

# Agenda

COLLEGE OF ENGINEERING  
LEADERSHIP COUNCIL MEETING  
3609 ENGINEERING HALL  
Wednesday, May 6, 2015  
1:00 PM - 2:30 PM

## Announcements

1. **Approval of the Minutes** **Kuech**
2. **1:00-1:10**      **Course Hero** **Bier**
3. **1:10 – 1:15**      **Annual Engineering Expo** **Blanchard**
4. **1:15 – 1:25**      **Speakers for Engineer’s Day** **Blanchard**
5. **1:25 – 1:35**      **First draft of Building Hours** **Blanchard**
6. **1:35 – 1:45**      **2<sup>nd</sup> draft of Asst. Prof. review policies** **Blanchard**
7. **1:45 – 1:55**      **Teaching release for maternity** **Blanchard**
8. **1:55 – 2:05**      **Chair pipeline and succession planning** **Blanchard**
9. **2:05 – 2:15**      **Centers within departments** **Hagness**
10. **2:15 – 2:30**      **Emerging Issues with Faculty Compensation** **Booske**
11. **Adjourn**

# Minutes

COLLEGE OF ENGINEERING  
LEADERSHIP COUNCIL MEETING  
3609 ENGINEERING HALL  
Wednesday, April 22, 2015  
1:00 PM - 2:30 PM

**Attendance: Bier, Blanchard, Dietrich, Hagness, Nellis (for Ghandhi), Henderson, Kuech (chair), Meyerand, Noyce), O'Leary, Ramanathan (for Booske), Robertson, Romero, Stone**

## Announcements

Hagness notified the chairs that there will an email containing the current listing of existing UAPC approved centers for review by the departments.

### **1. Approval of the Minutes** **Kuech**

Meyerand moved approval, and Bier seconded, approved by voice vote.

### **2. 1:00-1:35 Preview of all staff and students presentations** **Robertson**

Dean Robertson previewed the slides to be used at the student and staff presentation concerning budget issues

### **3. 1:35-1:45 Graduation ceremony and the role of chairs** **Romero**

An overview of commencement activities was presented, additional emails will be sent to the faculty.

### **4. 1:45 - 1:50 Revised Graduate Learning Goals** **Blanchard**

The amended learning goals, after APC approval, Kuech, moved; Meyerand seconded the amended goals , it was approved by voice vote.

### **5. 1:50 - 1:55 Chair pipeline and succession planning** **Blanchard**

There are several opportunities for potential chairs in terms of leadership training. There are leadership programs available and people can be nominated via the dean's office.

**6. 1:55 - 2:15      Proposed processes for review of                      Blanchard  
Assistant Professors**

The proposed policies for third-year review of untenured faculty was discussed with the proposed review by college committee. Some guidelines for the materials to be sent to the committee was discussed. Additionally, all dossiers for tenure from Assistant-to-Associate professor with tenure will be sent through the Promotion and Tenure Committee for evaluation.

**7. 2:15 – 2:20      Space policy for emeritus faculty                      Blanchard**

The use of space for emeriti was discussed and the guidelines for lab space should be develop.

**8. 2:10 – 2:25      Review of Current Building Hours                      Blanchard**

The building hours for buildings with common function will have similar hours and be reviewed and posted.

**9. 2:25 – 2:30      Scheduling/policies for 1610                      Blanchard  
Engineering Hall**

1610 ENGR will be used for class scheduling in fall. There will be a policy developed on the non-class use.

**10. 2:30 Adjourn**

## **Assistant Professors: Third-Year Review and Tenure Decisions**

### **Third-year review of Assistant Professors.**

Every Assistant Professor is given a 3-year appointment upon arrival. They must be reviewed at least a year prior to the end of this contract, so there must be a review by the end of year 2. Since subsequent contracts are annual, the candidate should be reviewed in each subsequent year, until they receive tenure.

The College of Engineering hires faculty with the expectation that they will be successful in their contribution to the mission of the department and the college. The cost in time and resources as well as the impact a hire has on the reputation of the department, college and university demands that the department and college provide the individual with the opportunities, mentorship and resources that foster and enable success. To ensure this is the case, it is proposed that the Promotion and Tenure Committee review and comment on the Department's 3<sup>rd</sup>-year assessment of the progress of all Assistant Professors. The goal is to provide appropriate advice to the Assistant Professor regarding any perceived weaknesses and deficiencies in their progress, including the mentorship developed by the department for the individual. This assessment would be transmitted via the dean to the department chair. To initiate this assessment, the Chair will submit a single pdf file, bookmarked and text-searchable, with the following:

- Cover letter from Chair
- List of research publications
  - Refereed archival journal publications
  - Monographs or books
  - Book chapters
  - Conference publications
  - Patents
- List of research trainees (undergraduate and graduate students, postdocs, scientists) with thesis titles when appropriate
- Grants received as an Assistant Professor, including duration, amount of award, and amount supporting the candidate's research
- Courses taught and developed
- Summary of teaching evaluations
- Statements from peer observation of teaching
- Appendix: CV of candidate

### **Promotion from Assistant to Associate Professor with Tenure.**

The Dean has the responsibility and authority for recommending, to the Provost, candidates for promotion from Assistant Professor to Associate Professor with tenure. This is one of the most important decisions the College makes as the decision has long range implications for the success of the Department, College and University. Past practice has involved editing of the dossier by the Dean's office prior to transmittal of the package to the divisional committee. To ensure consistency in the process and practice across the College and to remove the possibility of

any perception of bias within the Dean's office, it is desirable to have the complete promotion and tenure package reviewed by the Promotion and Tenure Committee. The process would be as follows:

- Upon receipt of the dossier, the Dean would submit it to the appropriate Divisional Committee and to the Promotion and Tenure Committee.
- The Promotion and Tenure Committee would review the dossier and submit to the Dean their recommendation on the suitability of the candidate for promotion with tenure. This should be done within one week of the following Divisional Committee meeting.

### **Improving the Quality of Dossiers**

It is critical that the tenure dossiers we submit to the divisional committee accurately document the productivity of the candidate. In instances where a department has not had a recent tenure candidate and has not participated on a recent divisional committee, they might benefit from guidance from those with more recent experience. Hence, the College will, annually, identify individuals with recent experience regarding the creation and review of tenure cases and ask them to provide feedback and advice to those who request it. Chairs will, if desired, be able to consult this group at any time during the creation of the dossier.

### **Submission deadlines**

There will be two deadlines for submission of tenure cases to the Dean. The first will be October 1, to ensure that the case will be considered at the December meeting of the divisional committee. The second deadline will be February 1, to ensure that the case will be considered at the April meeting. Exceptions to this timeline will be granted for hires with tenure and for retention cases.

Building Hours  
College of Engineering  
Spring 2015

<b>Building</b>	<b>Monday-Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Holidays and Football Saturdays</b>
Engineering Research Mechanical Engineering Materials Science Energy Institute Water Science Computer Aided Engineering	7 AM-7 PM	closed	closed	closed
Engineering Hall Engineering Centers Building	7 AM-11 PM	7 AM-7 PM	10 AM-7 PM	closed
CAE Computer Lab (1410 Engineering Dr.)	24/7	24/7	24/7	24/7