

SCHOOL OF ENGINEERING EDUCATION (ENE)

Primary Committee Operating Policies and Procedures

A. Role of the ENE Primary Committee

Consistent with the policies of the Engineering Area Promotion Committee (EAPC) and University Promotion Committee, the ENE Primary Committee (PC) serves mainly to provide guidance and feedback to faculty on their progress toward promotion; to evaluate and nominate faculty (and faculty candidates) for promotion and/or tenure; and to evaluate and nominate candidates for honorary recognitions, such as Outstanding Alumni, Distinguished Engineering Alumni (DEA) and Honorary Doctorates. In serving these functions, the PC strives to make its policies and procedures as transparent and consistent as possible, while maintaining confidentiality.

B. Committee Membership

The committee shall consist of all tenured full professors in ENE and be chaired by the head. In order to meet the University requirement of at least five tenured full professors on a PC, the head shall nominate tenured full professors from other units, subject to approval by the Dean. These non-ENE members shall serve two-year, renewable terms. Beginning in July 2005 the committee also includes all tenured associate professors, who will participate in all committee activities except deliberations on promotions to full professor.

C. Policies and Procedures

In an effort to create a nurturing environment for junior faculty in ENE it is critical to have career guidance and mentoring programs in place. The details of such program are discussed in a separate document.

C.1 Promotion and Tenure Review

All cases for promotion and/or tenure of ENE faculty, including partial appointments, are considered first by the PC. All Assistant and Associate professors are reviewed annually by the PC, regardless of their time in rank. The review process begins in early spring, when faculty provide to the head an up-to-date vita in the department-specified format. Each faculty member who is close to promotion, as determined by PC, will be assigned an advocate, a member of the PC to represent her or his case to the PC. This representative may or may not be the faculty member's mentor, but is expected to meet with the candidate to discuss their vita for the purpose of leading the discussion of the candidate in the PC.

Should any committee member receive unsolicited input of any kind from outside sources on any candidate, the head should be notified immediately. Unsolicited input sent to Primary Committees will not be considered.

The review process will take place in two meetings of the PC before the end of the spring semester. Nominations for promotion and/or tenure will be open after presentation and discussion of each candidate. Any member of the PC, including the head, can nominate a candidate.

If a nomination is seconded, then the case is prepared for a final vote to take place in early fall. In addition, university regulations on self nomination will be followed. All voting will be done by secret ballot. A PC member must be in attendance for the entire discussion of all candidates in order to vote. The intent of the foregoing is not to prevent a member of the PC from leaving the meeting with just cause, as determined by the remaining members of the PC. Absentee ballots will not be accepted but attendance via live electronic communication means is acceptable. Votes of abstention will be recorded. Written comments justifying each vote must be provided by the PC. The ENE head is a voting member of the ENE primary committee, until such time that the number of tenured full professors on the committee (including the head) is at least seven.

A case will move forward to the EAPC with a simple majority positive vote. The head has the right, for any reason, to move forward a case that does not receive a simple majority support of the PC.

C.2 Outcomes Reporting and Feedback

University rules require that the Primary Committee provide written feedback annually to all faculty at assistant and associate ranks. A feedback form similar to the one attached to this document will be provided to PC members for each faculty for which materials have been received. This form must be completed by the PC members and returned to the head by late April or early May each year. The head will summarize the returned forms and will provide a copy to faculty in early summer.

The results of Primary Committee decisions on all candidates will be reported to the Dean's office, per specified format. This will include candidates considered, but not nominated, as well as those nominated, but not receiving the necessary vote and/or support of the head to move forward to the EAPC.

Information on the proceedings of the PC meetings should be given to the candidate *only* by the department head in written form, within a week after the PC has met to consider the case. The PC will assist the head in providing written feedback that accurately represents the distribution of opinions of the PC. If a case is not going forward to the EAPC, the department head should discuss the reasons for the decision with the candidate.

C.3 Immediate Tenure

Requests for immediate tenure for outside candidates, with any fraction of appointment in ENE, require a vote of the PC. The same procedures and criteria will be followed as for deliberating and voting on internal candidates for tenure. The search committee chair will facilitate any PC member with questions about a candidate's vita and qualifications. If the majority of the candidate's proposed appointment is in ENE, the head will prepare the case for EAPC in the same format as for internal candidates.

C.4 Courtesy Appointments

With input from the primary committee and after discussion at an ENE faculty meeting, the candidate for courtesy appointment to an academic rank in ENE will be nominated (if so

determined) and seconded by the voting faculty members. The faculty, by a majority vote, must approve requests for courtesy appointments. The nominee will then be recommended to the head for approval of courtesy status. The department head will make the final decision and will notify the candidate if they are appointed to courtesy status in the department. Courtesy faculty may not serve on the ENE primary committee and their status will be reviewed biannually by the head, in consultation with the primary committee and faculty to ensure that the designation is still appropriate. Rights and privileges of courtesy faculty and their expected level of involvement in departmental activities are outlined in ENE document 01-03 dated November 19, 2003.

C5. Recognitions

In addition to promotion and tenure cases, the PC will also be responsible for considering and submitting the following recognitions: (1) Outstanding IDE and ENE Alumni; (2) Distinguished Engineering Alumni (DEA); (3) Honorary Doctorate; (4) Distinguished Professor; and (5) Named Professor. In each of these cases the PC will work with ENE faculty to nominate and, if voted forward, prepare these cases for the EAPC on the appropriate forms. Nomination for (1), (2), (3), and (4) will be received by PC and voted on by the entire ENE faculty.

D. **Timetable**

The chair of the PC will, during the first month of each fall semester, publish a timetable of dates of primary committee meetings and deadlines for faculty members to update their files for promotion. The nominal calendar is as follows:

Fall Semester	Tasks
Mid to late August	▪ Organization, review procedures, assign new faculty mentors, etc. ▪ Final vote on DEA or HDR candidates and consideration of nominations for next year. ▪ Another meeting may be necessary to vote on proposed changes to operating policies
One month prior to EAPC vote	▪ Final vote on Assistant to Associate (tenure) promotions
One month prior to EAPC vote	▪ Final vote on Associate to Full promotions
Spring Semester	Tasks
Mid March	▪ Due date for updated vitae from all faculty on standard form
Late April or early May	▪ Review and feedback on all faculty ▪ Nomination(s) for promotion
Summer	Tasks
By arrangement	▪ Head provides written feedback from PC to all faculty and PC outcomes to ADAA ▪ Head and PC members (if appropriate) prepare cases for candidates nominated to move forward to EAPC

Attachment to ENE Primary Committee Operating Policies and Procedures

Primary Committee Evaluation Form School of Engineering Education

Name of Faculty _____ Present Rank _____

Year Purdue Employment Started _____ Year(s) of last promotion(s) _____

Please indicate the “Degree of Professional Excellence” obtained in the following:

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

A. Teaching	1	2	3	4	5	N/A	U
Recognition by students							
Peer recognition							
Development of teaching materials							
National or international recognition							
Scholarly activity							
Other (list)							
Overall rating							
Comments: 							

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

B. Research, Scholarship, or Creative Endeavor	1	2	3	4	5	N/A	U
Program establishment							
Refereed publications							
Relevance to job assignment							
National or international recognition							
Graduate student involvement							
Competitive grants obtained							
Other (list)							
Overall rating							
Comments: 							

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

C. Purdue, College, and School Contribution	1	2	3	4	5	N/A	U
University committees and events							
College committees and events							
Department committees and events							
Comments:							

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

D. Excellence in Continuing Education and Engagement	1	2	3	4	5	N/A	U
Program establishment							
Program recognition							
Overall rating							
Comments:							

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

E. Overall Performance	1	2	3	4	5	N/A	U
Comments:							

*Rating: 1 = excellent, 2=very good, 3=good, 4=fair, 5=poor, NA=not appropriate, U=unable or not qualified to judge

F. Potential for Future Growth	1	2	3	4	5	N/A	U
Comments:							