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## Promotion and Tenure for the Department of Information Technology and Management

The Department of Information Technology and Management follows the procedures for promotion and tenure set forth in Appendix C of the Illinois Tech *Faculty Handbook* at <https://web.iit.edu/general-counsel/faculty-handbook>. In view of the department's mission, the standards for promotion, tenure and the rank of professor described below follow the general categories of academic merit outlined in the *Faculty Handbook*:

- Research, scholarly contributions and their real-world application
  - Teaching and educational accomplishments
  - Service to the department, the College of Computing, the university, the appropriate professions, and the community
1. **Scholarship** contributions and their real world application are demonstrated by, but are not limited to, research funding, patents, published books, refereed journal papers, refereed conference proceedings or articles, and reports; evidence of the impact of this scholarship in real world applications; invited presentations at international and national conferences; lectures and seminars for universities, professional groups, and the public; citations to published research; organization of research centers; reviewer for professional journals, conferences and research proposals; prizes and awards for scholarly contributions; and evaluation of a candidate's scholarship by professional peers outside of Illinois Tech who have well established and substantial professional reputations. It is recommended that candidates have a minimum of 8 refereed journal or proceedings articles in publications appropriate to their area of research.
  2. Accomplishments in **teaching** are demonstrated by evidence such as teaching evaluations by students and written evaluations by faculty; evidence of student learning; supervision of student thesis and project research; effective participation in student advising; course and program development and initiation; development and participation in inter-professional projects (IPROs); authorship of course lecture materials including textbooks and distance learning materials; development of innovative and collaborative teaching techniques and learning laboratories; and authorship of educational articles.
  3. **Service** to the university and the discipline is demonstrated by such activities as significant participation in program, college, and university committees; election or appointment to institutional or department administrative positions such as department chair, associate department chair, graduate program director, or other academic administration roles; holding professional society offices and conference service; editorship of professional journals; development of interdisciplinary programs and centers; involvement with student organizations and other student activities, advising of student branches of professional societies, student clubs, fraternities and sororities; organization of continuing education courses; participation in student recruitment and other Illinois Tech events; and performance of public service functions.

Candidates for promotion and tenure are evaluated on the aggregate of their professional achievements, not merely an inventory of individual accomplishments for each of the specific evaluation criteria described

above. The key question for promotion and tenure is “Has the candidate demonstrated the **promise of prominence and impact** through his/her (1) teaching, (2) research and scholarship, and (3) university service and outreach and shown the promise of continued professional growth and recognition?” Promotion to Full Professor is based on the same performance categories with the expectation that he/she has **achieved a high level of prominence and impact** through his/her scholarship, teaching and service.

### **Pre-Tenure Reviews**

Each year late in the spring semester, the Academic Unit Committee on Tenure and Promotion (AUCOPT) will review each nontenured tenure-track faculty member. The reviews will be based on the faculty member’s annual report to the department chair. The results of the review will be communicated orally to the faculty member by the department chair; it will address the progress that the candidate is making toward tenure and suggest, if appropriate, improvements that should be made.

Late in the spring semester of the third year of the initial four year appointment, the candidate will undergo a more formal review by the AUCOPT. The review will be based on a portfolio prepared by the faculty member consisting of a curriculum vitae, a summary of accomplishments and future plans for each of the three categories (teaching, research, service), evidence of teaching effectiveness, and other information as appropriate. The portfolio will be reviewed by the AUCOPT which will submit a written report with recommendation for renewal/non-renewal, with justification, to the department chair. This recommendation should address the progress that the candidate is making toward tenure and suggest, if appropriate, improvements that should be made. The recommendation of the AUCOPT will be communicated in writing to the faculty member.

### **Procedures for Promotion and Appointment to Tenure**

The following guidelines supplement the university procedures and calendar for promotion to tenure appearing in Section 2 of Appendix C in the *Faculty Handbook* at <https://web.iit.edu/general-counsel/faculty-handbook>.

As soon as the candidate has been notified that a review will be taking place (typically in late May), he or she should meet with the department chair to discuss the contents of the portfolio to be assembled for the AUCOPT. Key components of the portfolio, typically delivered to the AUCOPT chair in mid-June, will consist of a tenure/promotion letter, a curriculum vitae, a summary of accomplishments and future plans for each of the three categories (teaching, research, service), evidence of teaching effectiveness (including student evaluations and peer reviews of classroom teaching), and other information as summarized above.

The candidate must also provide by mid-June a list of names and addresses of at least 5 professional references outside IIT. The AUCOPT will select at least 3 of those 5 references, together with at least 3 others chosen by the AUCOPT, to be asked for letters of recommendation (there may overlap between the candidate’s list and the AUCOPT’s list, but a total of at least 6 references will be solicited); because of the difficulty in getting referees who respond carefully and in a timely fashion, the AUCOPT will contact possible referees first by email to determine whether they are able and willing to write—such contact will be neutral in tone. Outside references who agree to write letters of recommendation will be sent (typically in mid-July) departmental criteria, the candidate’s curriculum vitae, research summary, and copies of selected publications; the letter used to solicit the letters of recommendation must be strictly neutral in tone. The identities of the references chosen and their letters of recommendation will remain confidential: only the committees and administrative officers directly responsible for the decision of concern here will have access to the letters and the identities of the letter writers.

When the external letters of evaluation arrive, but no earlier than September 1 and no later than October 1, the AUCOPT will evaluate the portfolio and conduct a vote. Voting will be by secret ballot in the categories “**Not Recommended**” or “**Recommended**” and must be in person at the meeting by those who have reviewed the materials and been involved in the discussions. External letters or other material that arrive after the AUCOPT vote will not be considered nor placed in the portfolio. The results of the vote will be conveyed to the candidate as soon as possible by the department chair. The chair of the AUCOPT, with the help of the AUCOPT, will prepare a report with a record of the vote, and a written justification of its recommendation. This report will be forwarded by the chair of the AUCOPT to the CAMCOPT. If a “presenter” for the promotion case is requested by the CAMPCOPT, the chair of the AUCOPT will serve in that capacity—candidates will not be allowed their choice of presenter.

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