

NUCLEAR ENGINEERING PRIMARY COMMITTEE (NEPC)

Operating Policies and Procedures

(Approved by NEPC 2/5/2016)

A. PREAMBLE

All information provided to the NEPC, all discussions and decisions of the NEPC are strictly confidential.

1. Role of NEPC

The role of the NEPC is: (a) to *identify and promote* the qualities necessary for promotion and tenure based on the strategic goals for preeminence of the faculty and the institution; (b) to *communicate* these standards to the School faculty; (c) to *assess* the suitability of candidates for promotion and tenure and provide feedback; (d) to *consider* the guidance provided by the University Committee in order to account for the needs of the institution; (e) to *establish processes* that provide *transparency and consistency* both within NE as well as throughout the institution, while recognizing the *diversity of pathways to impact and excellence*; (f) and to *consider* nominations for Distinguished Engineering Alumni, Honorary Doctorates, Distinguished Professors.

Decisions will not be made on a comparative basis. Each candidate is to be measured against established criteria.

2. Faculty Members of NEPC

Membership in the NEPC is a critical service activity to the School/Department, the College and the University. Beginning in 2005 the Nuclear Engineering Primary Committee (NEPC) consists of all tenured full professors and all tenured associate professors. The full professors participate in all deliberations; and associate professors participate in all deliberations *except for the review* of associate professors.

B. MEETING PROCEDURES

The NEPC meets regularly throughout the year. Meetings run as long as needed to complete the agenda. Meetings where promotion, tenure and other nominations are discussed will be longer.

1. Attendance Requirements

100 percent attendance is expected at promotion, DEA and HDR meetings where discussion and voting takes place given the profound importance of this activity. Attendance via electronic communication means is acceptable when physical presence is impractical and e-attendance is pre-approved by the Head. Attendance at 80 percent of the remaining meetings of the NEPC is expected. It is important that all members of the NEPC participate in most discussions and decisions on P&T issues.

2. Absentee Voting

Absentee ballots **will not** be accepted. Absentee is defined as anyone who is absent at the time of presentation, discussion, and vote. Members must be present (physically or electronically) at the entire meeting to vote for candidates.

3. Ballot

Ballots will be distributed at the beginning of each presentation and will be available during discussion for writing comments. Time will also be provided following discussion for recording comments before ballots are collected.

4. Voting

All those participating in meetings and discussion are expected to vote either yes or no. Submission of a blank ballot or failure to cast a ballot are not regarded as votes and are therefore not included in the number of votes used in the denominator when computing the percent approval. Votes of abstention will be recorded as a “no” vote.

5. Substitutes

No substitutes are allowed.

6. Advance Notice of Absences

As much advance notice as possible should be given to the head’s administrative assistant by NEPC members who cannot attend a meeting.

7. Presentation Time

Presentations of cases to the Committee will be an overview of the unique features of the individual's nomination and should be made in an expeditious manner (ten minutes). Only a summary is appropriate for presentation, since the documents are available to the NEPC members well in advance of the meeting.

8. Conflict of Interest in Voting - The School adopts the College of Engineering’s *Conflict of Interest Policy Related to Promotion and Tenure Process* which is Appendix B of **ENGINEERING AREA PROMOTIONS COMMITTEE (EAPC): Operating Policies and Procedures** posted as **EAPCGeneralGuidelinesandProcedures09042008.doc** at <https://engineering.purdue.edu/Intranet/Groups/Committees/EAPC>.

9. Review/Nomination Process

- Assistant and Associate Professors will provide their mentors and the Head with a copy of their *Summary Promotion Document* and a *current resume* in advance of the first NEPC April meeting. These will also be posted on the NEPC web site.
- Two NEPC meetings will be scheduled each spring to hear the presentations on progress towards promotion for each Assistant and Associate Professor.
- Written feedback will be collected from NEPC members after each presentation asking the following questions:
 - Based on stage in career and years in rank, [Name]’s progress towards promotion:
 - ☐ Exceeds expectations
 - ☐ Meets expectations

☐ Needs Improvement in (specify areas of concern for you)

o Based on the information you have now, do you think he/she will be ready for promotion next year?

☐ Yes

☐ No, unlikely that a positive vote would be cast even if more detailed information was presented.

☐ Not Sure, but warrants preparation of a full document, so that a more informed decision can be made.

o Further Comments:

- At the end of the meeting, after all presentations, the Head will provide a verbal summary report to the NEPC on the feedback collected for each potential promotion candidate.
- The Head will then open the floor for nominations for promotion.

C.PROMOTION, TENURE AND REVIEW PROCEDURES

1. Documents

Documents supporting all deliberations by the NEPC will be prepared in accordance with the instructions given in the College of Engineering site

<https://engineering.purdue.edu/Intranet/Groups/Committees/EAPC/NominationMaterials/instructions.html> ..

The cases will move forward with a simple majority vote.

Note: The head on his or her prerogative may forward to the Engineering Area Promotions Committee (EAPC) a nomination which did not receive a majority vote from the NEPC.

(The results of Primary Committee decisions on all candidates will be reported to the Dean's office.)

2. Obtaining Publications

The candidate will provide a few of publications of their own choice. Heads should assist any member of the committee in obtaining and reviewing publications of a candidate for promotion.

3. Informing the Candidate

Information on the proceedings of the Primary Committee meetings should be given to the candidate *only* by the head and within a week or so after the NEPC has met. If a case is not going forward to the EAPC, the department head should discuss the reasons for the decision with the candidate. ***There should be no other communication with the candidate by primary committee members. All proceedings of this committee are confidential.***

4. Outside Contact

Should any committee member receive unsolicited written input or petitions from outside sources on any candidate, the dean should be notified immediately. Unsolicited input sent to NEPC members will not be considered.

D.RECOGNITIONS

1. Distinguished Engineering Alumni

The nominations for Distinguished Engineering Alumni will be prepared in accordance with the instructions given on the College of Engineering site

<https://engineering.purdue.edu/Intranet/Groups/Committees/EAPC/NominationMaterials/DEA> .

2. Honorary Doctorates

The nominations for Honorary Doctorate will be prepared in accordance with the instructions given on the College of Engineering site

[https://engineering.purdue.edu/Intranet/Groups/Committees/EAPC/NominationMaterials/Honorary Doctorate](https://engineering.purdue.edu/Intranet/Groups/Committees/EAPC/NominationMaterials/HonoraryDoctorate).

3. Distinguished Professors

The designation “distinguished” is an academic recognition that can be bestowed on a select few professors of outstanding accomplishment who have achieved national and international prominence. See http://www.purdue.edu/oop/policies/pages/human_resources/iv_5_2.html.