

8.4.2020

## **Standards for Appointment and Retention for Faculty in Information Technology and Management**

### **Appointment as Tenured/Tenure-Track Faculty in Information Technology and Management**

Search and appointment of tenured and tenure-track faculty shall be conducted as per Supplement V.h. to the Illinois Tech *Faculty Handbook*, “Faculty Search Procedures” at

[https://web.iit.edu/sites/web/files/departments/faculty\\_search\\_procedures\\_Jan%2015%202019\\_.pdf](https://web.iit.edu/sites/web/files/departments/faculty_search_procedures_Jan%2015%202019_.pdf).

Job postings shall be created in compliance these requirements; a sample posting is attached.

A Faculty Search Committee shall be appointed by the Department Chair no later than September for consideration of full-time faculty appointments for the following academic year. The Committee shall consist of at least two tenured faculty members from the department, one of whom shall be appointed as Committee Chair, and one tenured faculty member from another department; one or more additional full-time faculty members from the department; one program alumni; and two or more student members from the department representing both undergraduate and graduate students.

Applicants will be required to submit a package to the department, which will include a current Curriculum Vitae including full publication and conference presentation history, statement of teaching and research interests, a cover letter, and three letters of recommendation that address the candidate’s teaching and research qualifications or potential. Applicants should also have an accurate, current, and complete profile on [linkedin.com](https://www.linkedin.com).

The successful candidate will teach undergraduate and graduate-level courses across the disciplines of information technology, cybersecurity, and technology management. In addition they will participate in assessment, advising, and course/curriculum development. Research and writing are keys for success in these faculty positions. Applicants should have the potential to collaboratively contribute to interdisciplinary curricular and scholarly efforts within the department as well as across the entire university, and to supervise master’s level research students.

Applicants must have demonstrated success in research with a proven publication record in ACM/IEEE or similarly positioned journals and proceedings. A record of attracting external research funding appropriate to their rank is highly desirable. Applicants must have an earned doctorate in a computing or related discipline, teaching experience with a strong commitment to excellence in teaching, and three to five years of real-world information technology industry experience.

All applicants presenting a complete application will be considered by the Search Committee and will complete an initial interview via telephone, videoconferencing, or in person with a Committee member appointed by the Committee Chair. Upon recommendation of the Committee member completing the interview, applicants will become candidates for appointment. If the applicant is not recommended for candidacy, they will receive a letter from the Committee expressing gratitude for his or her interest and stating that the application will not move further in the process.

Candidates for appointment will be invited to the Mies Campus for a series of interviews which will normally take place over two days. As well as panel interviews with the Committee, department faculty, and students, and personal interviews with the Department Chair and the Dean, each candidate will present a classroom

lecture in their discipline for the Committee with will also be open to all faculty and students. In their interview with the Committee, the candidate will discuss their educational philosophy and research interests.

Upon completion of all interviews, the Faculty Search Committee shall vote using secret ballots with a vote of “**Recommended**” or “**Not Recommended**” for each candidate, and will include a relative ranking of all recommended candidates. If a candidate is not recommended for appointment, they will receive a letter from the Committee expressing gratitude for his or her candidacy for appointment, which may include recommendations from the Committee to the candidate to assist them in future applications. Based on the Committee vote and candidate rankings, the Chair of the Committee will make recommendations for appointment to the Department Chair. The Department Chair will advance the recommendations he or she concurs with to the Dean of the College of Computing, who will submit appointment recommendations to the Provost.

Criteria for appointment to each rank are as follows:

**Professor of Information Technology and Management (Category I Faculty)**

Individuals appointed as Professor of Information Technology and Management must have demonstrated sustained excellence in research through significant refereed publications and significant external support for their research, must have a consistent history of education and research collaboration with graduate students, must have well-polished teaching skills, must assume leadership role in the department, and must have achieved international renown in their field.

**Associate Professor of Information Technology and Management (Category I Faculty)**

Individuals appointed as Associate Professor of Information Technology and Management must have demonstrated excellence in research through significant refereed publications and significant external support for their research, must have a history of education and research collaboration with graduate students, must have well-polished teaching skills, must be beginning to assume a leadership role in the department, and must have achieved national renown with the promise of international renown in their field.

**Assistant Professor of Information Technology and Management (Category I Faculty)**

Individuals appointed as Assistant Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that most will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. They must have some publications, plans for an externally funded research program, the promise of renown in their field, and basic teaching skills. After an initial contract of three years, an assistant professor is expected to have significant refereed publications, external research support, the beginnings of renown in his or her field, polished teaching skills, and to have made some administrative contributions to the department.

**Appointment as Full-Time Non-Tenure-Track Faculty in Information Technology and Management**

Appointment as Non-Tenure-Track Faculty will be as per policies and procedures in Appendix Q of the Illinois Tech *Faculty Handbook* at [https://web.iit.edu/sites/web/files/departments/general-counsel/faculty\\_handbook/appendix\\_q.pdf](https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appendix_q.pdf). Search and appointment of full-time non-tenure-track faculty (except Instructors) shall be conducted as described in “**Appointment as Tenured/Tenure-Track Faculty in Information Technology and Management**” above with differences as described here: the primary focus of applicants for these positions will normally be teaching, service, and industry experience with a little or no emphasis on research, and an earned doctorate is not required. The Faculty Search Committee for non-tenure-track positions does not need to include a member external to the department. In all other aspects the process for hiring of external applicants for full-time non-tenure-track faculty positions shall be as described above.

Applicants for full-time non-tenure-track faculty positions who have completed five or more years of teaching as an adjunct faculty member in Information Technology and Management may submit their application directly to the department faculty rather than through a Faculty Search Committee. Upon recommendation for appointment by a majority of the department faculty, these candidates may have their application considered directly by the Department Chair.

Appointments to these positions are made by the Dean of the College of Computing upon recommendation of the Department Chair, and are approved by the Provost.

Criteria for appointment to each rank are as follows:

**Industry Professor of Information Technology and Management (Category II Faculty)**

Individuals appointed as Industry Professor of Information Technology and Management should have a minimum of twelve (12) years of industry experience in information technology with significant management experience and/or other positions, publications or certifications reflecting wide industry recognition of expertise. Industry Professors must hold a post-graduate degree at the Masters level or higher. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required.

**Industry Associate Professor of Information Technology and Management (Category II Faculty)**

Individuals appointed as Industry Associate Professor of Information Technology and Management should have a minimum of six (6) years of industry experience in information technology with positions, publications or certifications reflecting industry recognition of expertise. Industry Associate Professors must hold a post-graduate degree at the Masters level or higher. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is highly desired but not required.

**Senior Lecturer in Information Technology and Management (Category II Faculty)**

Individuals appointed as Senior Lecturer in Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that most will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required and continuing research is desirable.

**Senior Instructor in Information Technology and Management (Category II Faculty)**

Individuals appointed as Senior Instructor in Information Technology and Management must hold a degree of Master of Science degree or equivalent, and must have completed all requirements for a Doctor of Philosophy or equivalent *except their theses*. While a degree in information technology is desirable, given the newness of the field it is recognized that most will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required and continuing research is desirable.

## **Appointment as Full-Time Instructor in Information Technology and Management**

Appointment to the rank of Instructor are not permanent and carry no implication of tenure or continuing connection with the university. Such an appointment is made on an annual basis. Workload and compensation are determined by the Department Chair and specified in a contract between the university and the individual.

Instructors in Information Technology and Management are appointed at the discretion of the Department Chair. Criteria for appointment as an Instructor is as follows:

### **Instructor in Information Technology and Management (Category III Faculty)**

Individuals appointed as Instructor in Information Technology and Management must hold a degree of Master of Science or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that most will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required and continuing research is desirable.

## **Appointment as Adjunct Faculty in Information Technology and Management**

Appointments of adjunct faculty members will be as per as per policies and procedures in Supplement V.a. to the Illinois Tech *Faculty Handbook*, “Appointment of Part-time and Adjunct Faculty” at [https://web.iit.edu/sites/web/files/departments/general-counsel/faculty\\_handbook/appointment\\_of\\_part\\_time\\_and\\_adjunct\\_faculty.pdf](https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appointment_of_part_time_and_adjunct_faculty.pdf).

Adjunct faculty appointments are part-time academic appointments for individuals who will conduct research and/or teach courses and who will have long-term teaching and service commitments to the department. Adjunct faculty may submit sponsored research and program proposals as principal investigators. An adjunct faculty member may serve as co-adviser for Master of Science or Ph.D. students with a Category I faculty member, but not as a sole adviser.

Candidates for adjunct faculty appointments may be proposed by any full-time faculty member in the department. The Associate Chair will review the candidate’s résumé and other credentials and conduct a preliminary interview via telephone, videoconferencing, or in person. If the candidate is then recommended, a second in-person interview will be conducted by a committee normally consisting of the Department Chair and the Associate Chair. Based on the positive recommendation of this committee an offer of appointment, contingent on approval by the Dean of the College of Computing, will be made to the candidate.

Adjunct faculty appointments will be initiated by the Department Chair. The appointment will be made by the Dean of the College of Computing and approved by the Provost. Copies of adjunct faculty appointment letters will be sent to the Office of Graduate Academic Affairs and the Office of Sponsored Research and Programs.

Criteria for appointment to each rank are as follows:

### **Adjunct Assistant Professor of Information Technology and Management (Other Academic Appointments)**

Individuals appointed as Adjunct Assistant Professor of Information Technology and Management must hold a degree of Doctor of Philosophy or equivalent. While a degree in information technology is desirable, given the newness of the field it is recognized that many will hold a degree in a related field which may include computer science, engineering, technical or systems management, technical communication, design, or business administration. Demonstrated instructional experience is required.

### **Adjunct Industry Professor of Information Technology and Management (Other Academic Appointments)**

Individuals appointed as Adjunct Industry Professor of Information Technology and Management must meet the standards prescribed for an Industry Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.

### **Adjunct Industry Associate Professor of Information Technology and Management (Other Academic Appointments)**

Individuals appointed as Adjunct Industry Associate Professor of Information Technology and Management must meet the standards prescribed for an Industry Associate Professor of Information Technology and Management above and are appointed on a semester-by-semester basis.

### **Adjunct Instructor of Information Technology and Management (Other Academic Appointments)**

Individuals appointed as Adjunct Instructor of Information Technology and Management must meet the standards prescribed for an Instructor in Information Technology and Management above and are appointed on a semester-by-semester basis.

### **Renewal and Retention for Non-Tenure Track Faculty**

Review and renewal of full-time non-tenure track faculty be as per policies and procedures in Appendix Q of the Illinois Tech *Faculty Handbook* at [https://web.iit.edu/sites/web/files/departments/general-counsel/faculty\\_handbook/appendix\\_q.pdf](https://web.iit.edu/sites/web/files/departments/general-counsel/faculty_handbook/appendix_q.pdf). Full-time non-tenure track faculty with multi-year contracts will be reviewed by the Academic Unit Committee on Appointments and Retention (AUCAR). The review will occur during the spring semester of the penultimate year of the contract, and will result in a report to the Department Chair. Candidates for renewal in these appointments may at their discretion submit a review portfolio to the AUCAR for consideration as part of their renewal process. The review portfolio will consist of a curriculum vitae, a summary of accomplishments and future plans for each of the categories (teaching and service), evidence of teaching effectiveness (including student evaluations and at least two peer reviews of classroom teaching), and other information in these categories as described earlier in this document. If the candidate also has a research component, a description of scholarly activities should be included.

#### **Renewal for Category II Appointments**

Individuals renewed as Industry Professor, Industry Associate Professor, Senior Lecturer, or Senior Instructor in Information Technology and Management should have positive student evaluations over the period of their previous appointment. The AUCAR may consider course assessments conducted as part of continuous improvement for ABET/HLC accreditation and a review portfolio is submitted as components of the renewal process. Participation in and direction of research, while not required as a Category II faculty member, is highly desirable. They must have a recommendation for renewal of a majority of the AUCAR which will be recorded in a report to the Chair of the department. The Chair will then make a recommendation to the Dean.

#### **Renewal for Category III Appointments**

Individuals appointed as Lecturer in Information Technology and Management have one year contracts. Although the Department Chair may request a review for appointment or renewal from the AUCAR, there is no formal requirement for action by the AUCAR. Renewal is at the discretion of the Department Chair and the Provost.

#### **Renewal of Adjunct Faculty in the “Other Academic Appointments” Category**

Adjunct appointments are not permanent. The Department Chair may consider student evaluations and course assessments conducted as part of continuous improvement for ABET/HLC accreditation as components of the renewal process. Renewal is at the discretion of the Department Chair.

C. Robert Carlson

## Tenure-Track Appointments in Information Technology and Management

The Department of Information Technology and Management (ITM) in the College of Computing at Illinois Institute of Technology in Chicago, Illinois invites applications for full-time, tenure-track faculty positions targeted primarily at the assistant professor level. Applications at a higher rank will also be considered for candidates with a distinguished track record in publications and funding.

The Illinois Institute of Technology is a private Ph.D.-granting research university, with world-renowned programs in engineering, architecture, the sciences, computing, humanities, psychology, business, law, and design. Illinois Tech's College of Computing, one of seven schools within the university, emphasizes hands-on, project-based education and research. The main campus is located three miles from downtown Chicago with full access to all the business, culinary, cultural, entertainment and recreational activities that one of the nation's top urban centers has to offer.

The Department of Information Technology and Management is one of three departments within Illinois Tech's College of Computing, and offers bachelor's, master's, and M.S. degrees in Information Technology and Management as well as B.S., M.S., and professional Master's degrees in Applied Cybersecurity and Digital Forensics. Our Bachelor of Information Technology & Management degree is accredited by the Computing Accreditation Commission of ABET, [www.abet.org](http://www.abet.org), and Illinois Tech has been designated as a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security. While nationally renowned for our research in cybersecurity, steganography, recommender systems, and real-time communications, a full range of areas of study in the field of information technology are offered. The ITM Department is currently a community of over 200 undergraduate students, over 200 graduate students, 8 full-time faculty, and numerous visiting and adjunct faculty.

We are seeking self-motivated, entrepreneurial, team-oriented applicants who will positively contribute to our academic excellence, continuing growth, strong industry relationships, and our highly successful research initiatives. Candidates should possess demonstrated expertise in one or more of the following areas:

- *Cybersecurity* including network/operating system security technologies, steganography, penetration testing, digital forensic analysis, cryptography, cybersecurity frameworks, and cybersecurity team competitions.
- *Data Analytics and Management* including database management and architecture, data mining, Big Data, artificial intelligence, data analytics, and database security.
- *Application and Software Development* including languages such as Java and Python, APIs, frameworks, secure coding, IDEs, version control, and programming curriculum management.
- *Networking and Digital Communication* including VoIP, real-time communications, programable telecom, mobile and wireless, network security, and software-defined networking.

Positions are at the rank of assistant professor; however, applicants for the rank of associate professor or professor will also be considered based on the candidate's experience and scholarly record. Rank and salary will be competitive and commensurate with experience; average faculty salaries at Illinois Tech are in the 96<sup>th</sup> percentile of U.S. universities. Applicants in Cybersecurity will also have a role in the IIT Center for Cybersecurity and Forensics Education (C<sup>2</sup>SAFE).

The successful candidate will teach undergraduate and graduate-level courses across the disciplines of information technology, cybersecurity, and technology management. In addition they will participate in assessment, advising, and course/curriculum development. Research and writing are keys for success in these faculty positions. Applicants should have the potential to collaboratively contribute to interdisciplinary curricular and scholarly efforts within the department as well as across the entire university, and to supervise master's level research students.

The candidate must have demonstrated success in research with a proven publication record in ACM/IEEE or similarly positioned journals and proceedings. A record of attracting external research funding appropriate to their rank is highly desirable. Applicants must have an earned doctorate in a computing or related discipline, teaching experience with a strong commitment to excellence in teaching, and *three to five years of real-world IT industry experience*.

Applications are currently being accepted, and should include a current Curriculum Vitae, statement of teaching and research interests, a cover letter, and three letters of recommendation that address the candidate's teaching and research qualifications or potential. Applicants should also have an accurate, current, and complete profile on [linkedin.com](https://www.linkedin.com). Application review will begin immediately and continue until the positions are filled.

Please submit applications to the ITM Department Manager, Kayla Botica, at [kbotical@iit.edu](mailto:kbotical@iit.edu) or by surface mail to:

Department of Information Technology and Management  
Attn: Faculty Application  
10 W 33<sup>rd</sup> St. Suite 233  
Chicago, IL 60616

Electronic submissions are preferred.

For questions regarding the positions, please contact the ITM Associate Chair Ray Trygstad at [trygstad@iit.edu](mailto:trygstad@iit.edu) or 630.447.9009.

Illinois Institute of Technology is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer committed to enhancing equity, inclusion and diversity within its community. It actively seeks applications from women, minorities, individuals with disabilities, veterans and other underrepresented groups. All qualified applicants will receive equal consideration for employment.