1. Welcome from the CEFO Chair (M. Noras) [2 mins]
2. Approval of January 19, 2021 CEFO meeting minutes (A. Browne) [5 mins]
3. Dean’s Report (R. Keynton) [5 mins]
4. Reports from the CEFO standing committees: no reports to allow discussion of the proposed Policies and Procedures (P&P)
5. Reports from special committees: no reports to allow discussion of the proposed P&P
6. New business: CEFO and University elections - call for nominations (G. Mayo) [5 min]
7. Unfinished business and general orders:
   a. Policy and Procedure documentation effort
      i. Presentations [45 min]
      ii. Discussion [led by the P&P Coordination Committee representative (A. Tabarraei)] [28 min]
8. Special orders: none
9. Adjourn
Welcome from the CEFO Chair

2020-2021 Officers:

Maciej Noras (mnoras@uncc.edu), President
Glenda Mayo (Glenda.Mayo@uncc.edu), President-Elect
Aidan Browne (AidanBrowne@uncc.edu), Secretary
Jeff Kimble, (jkimble@uncc.edu), Parliamentarian

https://engr.uncc.edu/cefo
Approval of Jan. 19, 2021 CEFO meeting minutes

MINUTES
COLLEGE OF ENGINEERING FACULTY ORGANIZATION (CEFO)
Tuesday, January 19, 2021, 11:30 AM Meeting via Zoom

Call to Order
CEFO President Maciej Noras called the meeting to order and reviewed the agenda.

Attendees
An attendance sheet was not available, there were 83 people in attendance

Approval of Minutes
Minutes were approved by unanimous consent using indicating tools within the Zoom platform.

Dean’s Report
Dean Keynton thanked the search committee for the Associate Dean for Research search, and welcomed Dr. Bridgid Mullany. He thanked the large number of faculty who attended the Niner Research review. He reminded everyone about Graduate Fellowship upcoming deadlines and asked faculty to encourage students to apply. He indicated that on Jan 29th he would be meeting with the University Strategic Planning Steering Committee, and expected to have the goals available for flow down after that. He closed wishing everyone a Happy New Year.

Standing Committee Reports
- CEFO Executive Committee (CEFEC)
  - Maciej Noras, CEFO President, reviewed the CEFO initiative for this academic year, including the Policy and Procedures effort and the CEFO Constitution review. He also announced the pending formation of a College Staff Council.
- College of Engineering Academic Policy and Curriculum Committee (CEAPCC)
  - James Conrad reviewed the goals of the committee. Announced that they have completed all Undergraduate curriculum requests and indicated that they have been processing them in approximately one week. He reminded everyone to get any last-minute changes in as soon as possible.
- No report:
  - College Administrative Council (CAC)
  - College of Engineering Academic Policy and Curriculum Committee (CEAPCC)
  - College Review Committee (CRC)
  - College of Engineering Faculty Appeals Committee (CEFAC)
  - Strategic Planning and Assessment Resource Team (SPART)
  - College of Engineering Computing Facilities Advisory Committee (CEFAC)
  - College of Engineering Graduate Committee (CEGC)
  - College of Engineering Reassignment of Duties Committee (CEDSC)
  - College of Engineering Undergraduate Administrative Committee (CEUAC)

Page 1 of 3
Dean’s Report
CEFO Committees Reports

* Gold indicates “No Report” this meeting

- CEFO Exec Committee (CEFEC) [M. Noras]
- CoE Academic Policy and Curriculum Committee (CEAPCC)
- College Review Committee (CRC)
- CoE Faculty Appeals Committee (CEFAC - inactive)
- College Administrative Council (CAC) [R. Keynton]
- CoE Computing Facilities Advisory Committee (CFAC)
- CoE Graduate Committee (CEGC)
- CoE Reassignment of Duties Committee (CERDC)
- Strategic Planning and Assessment Resource Team (SPART)
- CoE Undergraduate Administrative Committee (CEUAC)
Reports from special committees

- Online Standards Committee
- COE Diversity and Inclusion Committee
New Business
CEFO and University elections - call for nominations
Unfinished business and general orders
Policy and Procedure documentation effort
## P&P Sub-committee membership

<table>
<thead>
<tr>
<th>Sub-committee</th>
<th>CEE</th>
<th>ECE</th>
<th>ETCM</th>
<th>MEES</th>
<th>SEEM</th>
<th>OSDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination</td>
<td>Dave Weggel</td>
<td>Sukumar Kamalasadan</td>
<td>Rachael Sherman</td>
<td>Alireza Tabarraei</td>
<td>John Small</td>
<td>Gwendolyn Gill</td>
</tr>
<tr>
<td>#1 [Administrative area]</td>
<td>Milind Khire</td>
<td>Madhav Manjrekar</td>
<td>Daniel Hoch</td>
<td>Terence Fagan</td>
<td>John Small</td>
<td>Jim Hartman</td>
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<tr>
<td>#2 [Research area]</td>
<td>Shen-En Chen</td>
<td>Yong Zhang</td>
<td>Tara Cavalline</td>
<td>Scott Kelly</td>
<td>Churlzu Lim</td>
<td>Courtney Greene</td>
</tr>
<tr>
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<td>Kimberly Warren</td>
<td>Courtney Smith-Orr</td>
<td>Jacelyn Rice-Boayue</td>
<td>Regina Vrikkis</td>
<td>Ertunga Ozelkan</td>
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<td>#4 [Service area]</td>
<td>Matthew Whelan</td>
<td>Valentina Cecchi</td>
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<td>Jerry Dahlberg</td>
<td>Lei Zhu</td>
<td>Sherman Mumford</td>
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<tr>
<td>#5 [RPT area]</td>
<td>Jay Wu</td>
<td>Farid Tranjan</td>
<td>Don Chen</td>
<td>Howie Fang</td>
<td>Gary Teng</td>
<td>n/a</td>
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</table>

(bold indicates Chair)
Policy and Procedure documentation effort

Coordination Committee
Goal

- Find the existing P&P (at College and Department levels), identify the gaps, write it all down, publish & implement it

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### Additional Information

- **Administrative area** includes departments like CEE, ECE, ETCM, MEES, SEEM, and OSDS.
- **Research area** involves researchers such as Milind Khire, Madhav Manjrekar, and Terence Fagan.
- **Teaching area** includes faculty such as Kimberly Warren, Courtney Smith-Orr, and Jacelyn Rice-Boayue.
- **Service area** comprises individuals like Matthew Whelan, Valentina Cecchi, and Stephanie Pilkington.
- **RPT area** focuses on specific roles with individuals like Jay Wu, Farid Tranjan, and Howie Fang.
Coordination Subcommittee Team

Gwen Gill
Office of Student Development and Success

Alireza Tabarraei
Mechanical Engineering and Engineering Science

Sukumar Kamalasadan
Electrical and Computer Engineering

John Small
Systems Engineering and Engineering Management

Rachael Sherman
Engineering Technology and Construction Management

Dave Weggel
Civil & Environmental Engineering
Coordination Committee

- Coordinate actions of the subcommittees

- Produce the final P&P document ready for the vote.
Coordination Committee

- Initiated Subcommittee meetings
- Provided resources such as Policies and Procedures from other colleges and universities
- Communicate weekly with subcommittee’s about deadlines and expectations
- Answer questions and resolved issues communicated by subcommittees
- Create a Preamble to P&P document that allows for ease of amendment following the P&P document conception
- Compile subcommittee efforts into a single source P&P document
Example of policies & procedures

Existing College of Engineering documents

- Policies and procedures, faculties and staffs, https://engr.uncc.edu/faculty-and-staff/policies-and-procedures
- Administrative resources, https://engr.uncc.edu/faculty-and-staff/administrative-resources

UNCC colleges

- College of Business (https://belkcollege.uncc.edu/faculty-staff/policies-and-procedures)
- College of Education (https://education.uncc.edu/resources/faculty-resources/faculty-handbook)

Other universities

- University of Virginia, college of engineering
- University of Louisville, college of engineering
Other resources

- Faculty feedback
- Discovery Committee report
- Reaching out to the CoE administrative units, as needed
Policy and Procedure documentation effort

Administrative Sub-committee
Administrative Sub-committee

Terence J Fagan, Associate Teaching Professor - Chair
Dan Hoch, Senior Lecturer
Jim Hartman, Director for Industrial Solutions Laboratory
Madhav Manjrekar, Associate Professor
Milind Khire, Professor
Sub Committee Outline

- Faculty Workload (Daniel)
- Course Scheduling (Terence)
- Space Management (Terence)
- ITS and Mosaic Computing Services (Terence)
- Faculty Appointment (Mahdav/Milind)
- Annual Review of administrators (Milind)
- Curriculum Changes (Daniel)
- Outside research (Jim)
Sub Committee Outline

- Faculty Workload (Daniel)
  - [https://engr.uncc.edu/faculty-and-staff/policies-and-procedures#workloads](https://engr.uncc.edu/faculty-and-staff/policies-and-procedures#workloads)

- Course Scheduling (Terence)
  - P&P managed by Office of the Provost
    - UNCC’s policy not COE

- Space Management (Terence)
  - P&P managed by Facilities Management
    - Controlled by facilities management under University Policy 601.4
      - [https://legal.uncc.edu/policies/up-601.4](https://legal.uncc.edu/policies/up-601.4)
    - Colleges works with Facilities Management
    - Business school has their own subset: HERE
Sub Committee Outline

- ITS and Mosaic Computing Services (Terence)
  - P&P managed by COE
  - Rules of the Lab: [https://engrmosaic.uncc.edu/about-mosaic/lab-rules](https://engrmosaic.uncc.edu/about-mosaic/lab-rules)

- Faculty Appointment (Milind/Madhav)
  - [https://provost.uncc.edu/academic-budget-personnel/handbook/general-considerations-faculty-appointments](https://provost.uncc.edu/academic-budget-personnel/handbook/general-considerations-faculty-appointments)

- Annual Review of administrators (Milind)
  - UVA and UOL policy document did not contain annual review of administrators.
  - [https://facultyaffairs.arizona.edu/sites/default/files/Guidelines2021_AdministratorAnnualReviewSurvey.pdf](https://facultyaffairs.arizona.edu/sites/default/files/Guidelines2021_AdministratorAnnualReviewSurvey.pdf)

- Curriculum Changes (DH)
  - [https://provost.uncc.edu/policies/course-curriculum-catalog-review](https://provost.uncc.edu/policies/course-curriculum-catalog-review)
  - Appears the P&P are university and not COE
Policy and Procedure documentation effort

Research Sub-committee
Research Sub-committee

Working on:
1) Draft policy proposal document
2) Data document
3) Document search
4) Gaining understanding of current practices

Dedicated each member to a specific topic:
1) Space management/allocation (Scott)
2) Seed funding allocation (Churlzu)
3) Release time (Shenen)
4) Cost sharing (Courtney)
5) Budget variances/Revisions and Efficiency (Tara)
6) Appointment and funding levels for RA/TA - Research Evaluation (Yong)
7) Mentoring ( )
Proposed Research Policy

1. Introduction/background
2. COE Research Policy Objectives/Goals
3. Research Matters
   a. New Faculty Research Mentorship
   b. Process for Research Funding
   c. Grants Office Standards/Administrative Process
   d. Space Allocation and Management
      i. Guiding Principles
      ii. Basic Policies
   e. Seed Funding
      i. Purpose
      ii. Guiding Principles
      iii. Basic Policies
   f. Budget Variances/Revisions and Efficiency
   g. Release Time
      i. Purpose
      ii. Basic Policy
   h. Cost Sharing
      i. Research and Scholarship Evaluation
Discovery: Process and Relations (in progress)

- **RESEARCH INFRASTRUCTURE/RESOURCES**
  - Lab space: Policy - no
  - RA/TA: Policy - yes
  - Equipment: Policy - no
  - Release Time: Policy - yes
  - mentoring: Policy - no
  - Cost Share: Policy - no
  - Seed grant: Policy - no
  - Maintenance Technician: Policy - no

- **COE RESEARCH PROGRAM**
  - Research strategy
  - Proposal Development
  - Proposal Submission

- **PROPOSAL MANAGEMENT**
  - Budget management

- **RESEARCH OUTPUT**
  - Invention/IP
  - Recognition
  - Findings
  - Publications
  - Education/STEM

May overlap with other subcommittees
Discovery: Departmental Practices (in progress)
Policy and Procedure documentation effort

Teaching Sub-committee
Teaching Sub-committee

Chair: Courtney Smith-Orr - ECE
Vice-chair: Kimberly Warren - CEE
Regina Vrikkis - MEES
Dan Latta - OSDS
Jacelyn Rice-Boayue - ET
Ertunga Ozelkan - SEEM
Teaching Sub-committee

- **Student Teaching Assistants (Grad & UG)**
  - Funding allocations - U D*
  - Assignment criteria - D*

- **Course Credit**
  - UNCC Teaching Load Policy - U
  - Policy on Faculty Responsibilities, Workloads, and Teaching Course Loads - C
    - Credit for extra section or online vs. in-person - D*
    - Senior Design - D*
    - ABET workload - D*
    - Course buyout - D*
    - Other examples???

- **Academic Integrity - U**

- **Criteria for appointment to Graduate Faculty - U (Graduate School)**

- **Course Syllabus Construction/ Updates/ Repository**
  - UNCC Suggested syllabus policies and notices - U
  - COE Syllabus Repository - C
    - Who? Where? And Frequency?

---

*We believe that many of these policies exist at the indicated level, but are unclear or unwritten and we wonder if they need to be consistent at the college level? Where do we find these?*
Teaching Sub-committee

● Curriculum Changes - Is this administrative committee or teaching committee?
  ○ UNCC General Policies - U
  ○ COE Curriculum Committees - C*
    ■ UAC & GAC
  ○ Department level curriculum committees

● Mentoring Programs & Resources
  ○ ADVANCE Resources - U
  ○ COE Level Initiatives?
  ○ Department level Initiatives?

● Delivery of Teaching
  ○ UNCC General Policy - U
  ○ COE policy - do we need?
    ■ In-person vs. virtual?
    ■ Lab instruction?
    ■ CTL utilization requirement?
    ■ Criteria for graduate students as Instructors of Record?

Policy Exists at these levels
U - University
C - College
D - Department

*We believe that many of these policies exist at the indicated level, but are unclear or unwritten and we wonder if they need to be consistent at the college level? Where do we find these?
Teaching Sub-committee

● **Teaching Awards**
  ○ UNCC BOA Award (Tenure & Non-Tenure) - **U**
  ○ COE Awards (Graduate & Undergraduate) - **C**
    ■ Departmental selection policy?
  ○ Department awards - **D** all depts.?

● **Evaluation of Teaching**
  ○ General UNCC Policy - **U**
    ■ End of Semester Course Evaluations
    ■ Non-Tenured faculty annual teaching evaluations
  ○ General COE Policy - **C** needs updating
    ■ Define probationary faculty
    ■ Evaluation of probationary faculty
  ○ Department Level - **D**
    ■ Should we have written policy at the college level ONLY or does it need to be department specific?

*We believe that many of these policies exist at the indicated level, but are unclear or unwritten and we wonder if they need to be consistent at the college level? Where do we find these?*

Policy Exists at these levels
U - University
C - College
D - Department
Policy and Procedure documentation effort

Service Sub-committee
Service Sub-committee

Committee Members: Stephanie Pilkington (ETCM), Valentina Cecchi (ECE), Jerry Dahlberg (MEES), Sherman Mumford (OSDS), Matthew Whelan (CEE), Lei Zhu (SEEM)

1. Definitions
   1.1 Service to the University, College, and Department ("Internal")
   1.2 Service to the Profession ("External")
   1.3 Community Service and Outreach

2. Measures
   2.1 Service to the University, College, and Department
   2.2 Service to the Profession
   2.3 Community Service and Outreach

3. Expectations
   3.1 Assistant Professor
   3.2 Associate Professor
   3.3 Full Professor
**Service Expectations: Assistant Professor**

The desired impact from these service contributions is to build the faculty member’s professional network and to promote interaction within the faculty member’s department, the college of engineering, UNC Charlotte, and/or the community.

<table>
<thead>
<tr>
<th>Does Not Meet Expectations (Unsatisfactory)</th>
<th>Meets Expectations (Satisfactory)</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not interact within the department, college, or university.</td>
<td>Participates in <strong>at least one internal activity</strong> that could be described as:</td>
<td>Fulfills the requirements for “meets expectations” and one or more of the following:</td>
</tr>
<tr>
<td>Does not interact externally within the field, profession, and/or community.</td>
<td>A. Serving on department, college, and/or university committee(s).</td>
<td>A. Participates in more than two internal service activities.</td>
</tr>
<tr>
<td></td>
<td>B. Serving as a student mentor.</td>
<td>B. Participates in more than three external service and/or outreach activities.</td>
</tr>
<tr>
<td></td>
<td>C. Providing departmental administrative functions outside of standard duties.</td>
<td>C. Serves in a leadership role for an internal service activity.</td>
</tr>
<tr>
<td></td>
<td>D. <strong>Participates in at least two external and/or outreach activities</strong> that could be described as:</td>
<td>D. Serves in a leadership role for an external and/or outreach activity.</td>
</tr>
<tr>
<td></td>
<td>A. Actively participating in relevant professional associations.</td>
<td>A. Serves in a leadership role for an internal service activity.</td>
</tr>
<tr>
<td></td>
<td>B. Volunteering professional expertise to an organization and/or community.</td>
<td>B. Participates in more than three external service and/or outreach activities.</td>
</tr>
<tr>
<td></td>
<td>C. Serving as a reviewer for journal and/or conference papers.</td>
<td>C. Serves in a leadership role for an external and/or outreach activity.</td>
</tr>
<tr>
<td></td>
<td>D. Participating in outreach and recruitment.</td>
<td>D. Participates in more than two internal service activities.</td>
</tr>
</tbody>
</table>
Service Expectations: Associate Professor

Associate professors are expected to either serve in a leadership role or participate at a sustained, significant level in at least one of their service activities. The desired impact from these service contributions is to support department, college, and/or University committee activities, and to establish the potential for the faculty member to develop a leadership role in their professional discipline.

<table>
<thead>
<tr>
<th>DNM Expectations (Unsatisfactory)</th>
<th>Meets Expectations (Satisfactory)</th>
<th>Exceeds Expectations</th>
</tr>
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<tbody>
<tr>
<td>Interacts only minimally within the department, college, or university.</td>
<td>Participates in <strong>at least two internal activities</strong> that could be described as:</td>
<td>Fulfills the requirements for “meets expectations” and one or more of the following:</td>
</tr>
<tr>
<td>Does not interact externally within the field, profession, and/or community.</td>
<td>A. Serving on department, college, and/or university committee(s).</td>
<td>A. Participates in more than five service activities (total).</td>
</tr>
<tr>
<td></td>
<td>B. Serving as a student mentor or junior faculty mentor.</td>
<td>B. Chairs or serves a significant role in department, college, or university committees.</td>
</tr>
<tr>
<td></td>
<td>C. Providing departmental administrative functions outside of standard duties.</td>
<td>C. Serves on an administrative board.</td>
</tr>
<tr>
<td><strong>Participates in at least two external and/or outreach activities</strong> that could be described as:</td>
<td>D. Actively participating in relevant professional associations.</td>
<td>D. Serves on a professional and/or review/editorial board (external to the university).</td>
</tr>
<tr>
<td></td>
<td>A. Actively participating in relevant professional associations.</td>
<td>E. Serves on a board or chairing committee of state, national, and/or international associations.</td>
</tr>
<tr>
<td></td>
<td>B. Volunteering professional expertise to an organization and/or community.</td>
<td>F. Serves in an elected position for an association/organization or committee.</td>
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<td></td>
<td>C. Serving as a reviewer for journal and/or conference papers.</td>
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</table>
# Service Expectations: Full Professor

Full professors are expected to exhibit a sustained level of service activities including serving in leadership roles in university, college, and departmental committees, as well as in professional associations and in the community.

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<th>Meets Expectations (Satisfactory)</th>
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</table>
| Interacts only minimally within the department, college, or university. Does not hold any leadership role. | Participates in at least two internal activities that could be described as:  
A. Serving in significant roles in the department, college, and/or university.  
B. Serving as student and junior faculty mentor.  
Participates in at least two external and/or outreach activities that could be described as:  
A. Serving on the board or chairing committee of state/national/international associations.  
B. Serving on a program and conference committee.  
C. Participating in and leading diversity and outreach activities. | Fulfills the requirements for “meets expectations” and one or more of the following:  
A. Serves administrative functions within the department, college, and university.  
B. Serves as elected officer of a major professional association.  
C. Serves on an editorial board for scholarly national journals.  
D. Serves as an Editor in Chief. |
Reappointment, Promotion and Tenure Sub-committee

- Howie Fang, MEES, Chair
- Don Chen, ETCM, Co-chair
- Farid Tranjan, ECE
- Gary Teng, SEEM
- Jay Wu, CEE
- Kevin Lindsay, OSDS
Current RPT Policies

- University Policy 102.13, Subsections 3-7
  https://legal.uncc.edu/policies/up-102.13

- College of Engineering (COE) Policy (last update: Spring 2008)
  - https://engr.uncc.edu/faculty-and-staff/policies-and-procedures
  - https://engr.uncc.edu/faculty-and-staff/administrative-resources

- Department Policies
  - CEE and ETCM have their own policies
  - Other departments in COE follow the college policy
Current RPT Policy (Outline)

1. Introduction
2. Definitions
3. Initial Appointment
   3.A Departmental Recommendation
   3.B College Recommendation
4. Reappointment, Promotion, and Conferral of Permanent Tenure
   4.A Faculty Member's Right to Terminate Review
   4.B Channels of Review
   4.C Program Review Committee for College-wide or University-wide Programs (PRC) and Department Review Committee (DRC)
   4.D College of Engineering Review Committee (CERC)
4.E Consideration Guidelines
   4.E.1 Documentation
      4.E.1.1 Formal of Vita
   4.E.2 Criteria for Professorial Rank and Permanent Tenure Consideration
      4.E.2.1 Reappointment as Assistant Professor
      4.E.2.2 Promotion to the Rank of Associate Professor and/or Grant of Permanent Tenure
      4.E.2.3 Promotion to the Rank of Professor
   4.E.3 Evaluation of Teaching, Research, Scholarly Activities, Consulting and Service
      4.E.3.1 Teaching
      4.E.3.2 Research, Scholarly Activities, and Consulting
      4.E.3.3 Service
5. Permissible and Impermissible Grounds
6. Confidentiality
Proposed RPT Policy (Outline)

Policies and Procedures for **Initial** Appointment, Reappointment, Promotion, and Tenure

1.0 Introduction
2.0 Definitions
3.0 Initial Appointment
4.0 Reappointment, Promotion, and Conferral of Permanent Tenure
   4.1 Review Committees
      4.1.1 Program Review Committee (PRC) for College-wide or University-wide Programs
      4.1.2 Department Review Committee (DRC)
      4.1.3 College of Engineering Review Committee (CERC)
   4.2 Review Procedures
   4.3 Review Guidelines
      4.3.1 Documentation
      4.3.2 Criteria for Professorial Rank and Permanent Tenure Consideration
      4.3.3 Evaluation of Teaching, Research, Scholarly Activities, Consulting and Service
   4.4 Faculty Member’s Right to Terminate Review
   4.5 Permissible and Impermissible Grounds
   4.6 Confidentiality
• Use consistent term(s) in the updated policies for “policies and procedures”, “procedures and guidelines”, and “guidelines and procedures”
  ▪ It is recommended to use the term “policies and procedures.”
  ▪ It is recommended to use “policies” in places of “guidelines” when used alone.

• Collect faculty responses on whether to keep or remove “PRC” from the new policies.
  ▪ It is recommended to separate the procedures involving PRC from the normal procedures, if it is decided to keep PRC in the updated policies.
Background of PRC

- COE established the first independent academic program (not in any department) in 2000, the Engineering Management Graduate Program, which later became the SEEM Program in 2009, then the SEEM Dept. around 2014.
- The program was directly under COE Dean, not under any COE department. The faculty members recruited were temporarily housed in a COE department (mostly in MEES, for tenure processing). The program did its own evaluation for faculty annual/RPT reviews.
Policy and Procedure documentation effort

GENERAL DISCUSSION
Adjourn