent, delivers the report, together with recommendations of the department director (or equivalent), to the Department or School/College Promotions and Tenure Committee. The Committee will evaluate the portfolio of the candidate and provide a written report to the relevant Dean containing its recommendations by mid-October.

The Dean of the School or College will communicate his/her decision to the Department Director (or equivalent) and to the candidate by February 15. There will be no appeal process.

#### *3.5.3.2 Faculty in their second two-year appointment*

At the end of the first year of the current two-year appointment, the candidate for reappointment will submit a report to his/her department director (or equivalent). The report must contain a curriculum vitae, a summary of activities at the Institute, a plan of activities for the next three years and any other information deemed pertinent for a reappointment decision. The deadline for submission is September 30.

The department director (or equivalent) working with the Department or School Promotions and Tenure Committee will evaluate the portfolio of the candidate and provide a written report to the Dean of the School or College containing its recommendations by mid-October.

The Dean of the School or College, in consultation with the department directors (and equivalents) of the School or College, will communicate his/her decision to the candidate by February 15. There will be no appeal process.

#### *3.5.3.3 Faculty in their first three-year appointment*

At the end of the second year of the three-year appointment (following the passage of two two-year appointments), the candidate will submit a report to his/her department director (or equivalent). The report must contain a curriculum vitae, a summary of activities at the Institute, a plan of activities for the next year and any other information deemed pertinent for a reappointment decision. The deadline for submission is September 30.

The department director (or equivalent) working with the Department or School Promotions and Tenure Committee will evaluate the portfolio of the candidate and provide a written report to the Dean of the School containing its recommendation[s] by mid-October.

The Dean of the School or College, in consultation with the department directors (and equivalents) of the School or College, will communicate his/her decision to the candidate by February 15. There will be no appeal process.

#### *3.5.3.4 Notification of Non-Renewal*

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

- (a) by February 15th of the academic year in which the 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 may be renewed for up to one-half [1/2] year by mutual consent.

#### *3.5.3.5 Relocation Appointments*

If a Faculty member has been notified that his or her appointment will not be renewed, the Faculty member may request a "relocation reappointment" meaning that the Faculty member will have an additional period of time at Stevens during which to transition to such member's next school and appointment. Such appointment, if granted, shall not exceed one [1] year. The appointment will terminate at the end of the relocation appointment, if any, and no additional termination notification is required. Requests for relocation appointments must be submitted by the Faculty member to the department director (or relevant Dean in the absence of a department director). If such request is approved at the Department or School/College level, the department director or Dean shall send the request to the Provost who shall grant final approval.

## **3.6 Awarding of Promotions and Tenure**

### **3.6.1 Criteria for Promotion and Tenure Awards**

The term tenure is 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.

Promotions and tenure are awarded at the discretion of the Institute. Candidates for promotion and tenure are evaluated according to [1] their research and scholarly activities, [2] their instructional skills and performance, and [3] their contribution to the academic and professional community. There are differences among the different disciplines with regard to how a Faculty member should be evaluated, especially with regard to research. General guidelines to be considered are:

#### **A. Scholarly Activities**

A tenure-stream Faculty member is expected to be engaged in scholarly activities in an

academic field of study. This activity can be measured in a variety of ways depending on the particular academic discipline. These include books, journal articles and other publications (especially in refereed venues); research (especially sponsored research); presentations at professional meetings; supervision of Ph.D. and Master's theses, where appropriate; development of intellectual property; professional consulting activities and involvement with entrepreneurial activities emanating from Stevens research; and evidence of sustained efforts to remain engaged in new advances in his/her field.

#### B. Instructional Skills

A primary function of a tenure-stream 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 in connection with sponsored programs, and the constant search for new and better ways of enhancing the educational experience at the Institute.

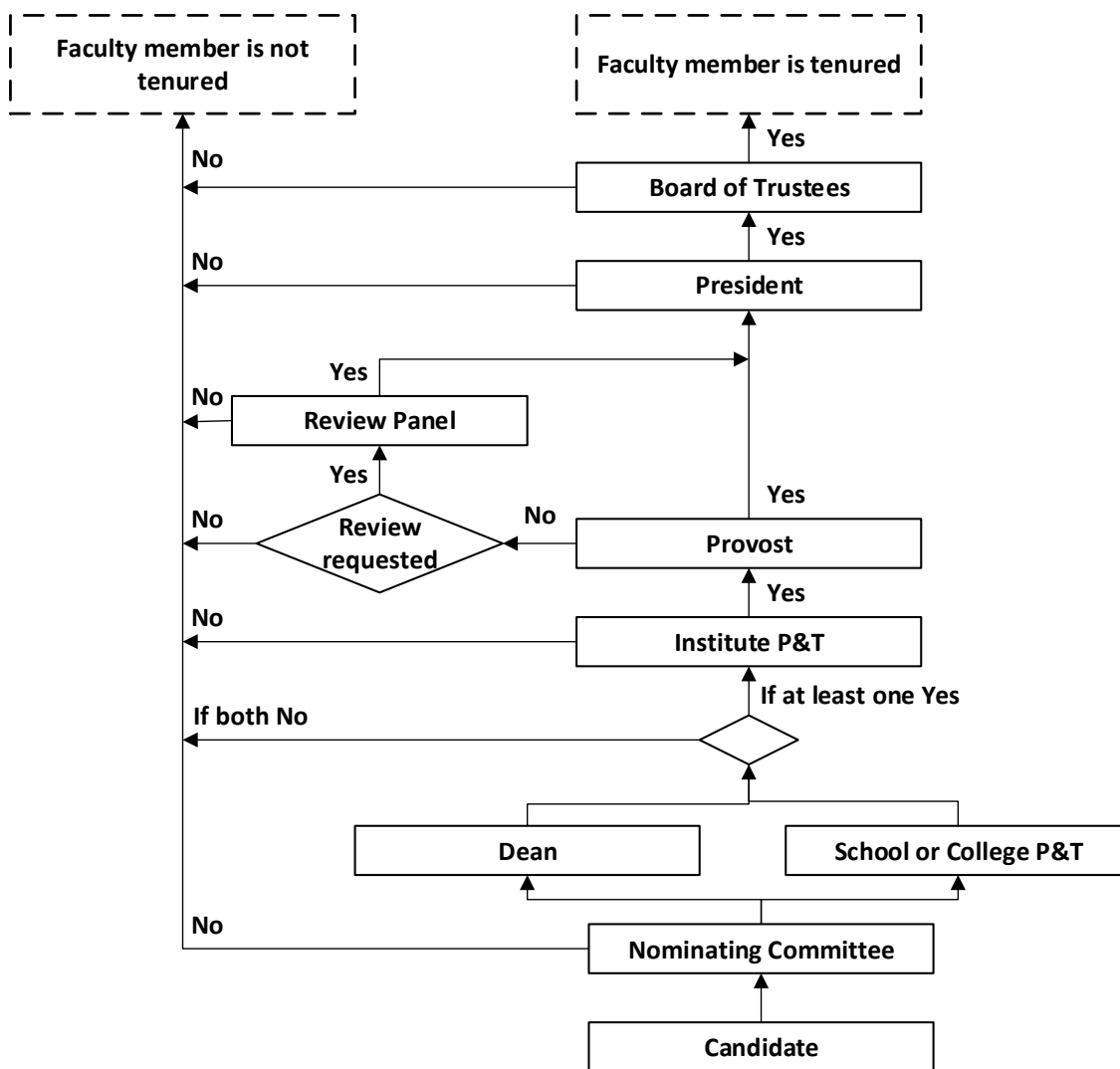
#### C. Academic and Professional Contributions

Tenure-stream Faculty members are expected to be actively involved in the affairs of the Institute. This involvement includes continuing participation in Department, School/College and Institute committees, student advising, and participation at School/College and general Faculty meetings, admissions and recruitment events and other activities supporting the Institute. 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.

#### 3.6.2 Procedures for Promotions and Awards of Tenure

Promotions or awards of tenure may only be made in accordance with the procedures set forth in this policy. Neither de facto tenure or promotions nor tenure or promotions by default are recognized at Stevens.

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



### 3.6.2.1 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 members of the candidate’s Department who are tenured and do not hold the administrative rank of Dean, Provost or President. In the case of a School or College that does not have departments, the Nominating Committee will consist of all eligible members of the candidate’s School or College. 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 Senate 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 Senate will appoint a Nominating Committee.

The Nominating Committee will be chaired by the Department Director. If the department director is not eligible to serve on the Nominating Committee or 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 relevant Dean will cast the deciding vote.

On or about September 1 (January 1 for January hires), 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 or College and Dean Promotion and Tenure Review Process 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 vote by the Dean, 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).

#### *3.6.2.2 Dean and School/College Promotion and Tenure Committee Review Process*

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

Each School/College must have 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 Senate shall 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.

The Nominating Committee and the School/College Promotion and Tenure Committee may consist of the same members.

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 the results of its deliberations 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.

### *3.6.2.3 Institute Promotion and Tenure Committee Review*

The Institute Committee on Promotions and Tenure (the "Committee") shall evaluate the qualifications of faculty members for tenure or promotion. The Committee shall consist of six tenured faculty members of the rank of Professor, with faculty holding the administrative rank of Dean, Provost or President ineligible for membership, serving two-year staggered terms. This Committee will include three members elected by the Stevens Faculty by vote and three appointed by the Provost in consultation with the Faculty Senate. At least two of the Institute's four Schools and College must be represented on the Committee. In addition, in the interest of respecting the diversity of academic disciplines within the Institute, every effort will be made to exceed this requirement. No Committee member may serve two consecutive, full two-year terms in the Committee. The Committee shall select its own chairperson. Members of the Committee may serve as members of the Nominating Committee of their academic unit but are ineligible to serve on their School or College's Promotion and Tenure Committee.

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 relevant Dean. Additional sources may include professional colleagues, both inside and outside of Stevens, and other members of the Stevens community. In seeking information, 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 8 (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 8 (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 relevant Dean will be so notified.

#### *3.6.2.4 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 January 10 (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 January 10 (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 ten (10) 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 Review Panel shall consist of five members. The Institute Promotion and Tenure Committee will select one of its members to serve on the Review Panel. The Provost or his/her representative will also serve on the Review Panel. The Provost or his/her representative and the Institute Promotion and Tenure Committee representative will each appoint a member. The two appointed members will then select the fifth member of the Review Panel. The faculty serving on the Review Panel shall be tenured and hold the rank of Professor. Faculty holding the administrative rank of Dean, Provost or President and members of the Institute or School/College Promotion and Tenure Committees shall be ineligible to serve on the Review Panel.

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 30 (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 30 (May 5), the Review Panel shall also notify each individual in writing of its decision.

#### *3.6.2.5 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.

On or about February 7 (May 15), the President will submit the names of all successful candidates to the Board of Trustees at its next regularly scheduled meeting. 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 15 (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.

#### *3.6.2.6 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 kept strictly confidential at each stage of the review and approval process.

There is no substantive appeal process, however, a procedural grievance may be filed by the candidate by following the grievance process outlined in Section 7 of the Faculty Handbook.

#### *3.6.2.7 Summary of Key Dates/Deadlines*

Time Frame	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/College and Dean Promotion and Tenure Review Process (3.6.2.2) and communicate its decision to the candidate.
September 15 or January 15	Nominating Committee will forward approved applications for promotion or tenure to the Dean and the School/College's Promotion and Tenure Committee (3.6.2.2)

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 (3.6.2.3).
December 8 or April 1	Institute P & T Committee submits its Recommendations to the Provost (3.6.2.3). 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 (3.6.2.3).
January 10 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 (3.6.2.4).
January 30 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 (3.6.2.4).
February 7 or May 15	President will submit the names of all successful candidates to the next regularly-scheduled meeting of the Board of Trustees. President shall provide in writing to the chairperson of the Institute Committee on Promotion and Tenure, the Provost, the individual and individual's nominator[s] the reasons any individual has not been recommended to the Board of Trustees.

Promptly following relevant meeting of 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 (and disapproved) awards and shall notify each faculty member, in writing, of the Board's action.

### **3.7 Appointment, Reappointment and Promotions for Non Tenure-Stream Faculty**

#### **3.7.1 Appointment of Non Tenure-Stream Faculty**

Appointments of Non Tenure-Stream faculty are granted based on the needs of the Institute. Appointments are in the discretion of the Institute in recognition of an individual's fitness, merit, and demonstrated commitment to Stevens and its students and contribution to the Institute's objectives. Factors considered in evaluating candidates for appointment include instructional skills and performance, scholarly activities, and contribution to the academic and professional community.

When a vacancy occurs for a Non Tenure-Stream Faculty position, the relevant Dean or Department Director will inform the department (or relevant faculty) and form a Search Committee. The Search Committee will be composed of the department director from the relevant department (or equivalent) and at least two faculty members from that department/program (one tenure-stream and one non tenure-stream). The Dean will appoint a Chair of the Search Committee. The function of the Search Committee is to identify and evaluate candidates, in collaboration with the Office of Human Resources. The Search Committee will arrange interviews of selected candidates by School/College Faculty members. In addition, any candidate recommended for appointment by the Search Committee must have made a presentation to a suitable forum of department/School/College faculty members.

The Search Committee will make its recommendations to the relevant Dean. Upon consideration, the Department Director (or equivalent) and Dean will make a recommendation to the Provost who will make the final appointment decision. The Chair of the Search Committee will notify the candidates of the outcome of their application. In the case of a positive decision, the Department Director (or equivalent) will administer the remaining steps in the hiring process.

Non Tenure-Stream Faculty shall be granted an appointment for a specified term of years, not to exceed five [5] years.

#### **3.7.2 Reappointment of Non Tenure-Stream Faculty**

Decisions to renew (reappoint) or not renew Non Tenure-Stream faculty are made in the discretion of the Institute based on the needs of the Institute. Factors considered in evaluating candidates for

reappointment include instructional skills and performance, scholarly activities, and contribution to the academic and professional community, as well as institutional needs and priorities.

### 3.7.3 Expanded School/College Promotion and Tenure Committees

The School/College Promotion and Tenure Committees will be expanded to perform assessments of Non Tenure-Stream faculty. The Committees will be expanded to include at least two Non Tenure-Stream Faculty members at the rank of Non Tenure Stream Associate or Full Professor who will be appointed by vote of the full-time Faculty of the School/College. For cases involving promotion to Non Tenure Stream Professor, the committee members must be Non Tenure Stream faculty holding the rank of Professor.

A review of the performance of each Non Tenure-Stream Faculty member will be conducted by the Expanded Promotion and Tenure Committee within the term of the appointment of such Non Tenure-Stream Faculty member, but at least once every 3 years. Performance reviews will be provided to the Dean (and Department Director or equivalent) and to the Office of Human Resources for use in making determinations as to renewal of appointments, promotion and other matters.

### 3.7.4 Awarding of Promotions to Non Tenure-Stream Faculty

Applications for promotion of Non Tenure-Stream Faculty will be evaluated by the Expanded Promotion and Tenure Committee of the School or College. In seeking the information required to make its decision, 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.

On or about October 15 (February 15), the School/College Expanded Promotion and Tenure Committee will, by simple majority vote, decide whether each candidate shall be recommended for promotion and will communicate its decision to the Dean of the School/College. The Committee will forward all documentation gathered during its deliberations to the Dean.

The Dean may seek additional information to help in his/her decision making process. Within 30 days of receipt of the Committee recommendation, the Dean will communicate his/her decision to the Chair of the Committee and to the relevant department director or equivalent.

If the Dean's decision is positive, the Non Tenure-Stream candidate's application for promotion, along with all supporting materials, will be forwarded by the Dean to the Provost for approval.

The Provost will examine all of the materials submitted by the Committee and may also seek additional information to help in his/her decision making process.

On or about December 15 (April 15), the Provost shall provide the Dean and the Chair of the Committee with the final list of those Non Tenure-Stream Faculty members whom the Provost approves for promotion. The Provost's decision cannot be appealed.

All Non-Tenure Stream promotion deliberations shall be kept strictly confidential at each stage of the review process.

### **3.8 Annual Faculty Evaluations**

Each year, all Faculty members shall be evaluated based on performance. The performance evaluation is used for decision-making in areas such as salary adjustment, reappointment, promotion, and tenure.

#### **3.8.1 Faculty Evaluation Process**

Faculty shall be evaluated based upon criteria encompassing all areas in which a faculty member is expected to function, with particular emphasis on current performance and most recent achievements. The faculty member's planned goals and objectives are a key part of the evaluation process. Consistent with the principles of academic freedom, the goals and objectives of Faculty members should be driven by the Strategic Plan of the Institute, as implemented in each of the individual Schools/College.

July 1 -- The Dean or department director (or equivalent) sends a memorandum to the members of his/her department informing them that a Faculty Activities Report is to be submitted to him/her by September 15. The Faculty Activities Report should detail the individual's activities in the areas of teaching, research, and service for the period July 1 of the previous year through June 30 of the current year.

September 15 -- The last day for submitting a Faculty Activities Report to the appropriate Dean or department director (or equivalent).

October 1 through October 31 -- The Dean or department director (or equivalent) meets with each eligible faculty member in his/her department to review and evaluate the individual's performance during the previous academic year and immediately preceding years. The Dean or department director (or equivalent) may also comment on current performance and recent achievements that extend past August 31. The Dean or department director's (or equivalent) evaluation is committed to writing and attached to the Faculty Activities Report. The Faculty member may draft a written rebuttal. Where the evaluation was completed by a department director (or equivalent), a copy of the Faculty Activities Report and evaluation will be forwarded to the Dean.

November 1 through November 15 -- The Deans meet with their department directors (or equivalents) to review their evaluations of their faculty. The Deans may then add their comments to the Faculty Activities Reports.

#### **3.8.2 Salary Adjustment Procedure**

Faculty members may be eligible for participation in merit and/or incentive compensation plans that Stevens may institute from time to time. For each, the decision whether to award and the amount to be awarded is determined at the discretion of the Dean, the Provost and the Board of Trustees and will depend on a number of factors, including Stevens' overall finances. The Provost and the Deans will have the assessment information collected through the faculty evaluation process described above and will consider such information in making recommendations for salary adjustments and incentive compensation for the Faculty. Individual members of the Faculty shall be notified of decisions on salary adjustments and incentive compensation on or about January 1 of each year with respect to the assessment process conducted during the prior year.

### **3.9 Dismissal, Suspension, or Other Sanctions**

Dismissal or suspension without pay of Tenure Stream- Faculty is an extreme measure, undertaken only for the protection of the Institute and its members. Charges against Tenure-Stream Faculty members which could lead to dismissal or suspension without pay shall be based upon the following stated criteria and processed in accordance with the procedures outlined below.

### 3.9.1 Criteria

Dismissal or suspension with or without pay for a stated period shall be restricted to cases of: [a] substantial and manifest neglect of duty; or, [b] demonstrated incompetence or dishonesty in teaching or research; or, [c] personal misconduct which substantially impairs the individual's fulfillment of his/her responsibilities to Stevens.

### 3.9.2 Process

#### 3.9.2.1

Nothing in the procedures detailed below shall be interpreted as barring attempts to settle a case through informal discussions. If a settlement is reached with the mutual consent of the faculty member involved, the Provost, and the Professional Practices Committee, the formal proceedings shall terminate immediately.

#### 3.9.2.2

The Institute maintains certain institutional policies which have been adopted in order to comply with applicable law ("Policies"), and such Policies may expressly require separate procedures or supersede the procedures described in this Section. The Institute's Policy on Gender-Based and Sexual Misconduct is an example of such a Policy. The procedures of any such Policy shall apply and shall override the procedures described in this Section to the extent required by such Policy.

#### 3.9.2.3

Charges against a Faculty member shall be in writing and shall be directed to the Provost for transmittal to the Professional Practices Committee, with copies to the individual charged and to the President.

#### 3.9.2.4

Upon receipt of a charge against a member of the Faculty, the Professional Practices Committee shall convene within twenty working days. It shall conduct a thorough hearing on the merits of the charge. The Committee shall conduct the hearing pursuant to rules it establishes, grant adjournments, and make other rulings as required. In conducting the hearing, the Professional Practices Committee shall act as a body. The Professional Practices Committee shall send written notice of the time and place of the hearing to the faculty member involved, to the individual bringing the charge, and to the Provost and the President. The Professional Practices Committee shall appoint one of its members to take minutes of each meeting of the Committee including all testimony heard by the Committee. Hearings shall not be public, nor shall public announcements of the proceedings or their results be made.

#### 3.9.2.5

At a hearing conducted by the Professional Practices Committee:

The faculty member against whom the charge has been brought shall have a right to testify in his/her own behalf.

He/she may be accompanied by a personal representative of his/her own choosing from within the Stevens community. The personal representative shall have the right to testify at the request of the Faculty member involved. The Institute may also be represented by any representative of its own choosing from within the Stevens Community.

The individual bringing the charge shall testify at the hearing if he/she asks to testify or is requested to testify by the Professional Practices Committee.

The Faculty member against whom the charge has been brought shall have the right to be present at the testimony of, and cross-examination of, the individual bringing the charge and any other witness.

The members of the Professional Practices Committee shall have the right to question any individual testifying before the Committee.

The Professional Practices Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

The Professional Practices Committee will make findings and recommendations on whether the charges brought and the proposed sanction are justified within the terms of Section 3.9.1. The Professional Practices Committee will make every effort to conduct its hearing expeditiously and complete its deliberations within a period of eight weeks. If there are extenuating circumstances, the Professional Practices Committee shall inform the Provost of the reasons for the delay and seek an extension.

After the hearing, and based only on evidence presented at the hearing, the Professional Practices Committee shall decide whether to recommend sustaining the charge or any of the charges if there are more than one or dismissing the charge.

The Professional Practices Committee's recommendations, with the reasons therefor, shall be transmitted to the Provost in writing.

Taking full cognizance of the recommendations of the Professional Practices Committee, the Provost will: notify the individual and the President in writing that the charges are dismissed and no further action will be taken; or, notify the individual and the President in writing that the original charges are sustained and his/her recommendation regarding dismissal, suspension, or other sanctions. The President must then review the Provost's recommendation and notify the individual of his decision to accept the recommendation or to impose a different penalty.

The individual shall have the right to appeal the President's decision to an Appeals Board. The Appeals Board shall consist of five tenured faculty members; two tenured faculty members or

administrators who hold academic rank with tenure appointed by the Provost; two tenured faculty members appointed by the Faculty Senate; and a fifth member chosen by the four. In the event that the four members are unable to agree, by majority vote, on the fifth member, the Provost in consultation with the Faculty Senate shall designate the fifth member. Members of the Appeals Board shall not be parties to the case heretofore. Appeals must be made to the Appeals Board within ten working days following notification by the President.

If, in the light of the recommendations of the Professional Practices Committee, the Provost's recommendation, and the Appeals Board decision, the President finds that dismissal, suspension or other sanctions are warranted, he/she shall present those recommendations and decisions to the Board of Trustees. The Board of Trustees shall then determine the disposition of the case. The Faculty member involved, the group or the individual bringing the charges, the Provost the Appeals Board, and the Professional Practices Committee shall all be notified in writing of the decision of the Board of Trustees which shall be final and binding on all parties.

### **3.10 Faculty Personnel Files**

Individual personnel files shall be maintained for each Faculty member by the Office of Human Resources and the office of the Dean of the Faculty member's School/College. Information relating to payroll and fringe benefits shall be maintained in the Payroll and Human Resources Offices.

#### **3.10.1 Contents**

The Institute and School/College personnel files may contain the following items:

- (a) Transcripts supporting claims of academic degrees.
- (b) Documents supporting claims to professional training.
- (c) Letters or records describing work experience.
- (d) Copies of all letters of employment and other documents issued by Stevens relating to employment at Stevens.
- (e) Documents relating to professional growth or performance.
- (f) Documents pertaining to resignation or discharge.
- (g) Documents indicating special competencies, achievements, scholarly research, academic, professional or other contributions.
- (h) Faculty Activities Reports.
- (i) Annual reviews.
- (j) Any statement that the Faculty member wishes to have entered in response to or in elaboration of any other item in his/her file.

#### **3.10.2 Access**

The individual Faculty member, on giving reasonable written notice, may request reasonable access to his/her own personnel files during normal business hours under conditions which protect the integrity of the files, and may request copies of material in his/her files. The Institute shall not unreasonably withhold such approval.

Written recommendations and comments pertaining to a faculty member's professional performance obtained on a confidential basis from sources outside the Institute and other materials relating to the internal administration of the Institute may be kept confidential.