



**SYRACUSE
UNIVERSITY
ENGINEERING
& COMPUTER
SCIENCE**

**College of Engineering and Computer Science
(ECS)**

**Rules and Regulations of the Faculty
including
Engineering and Computer Science
Faculty Guidelines**

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I. ORGANIZATION

I.A. Composition of the Faculty and the Definition of Core Faculty

The Faculty of the College of Engineering and Computer Science (ECS) comprises all tenured and tenure track positions at the academic ranks of Professor, Associate Professor, or Assistant Professor, as well as all non-tenure track positions with titles of Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Professor of Practice, Instructor, Research Professor, Research Associate Professor, Research Assistant Professor, Faculty Fellow, Post Doctorate, Visiting Faculty, Part-time Instructor, or Adjunct.

The Core Faculty of ECS comprises all full-time faculty members in the University holding tenured or tenure track positions in the College, as well as Teaching Faculty members of all ranks holding full-time appointments in the College.

The College has four departments: Biomedical and Chemical Engineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science, and Mechanical and Aerospace Engineering.

I.B. Functions of the Core Faculty

The Core Faculty has responsibility of administering faculty governance. The Core Faculty conducts its business through its committees and at regular or special Faculty Meetings. The Core Faculty will advise on all matters affecting the College, including its organization and administration. Barring specific exceptions outlined herein, members of the Core Faculty have full voting rights on matters of college governance. The Core Faculty has jurisdiction over all academic matters. Such jurisdiction can be delegated to a constituent faculty group, such as a standing or ad hoc committee by action of the Core Faculty.

1. Academic matters include:
2. Academic requirements for the admission of students.
3. Academic requirements for degrees.
4. Adoption, periodic review, suspension, and termination of courses, curricula, and programs.
5. Standards for instructional quality.
6. Recommendations for the appointment, reappointment, and promotion of the faculty
7. Recommendations for tenure of those members on the tenure track.
8. Recommendations for the appointment, review, and reappointment of its academic administrators such as deans, administrative unit heads, department chairs, institute directors, and program directors.

I.C. General Procedures for Elections

As described in subsequent sections, the Core Faculty holds votes to elect faculty officers, delegates to the University Senate, and members of standing committees. Only members of the Core Faculty are eligible to vote in these elections. When such a vote is held, the Faculty Chair Elect is responsible for administering the vote, and it will adhere to the following provisions:

1. The election will occur by ballot.

2. The protocol for ballot marking and collection must provide complete confidentiality regarding who has voted and how.
3. The ballot will include all nominated eligible members of the Core Faculty that are willing to serve if elected.
4. All members of the Core Faculty can vote for any candidates appearing on the ballot.
5. All members of the Core Faculty have the option of writing in a candidate of their choice.
6. Each member of the Core Faculty can vote for as many candidates as there are vacancies to be filled, but they cannot assign more than one vote to any candidate.
7. The Faculty Chair Elect and the Faculty Clerk are responsible for counting votes.
8. All ballots that are correctly marked will be counted in the election.
9. The number of votes received by each candidate will be summed and sorted to produce a list of candidates ranked by the number of votes received in descending order.
10. The candidate receiving the highest number of votes is elected. If there is a tie among two or more candidates, then the Faculty Council will select one of them, who is thereby elected.
11. The selected person will have their name struck from the list of eligible candidates, along with any other names that have become ineligible due to rules governing the composition of the committee.
12. This procedure is repeated until all vacancies are filled or until the list of candidates is exhausted.

I.D. Officers of the Faculty

The officers of the ECS Faculty are the Dean, the Faculty Chair, and the Faculty Chair Elect. The Faculty Chair and the Faculty Chair elect are elected from the Core Faculty with the following restrictions:

1. The Dean, Associate Deans, and Assistant Deans cannot serve as Faculty Chair or Faculty Chair Elect.
2. The chairs of departments cannot serve as Faculty Chair or Faculty Chair Elect.
3. The Faculty Chair must have tenure.
4. The Faculty Chair Elect must have tenure.

I.D.1. Election of Officers

The Faculty Chair and the Faculty Chair Elect each serve from the first day of the Fall Semester until the first day of the following Fall Semester. The Faculty Chair Elect must be elected by ballot consistent with procedures outlined in Section I.C and subject to the following provisions:

1. A slate of nominees for the office of Faculty Chair Elect will be presented to the Core Faculty by the Faculty Council¹ at the February Faculty Meeting. Additional nominations can be made from the floor at that meeting. Within one week of the February Meeting, the current Faculty Chair Elect will mail an election ballot containing the slate of nominees for the office of Faculty Chair Elect to the Core Faculty, all members of which are eligible to vote.
2. The ballots will be marked by Core Faculty members and submitted to the current Faculty Chair Elect by a specified date that is set in advance by the Faculty Council and can be no later the last

¹ The composition of the Faculty Council and procedures for election of its members are discussed in Section I.G.1.1 of these Rules and Regulations.

week of February. Each member of the Core Faculty can vote for only one candidate. The candidate receiving the largest number of votes will be elected.

3. After serving their term as Faculty Chair Elect, the elected candidate automatically becomes Faculty Chair the following academic year.
4. In the event that the Faculty Chair cannot complete their term of office, the vacancy will be filled for the remainder of the term by the Faculty Chair Elect. Failing that, the vacancy will be filled by an eligible Core Faculty member selected by the Faculty Council. In the latter case, an election will be held to elect a Faculty Chair for a term of office commencing from the first day of the following Fall Semester in addition to a Faculty Chair Elect as stipulated above. It is the responsibility of the Faculty Council to conduct the election. With the exception of timing, the election will be conducted as indicated in items 1 and 2 above.

I.D.2. Duties of the Officers

I.D.2.1. Dean

The responsibilities of the Dean are:

1. To preside at the regular Faculty Meetings and at special Faculty Meetings called by the Dean.
2. To implement the academic decisions of the Core Faculty and to enforce its Rules and Regulations.
3. To appoint committee members as hereinafter provided.
4. To represent the concerns of the Faculty and its members to the University administration and others.
5. To present, for endorsement by the Core Faculty that Core Faculty member, normally an Assistant or Associate Dean of the College, who will assume the duties and responsibilities of the Dean in their absence except as excluded elsewhere. This will be on an interim basis until the Dean resumes their duties.

I.D.2.2. Faculty Chair

The responsibilities of the Faculty Chair are:

1. In the absence of the Dean, to preside at regular Faculty Meetings and at all special Faculty meetings called by the Dean.
2. To act as presiding officer at special Faculty Meetings other than those called by the Dean.
3. To serve as Chair of the Faculty Council.
4. To report to the Faculty any problems that arise in the implementation of Faculty actions.
5. To see that routine functions of the Core Faculty are carried out through its committees.
6. To represent the concerns of the Faculty to the College administration and others.

I.D.2.3. Faculty Chair Elect

The responsibilities of the Faculty Chair Elect are:

(Excluding 8 and 9 below, the duties of the Faculty Chair Elect can be assigned to the Faculty Clerk, who is a specified employee of the Dean's Office.)

1. To see that the minutes of Faculty Meetings are recorded, published, and distributed prior to the next regularly scheduled Faculty Meeting.
2. To see that an agenda for each Faculty Meeting is distributed at least seventy-two (72) hours prior to the meeting.
3. To keep the ECS Rules and Regulations up-to-date and to distribute the current version after changes are made.
4. To conduct elections, count ballots, and certify the results to the Core Faculty.
5. To keep a current list of faculty members as defined in Section III.C.1 of these Rules and Regulations.
6. To be secretary of the Faculty Council.
7. To perform functions normally considered to be the duties of the secretary of an organization.
8. To call organizational meetings of the Tenure and Promotions Committee and the Committee on Academic Affairs for the purpose of electing committee chairs and recorders. These meetings will be held during the month of April.
9. To oversee, as the responsible Faculty officer, the tasks specifically assigned in these Rules and regulations to the Faculty Clerk.

I.E. Faculty Meetings

I.E.1. Times of Meetings

There will be five regular Faculty Meetings during the academic year. Regular meetings cannot be held during University recesses or on holidays. The calendar of meetings for the following academic year will be published by the outgoing Faculty Council and announced at the final regular Faculty meeting for the academic year.

Special Faculty Meetings can be called by the Dean, the Faculty Chair, a majority of the Faculty Council, or the Faculty Chair Elect. If the meeting is called by the Faculty Chair Elect, the call for the meeting requires a petition signed by a minimum of fifteen Core Faculty members representing at least half (2) of the departments in the College. A Special Meeting must be held within ten (10) class days from the date of a valid petition to the Faculty Chair Elect. The notice and agenda of a Special Meeting will be given to Core Faculty members at least seventy-two (72) hours in advance of the meeting. Only those agenda items specified in the meeting notice can be considered at a Special Faculty Meeting.

I.E.2. Conduct of Meetings

To transact business at a Faculty Meeting, a quorum of the Core Faculty must be present. A quorum is defined as 30% of the members of the Core Faculty, excluding those on leave, as certified by the Faculty Chair Elect. Proxies will not be included in determining whether a quorum is met.

When a vote arises during a Faculty Meeting, all members of the Core Faculty are entitled to vote. In a routine vote, it is generally permissible to use any accepted method of voting, including those—such as voice votes and show of hands—that are non-confidential. However, any member of the Core Faculty may request that any vote be conducted by secret ballot. If such a request is made, the vote must be conducted by secret ballot and administered by the Faculty Chair Elect or their designated member of the Faculty Council (excluding the Dean of the College).

Core Faculty members must be in attendance at the meeting in order to exercise their right to vote, except when teaching or other University duties require their presence elsewhere, or when their absence is due to illness or injury. In such cases, a Core Faculty member may designate a proxy to vote on their behalf at a particular faculty meeting. The proxy must be designated in writing to the Faculty Chair Elect in advance of, but following notice of, the meeting. When a regularly scheduled class or obligation coincides with the usual times for Faculty Meetings and thus prevents a member of the Core Faculty from attending, a proxy can be designated for a period of one semester.

Any proceedings that are not specifically addressed above will follow parliamentary procedures specified in *Robert's Rules of Order*.

I.E.3. Visitors to Faculty Meetings

Any Syracuse University faculty member who is not a member of the ECS Core Faculty, and/or any administrator of Syracuse University can attend an ECS Faculty Meeting. Such a visitor may, after invitation or permission is sought from the Core Faculty and by majority consent of the Core Faculty, participate in its deliberations; however, such a visitor cannot vote.

Any person who is not a faculty member or an administrator of Syracuse University may attend an ECS Faculty Meeting by majority consent of the Core Faculty. In addition, if permission is granted by majority consent of the Core Faculty, such a visitor may participate in deliberations; however, they cannot vote.

I.F. The University Senate

ECS representatives to the University Senate are elected from those ECS Faculty Members that are eligible for membership in the Senate². Members of the University Senate delegation are elected to two year staggered terms that commence the first day of the Fall Semester following the date of election. All Core Faculty members can vote in selecting ECS representatives to the University Senate. Election of representatives must conform to the guidelines specified in section I.C and are subject to the following provisions:

1. Voting occurs by ballot.

² According to the bylaws of the Syracuse University Senate (<http://universitysenate.syr.edu/bylaws/#>), the following shall be members of the Senate *ex officio*: Chancellor, Vice Chancellor, and additional members named by the Chancellor for a total not to exceed 15. In addition, the presidents of the Student Association and Graduate Student Organization shall be student members *ex officio*, bringing the total to 17. The following shall be eligible to stand for election as additional members of the Syracuse University Senate: full-time faculty who are professors of all ranks, instructors or lecturers, regular part-time faculty, currently enrolled and matriculated graduate and undergraduate students, full-time non-faculty professional staff, full-time and regular part-time secretarial, clerical and technical staff and unionized staff.

2. The Faculty Council will prepare a list of eligible Faculty members and a list of its nominees. These lists, together with ballots, will be sent to each Core Faculty member no later than one week after the regular February Meeting of the faculty. Ballots will be submitted to the Faculty Chair Elect by a specified date that is set in advance by the Faculty Council but occurs no later than the last week of February.
3. The candidate receiving the largest number of votes will be declared elected and certified as such to the University Senate by the Dean.
4. Following the election, and before the last working day in April, the Faculty Chair Elect will convene the ECS delegation to the University Senate for the purpose of selecting a Chair of the delegation to serve for one year from the first day of the Fall Semester. The duties of this Chair will be to ensure the presentation of matters of concern to the College before the University Senate and to report on actions of that body to the Core Faculty.
5. When a vacancy³ occurs in the College's delegation to the Senate, it will be filled for the remainder of the term of service by the candidate that stood next in order of votes received on the most recent ballot. Failing that, the vacancy will be filled for the remainder of the current term of service by an eligible ECS Faculty member selected by the Faculty Council. If it is not the last year of the term of the faculty member's service, then the position will be filled for the remaining year(s) in accordance with the election process specified above (2 - 3).

I.G. Committees of the College of Engineering and Computer Science.

The Core Faculty may delegate its jurisdiction to various standing or ad hoc committees. Their nature and conduct are specified below.

I.G.1. Standing Committees of ECS

The Standing Committees within the College of Engineering and Computer Science are The Faculty Council, The Tenure and Promotions Committee, and The Committee on Academic Affairs.

I.G.1.1. Faculty Council

The Faculty council has eleven members, ten from the Core Faculty and the Dean of the College (*ex officio* with vote).

The eleven members from the Core Faculty are distributed as follows:

1. Faculty Chair, Faculty Chair Elect, and the immediate past Faculty Chair. Each position can have any department affiliation.
2. Five additional tenured or tenure-track faculty members representing each department: two from Electrical Engineering and Computer Science, one from Biomedical and Chemical Engineering, one from Civil and Environmental Engineering, and one from Mechanical and Aerospace Engineering.

³ A vacancy is generally considered to arise when a member of the Senate cannot participate in routine functions of the Senate for a period longer than one semester. Where vacancies shorter than a single semester arise, they are considered temporary, and they are generally left unfilled.

3. Two at-large members from the Core Faculty at any rank and having any departmental affiliation.
4. Elected members of the Faculty Council serve two-year terms.
5. Department chairs cannot serve on the Faculty Council.
6. No department can have more than three representatives on the Faculty Council, excluding the Dean.

I.G.1.2. Tenure and Promotions Committee

The Tenure and Promotions Committee has eleven members: the Dean of the College (ex-officio without vote) and ten Core Faculty members.

The ten Core Faculty members are distributed as follows:

1. Four will be tenured members of the ECS Core Faculty that hold the rank of Professor. They are elected to represent each of the four departments: one from Electrical Engineering and Computer Science, one from Biomedical and Chemical Engineering, one from Civil and Environmental Engineering, and one from Mechanical and Aerospace Engineering.
2. Five will be tenured members of the ECS Core Faculty. These members are elected at large from the Core Faculty without a specific departmental affiliation. Two of the five will hold the rank of Professor, and three of the five will hold the rank of Associate Professor.
3. One will be a Teaching Faculty member, which may be appointed at any rank. This member can engage in all deliberations of the committee; however, they are restricted to voting only on the promotion of Teaching Faculty to or below their own rank.
4. Members will be elected for a single two-year term to the ECS TPC and cannot immediately succeed themselves.
5. Department chairs cannot serve on the ECS TPC.
6. No department can have more than three representatives on the ECS TPC.
7. Eligible ECS TPC members must vote on tenure and promotion cases in the College Committee and cannot vote on the same case at the Department level. The Committee will elect a Chair and a Recorder at its organizational meeting. The Chair will be selected from the ranks of tenured Professors that are serving the second year of their terms on the Tenure and Promotions Committee.

The Chair of the Tenure and Promotions Committee will call a meeting of the Committee in the first week of each semester. At this meeting, a schedule of meeting times for the semester will be finalized, and the names of candidates to be considered will be presented. If an elected member of the Tenure and Promotions Committee has a conflict of interest or conflict of commitment⁴ that will prevent their full

⁴ A “conflict of interest” occurs when a member of the Committee has connections to a candidate (e.g., i) a Faculty member is intimately involved in a research project with a candidate, or ii) there are familial relationships) such as to raise the question of whether the Committee member can be seen to be impartial. Conflicts of “commitment” occur when a member of the Committee has academic or external commitments, which preclude regular and predictable attendance at meetings. This may be unavoidable for some members when the Committee has so broadly

participation in the work of the Committee, the discussion of cases before it, or voting on those cases, the member will resign from the Committee at its first meeting. A replacement for the resigning member will be decided by special election to complete the vacated term of service.

If the Dean has a conflict of interest with respect to a particular case, they must recuse themselves from all meetings or parts of meetings at which that case is discussed.

Deliberative bodies convened for the evaluation of tenure and promotion cases should be independent across all levels of evaluation such that no individual participates or votes in more than one level of the process.

Voting for tenure and/or promotion to a certain rank is the responsibility of the Committee members appointed at or above that rank.

I.G.1.3. Committee on Academic Affairs

The Committee on Academic Affairs includes the Dean or their designee (*ex officio* with vote), one Core Faculty member from each of the departments (4), up to one graduate student, and up to one undergraduate student.

The Committee will elect a Chair and a Recorder at its organizational meeting.

I.G.2. Election of Standing Committee Members

Election of Core Faculty members to staggered terms on Standing Committees will be conducted by ballot as outlined in Section I.C. The terms for newly elected Committee members start on the first day of the Fall Semester. Vacancies that arise among elected Core Faculty representatives will be filled as described in Section I.F for vacancies in the College delegation to the University Senate in section I.F.

Student members elected to Standing Committees must be in good academic standing, and they must be elected by the students of the College following procedures established by the Committee on Academic Affairs. Student members ordinarily serve for one year, but they may be re-elected to serve for a second year.

I.G.3. Temporary Committees or Task Forces

The Core Faculty, at its meetings and through the Faculty Council, can establish temporary (ad hoc) committees or task forces to study specific problems. Such groups will continue to exist at the pleasure of the Core Faculty, and they will be discharged upon receipt and acceptance of their final reports.

I.G.4. Conduct of Committee Business

In order to conduct committee business, a quorum must be present. A quorum of a committee is defined as at least half of the elected members. It is expected that barring unanticipated transient problems (e.g.

based a membership and course schedules are so complex. This clause provides for the evaluation of these issues in the first week of the semester, offering the opportunity for immediate and appropriate action. It is expected that barring unanticipated transient problems (e.g. short term illness), the Committee will normatively meet with all members in attendance (cf. Section I.G.4) when considering cases for either tenure or promotion.

short term illness), the Tenure and Promotions Committee will normatively meet with all members in attendance when considering cases for either tenure or promotion.

I.H. Committee Responsibilities

I.H.1. Faculty Council

The responsibilities of the Faculty Council are:

1. To prepare the agenda for all regular meetings of the Core Faculty.
2. To assign matters raised in Faculty Meetings to the appropriate standing or temporary committees.
3. To remain informed of the progress of all committees and to arrange for the presentation of committee reports to the Core Faculty.
4. To suggest and review long range goals and intermediate objectives pertaining to instruction, research, or any other matters of strategic importance to the College.
5. To review the organization and administration of the College and to present recommendations on such as appropriate.
6. To nominate candidates for Faculty Chair, for Faculty Chair Elect, for the ECS delegation to the University Senate, and for Standing Committees as elsewhere designated in these Rules and Regulations.
7. To prepare a report summarizing the work of the various committees and the actions of the Core Faculty at the end of the academic year. This report will be submitted to the Core Faculty at the first meeting of the following academic year.
8. To interpret these Rules and Regulations in situations where ambiguities arise.
9. To act on behalf of the Core Faculty on all matters requiring action prior to the next regularly scheduled Faculty Meeting. These actions must be submitted for approval by the Core Faculty at its next regular meeting.

I.H.2. Tenure and Promotions Committee

The duties of the Tenure and Promotions Committee are to review and recommend actions on tenure and promotion of eligible faculty members as described in the ECS Faculty Guidelines on Promotion (Section III.A); the ECS Faculty Guidelines on Tenure (Section III.B); and the ECS Faculty Guidelines on Appointment and Reappointment of Academic Professionals (Section III.C). The Committee will keep under continual review and make appropriate recommendations concerning all policies and procedures affecting tenure and promotion of Core Faculty members.

The Committee will submit to the Faculty Chair a report summarizing its work for the academic year.

The Tenure and Promotions committee is required to maintain a record of:⁵

⁵ Text of Senate Language, 16. April 1975 as cited in the Memorandum of November 19 1998 from the Secretary of the Senate.

1. The times and locations of all meetings.
2. The list of attendees at each meeting.
3. The duration of each meeting.
4. Significant actions taken at each meeting.
5. Copy of letter to candidate indicating approval or denial of application for promotion.
6. Initiations of recommendations.

I.H.3. Committee on Academic Affairs

The Committee on Academic Affairs will address: (1) all academic matters pertaining to graduate and undergraduate level courses and programs, and (2) all issues concerning graduate and undergraduate students. These include:

1. New courses and programs offered by the College.
2. Changes in existing courses or programs.
3. The suitability of required and elective courses in non-engineering and computer science departments of the University.
4. Degree requirements.
5. Academic evaluation, standards and criteria.
6. Periodic reviews of the status of programs with respect to needs being met, conformity to quality standards, and future trends.
7. Suspension or termination of programs.
8. Academic integrity, including disciplinary procedures.

The Committee on Academic Affairs will also serve as an advisory body on all other matters pertaining to academic affairs.

The Committee will submit to the Faculty Chair a report summarizing its work for the academic year.

II. AUTHORITY

II.A. Scope of Authority

The Faculty of the College of Engineering and Computer Science are bound by these Rules and Regulations, as they now exist or may, hereafter, be amended. However, Rules and Regulations of superior bodies within the University, including the University itself, take precedence over those of the College where discrepancies arise.

These Rules and Regulations supersede all previous Rules and Regulations and will remain in effect until they are superseded or amended.

The Faculty Council is responsible for assuring orderly implementation of these Rules and Regulations within the two-year period following their adoption.

II.B. Amendments to the Bylaws

Amendments to these Rules and Regulations require four steps:

1. Copies of a proposed amendment must be distributed to the Core Faculty at least one week prior to a regular Faculty meeting;
2. The proposed amendment must be introduced (moved and seconded) at the regular Faculty meeting. It may be discussed and modified (amended); however, if modifications substantially change the intent or substance of the proposed amendment, step 1 must be repeated.
3. The proposed amendment must be put on the table until the next regular Faculty Meeting.
4. To be approved, the proposed amendment must be removed from the table and passed by a two thirds vote of Core Faculty present at that meeting or otherwise voting by proxy. If, however, modifications are made at any meeting that substantially change the intent or substance of the proposed amendment, then steps 3 and 4 must be repeated.

III. ECS FACULTY GUIDELINES

The following ECS Faculty Guidelines, some cited heretofore, are treated as parts of the Rules and Regulations of the Faculty:

1. ECS Faculty Guidelines on Promotion (Section III.A)
2. ECS Faculty Guidelines on Tenure (Section III.B)
3. ECS Guidelines on Appointment and Reappointment of Academic Professionals (Section III.C)
4. ECS Guidelines on Faculty Evaluations (Section III.D)
5. ECS Guidelines on Administrative Appointments and Reappointments (Section III.E)
6. ECS Guidelines on Creating, Modifying, Suspending and Terminating Programs (Section III.F)

III.A. ECS FACULTY GUIDELINES ON PROMOTION

The composition of the Tenure and Promotions Committee of the College is set forth in section I.G.1.2 of this document. The responsibilities of the Committee with respect to promotion are set forth in Section I.H.2.

The Core Faculty of ECS comprises all full-time faculty members in the University holding tenured or tenure track positions in the College, as well as Teaching Faculty members of all ranks holding full-time appointments in the College. Details in this section govern the promotion of all Core Faculty members except for Tenure-Track Assistant Professors. Promotion from Assistant Professor to Associate Professor for a Tenure-Track Faculty member is automatically granted when they are granted tenure and follows procedures outlined for the evaluation of Tenure (Section III.B). There is no separate evaluation for the promotion of Tenure-Track Assistant Professors.

The following sections do not apply to individuals who hold appointments as Research Faculty. As specified in the ECS faculty guidelines on appointments and reappointments of academic professionals, Section III.C.1.2, Research Professors may be appointed at the rank of Assistant Research Professor,

Associate Research Professor, and Research Professor. Appointments should be commensurate with applicant qualifications and are made at the discretion of the department.

The following sections do not apply to individuals who hold appointments as Professors of Practice, Faculty Fellows, Postdoctoral Scholars, Visiting Professors, Visiting Scholars, and Part-Time Faculty. As specified in the ECS faculty guidelines on appointments and reappointments of academic professionals, Section III.C.1.2, the aforementioned faculty categories are appointed at a single rank, and they are not eligible for promotion.

III.A.1. Eligibility for Promotion of Core Faculty Members

A Core Faculty member that has completed the minimum time in rank, as specified in the Syracuse University Faculty Manual, is eligible to be considered for promotion.

By February 1, the Dean will inform members of the Core Faculty that have completed minimum time in rank of their eligibility to be considered for promotion in the following academic year.

In exceptional cases, a chair, director, administrative unit head or a department promotions committee may request that a faculty member be considered for promotion before completing the minimum time in rank.

III.A.2. Criteria for Promotion of Core Faculty Members

Core Faculty members who are eligible for promotion include individuals who hold appointments as both Teaching Faculty and Tenured/Tenure-Track Faculty. As detailed subsequently, appointments in each category carry different responsibilities; therefore, unique evaluation criteria are considered for promotion of Teaching Faculty and Tenured/Tenure-Track Faculty.

III.A.2.1. Tenured and Tenure Track Faculty

The appointments of Tenured and Tenure-Track Faculty carry research, teaching, and service obligations; accordingly, the promotion of Tenured and Tenure-Track Faculty is subject to evaluation based on research, teaching, service to the university, and extramural service. Qualifications commensurate with the various ranks of Tenured and Tenure Track-Faculty are summarized below.

Assistant Professor

To qualify for the rank of Assistant Professor, a candidate

1. Should normally have been awarded a doctorate or otherwise have an appropriate educational background to suit the requirements of the position.
2. Should show potential for high quality⁶ teaching, scholarship and service to the University and the profession.

⁶ The terms “high quality,” “very high quality,” and “excellence” represent a graded series of performance measures (excellence being the most demanding). The faculty recognizes that “objective measures” of performance can vary between the fields and disciplines represented in the College as they can have very different discipline-related norms for scholarly communication and recognition. Therefore, the College will apply its criteria in an appropriate, disciplinary context.

Associate Professor

To qualify for the rank of Associate Professor, a candidate

1. Must meet requirements stipulated for the rank of Assistant Professor
2. Must have demonstrated high quality teaching, scholarship, and service to the University and the profession, and
3. Must have shown very high quality⁶ in either teaching or scholarship.⁷

Professor

To qualify for the rank of Professor, a candidate should

1. Meet the requirements stipulated for the rank of Associate Professor
2. Must have demonstrated very high quality teaching, scholarship and service to the University and the profession, and
3. Must have demonstrated excellence⁶ in either teaching or scholarship.⁷

In all of the above categories, evidence of quality in teaching may include: classroom effectiveness; course initiation and development; laboratory development and improvement; and the authorship of textbooks and/or articles in engineering and/or computer science education publications.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of excellence in scholarship may include: the authorship of articles in refereed journals; research monographs; technical reports; published conference papers; papers presented at technical meetings; the development of a productive research program; the award of external funding for research programs; the receipt of prizes and awards; and the attainment of a national and/or international professional reputation. Service, while secondary, will be evaluated. Demonstration of high-quality service includes professional activities that advance teaching, scholarship, or other societal goals within the College, the University, or the profession.

III.A.2.2. Teaching Faculty

The appointments of Teaching Faculty carry only teaching and university service obligations; accordingly, it is permissible to evaluate promotion cases for Teaching Faculty based exclusively on teaching and service to departmental units, to ECS, and/or to Syracuse University. ECS additionally recognizes that many Teaching Faculty voluntarily engage in extramural scholarship beyond the terms of their appointment. Such activities include, but are not limited to, research in an area of their technical expertise, educational research, pedagogical development, and broader service to the profession of engineering education. Where Teaching Faculty are engaged in such activities, evaluation of promotion cases for Teaching Faculty may, at the discretion of the candidate, additionally consider these contributions.

⁷ It is the intent of the faculty that the qualifier on performance in teaching and scholarship be interpreted to mean demonstrated quality, as judged internally and externally (referees), based on performance at the time of review.

Assistant Teaching Professor

To qualify for the rank of Assistant Teaching Professor, a candidate

1. Should normally have been awarded a doctorate or otherwise have an appropriate educational background to suit the requirements of the position.
2. Should show potential for high quality⁶ teaching and service.

Associate Teaching Professor

To qualify for the rank of Associate Teaching Professor, a candidate

1. Must meet the requirements for the rank of Assistant Teaching Professor
2. Must have demonstrated high quality service.
3. Must have shown very high quality⁶ teaching.⁸ *Teaching Professor*

To qualify for the rank of Teaching Professor, a candidate

1. Must meet the requirements for the rank of Associate Teaching Professor
2. Must have demonstrated very high quality service
3. Must have demonstrated leadership in the field of teaching, where such opportunities exist.⁹
4. Must have demonstrated excellence⁶ in teaching.⁸

As used above, the term “teaching” encompasses all professional activities pertaining to undergraduate or graduate education. Evidence of excellence in teaching includes, but is not limited to classroom effectiveness, course initiation and development, laboratory development and improvement, adoption and advancement of more effective teaching practices within the classroom.

Scholarship in engineering or computer science education or in technical disciplines are not required of Teaching Faculty; however, many Teaching Faculty voluntarily pursue such activities. Where they choose to do so, their promotion evaluation can, at the discretion of the faculty under consideration, include these activities. Examples of such include the authorship of textbooks; authorship of research articles; authorship of articles in engineering and/or computer science education publications; authorship in conference proceedings; and presentations at regional, national, or international conferences that focus on engineering or computer science education or otherwise.

Service, while secondary, will be evaluated. Demonstration of high quality service includes professional activities that advance teaching and education within individual departments of ECS, ECS as a whole, or Syracuse University. Examples of service include program administration appointments; committee service; advising of students and student organizations; and the organization of workshops, seminars, and

⁸ It is the intent of the faculty that the qualifier on performance in teaching be interpreted to mean demonstrated quality, as judged internally, based on performance at the time of review.

⁹ See Syracuse University Faculty manual, Section 2.28, <http://provost.syr.edu/faculty-manual/2-28-non-tenuretrack-faculty/>

panels that aim to inform the Syracuse University community regarding best practices in engineering education.

Service to the profession—in the sense of extramural activities in the fields of engineering and computer science education—is not required in the appointment of Teaching Faculty. However, as in the case of scholarship, many Teaching Faculty are voluntarily involved in professional service outside of Syracuse University. Where Teaching Faculty do voluntarily engage in service to the profession, this may be considered, at the discretion of the faculty member under review, in evaluating their promotion. Promotion to the rank of Teaching Professor requires a demonstration of leadership within the relevant teaching field, where such opportunities exist.⁹

III.A.3. Procedures and Timelines for the Hierarchical Evaluation of Promotion Cases

III.A.3.1. Evaluations by Departments

Promotions will be first considered in the departments.¹⁰ A candidate for promotion will supply the department's promotions committee with the information called for in University Form A, which is entitled "Summary of Professional Activities" and is included in the Appendix to this document. In University Form A, publications and talks should be listed chronologically under the headings Published Books, Journal Articles, Articles Published in Conference Proceedings, Technical Reports, and Conference and Seminar Talks. In addition, the candidate will supply the department's promotions committee with any supporting documents relevant to their promotion case.

Supporting documents may include course evaluations by students; descriptions of special instructional accomplishments; reprints of published research; a list of research proposals and awards; lists of thesis and dissertation students together with the titles of their works and degree completion dates; a record of professional activities; names of persons who may serve as references; and a statement of professional goals and objectives. The combined application package comprised of University Form A and all supporting documents is due to the department's promotions committee on April 1.¹¹

The department's promotion committee will complete deliberations and submit its report to the College Tenure and Promotions Committee by October 8.

The candidate will be informed, in writing, of their department's recommendation regarding their promotion. The department's committee will provide "a sense of the committee" statement on its recommendation to the candidate. Candidates not recommended for promotion by their department can still request that their case be considered by the College Tenure and Promotions Committee.

Following the department vote, the following documents will be supplied to the College Tenure and Promotions Committee by the departmental unit by October 8. A separate set must be supplied for each promotion case to be considered at the request of either the department or the candidate:

¹⁰ Each academic/administrative unit will maintain a set of written promotion procedures that are consistent with the Rules and Regulations of the College and the University. These procedures are included as Sections **B2-B5** of this document. Departmental procedures will be reviewed each spring by the Tenure and Promotions Committee of the College to ensure compliance with current ECS guidelines on promotion.

¹¹ For all due dates cited in this document, if the due date falls on a weekend and/or a holiday, then the due date is the first following business day.

1. Outline of Professional Experience (Form A)
2. Candidate Statement (Form A)
3. A report summarizing recommendations, votes, and analysis by the department tenure and promotions committee. This report should include:
 - a. An evaluative summary about the quality and quantity of
 - i. The candidate's scholarly production, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or
 - ii. Creative work produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or
 - iii. Public scholarship and engagement projects, including comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.
 - b. An evaluative summary about the quality and quantity of teaching and other instructional contributions, include effectiveness of classroom teaching, course/curriculum development, and advising.
 - c. An evaluative summary about the quality and quantity of service to the department, school/college, the University, the profession, or the public.
 - d. For promotion to full Professor, evidence of significant accomplishment and impact.
4. For tenured and tenure-track faculty, copies of at least six (6) letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by their peers.
 - a. At least six (6) of the letters should be sought from persons selected by the department promotions committee. Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation
 - b. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
 - c. Copies of solicitation letter(s).
5. An independent evaluation of the candidate by the department chair.

The College Tenure and Promotions Committee will consider only those cases for which the supporting documents have been received by October 8.

III.A.3.2. Evaluations by the College Tenure and Promotions Committee

When recommended by a department, the case for a candidate's promotion will be presented to the College Tenure and Promotions Committee by an individual chosen by the candidate from within their

department, or from another department. This is subject only to the restriction that the presenter cannot be serving, at the time the case is presented, as a member of the College Tenure and Promotions Committee. In the case of candidates that were not recommended for promotion by their department but are being evaluated at the request of the candidate, the department chair and a representative of the department's promotions committee will also be invited to appear before the College Tenure and Promotions Committee.

After discussing each case in detail, the College Tenure and Promotions Committee can take a preliminary, unofficial, vote by secret ballot on its recommendation for promotion. Only those committee members holding the rank of Professor can evaluate, deliberate and vote on cases involving promotions to Professor. Based on this vote, the Committee may decide to continue its evaluation of the candidate; additional information can be sought from the candidate, other faculty members, students, or other sources inside or outside of the University. Every effort will be made to document and evaluate this new information in a timely fashion.

Subsequently, an official vote on each candidate for promotion will be taken. Each voting member has an equal vote. Members must vote to approve or disapprove the promotion, abstentions are not allowed. By prior agreement with the Chair and the Recorder, a member can submit an absentee ballot.

A promotion is recommended for approval if it receives affirmative votes from at least two-thirds of the committee.

After the final vote is taken, the Committee Chair shall inform each candidate, in writing, of the recommendation of the committee regarding their promotion.¹² The division of the vote and a "sense of the committee" statement on its recommendation will be provided to the candidate, and the candidate will be advised that the decision can be appealed to University Senate (Section III.A.3.5).

For each candidate, the Tenure and Promotions Committee will submit the candidate's accumulated dossier (Section III.A.3.1) and an independent report on the recommendation concerning promotion to the Office of the College Dean in accordance with the date specified by that office.¹³ The Tenure and Promotions Committee report must incorporate the department report and the report from the department chair.

III.A.3.3. Evaluation by the Dean

Subsequent advancement of promotion cases from the Dean's office proceeds differently for Tenured Faculty and Teaching faculty. Protocols are outlined for each category below.

Promotion of Tenured Faculty

For each candidate, the Dean of the College will submit the accumulated dossier (Section III.A.3.1) and the Tenure and Promotions Committee report (Section III.A.3.2) to the Office of the Vice-Chancellor for

¹² It is the interpretation of the Senate Committee on Appointment and Promotions that the letter is to contain justification for the action taken by the college or program committee.

¹³ The accumulated dossier should be supplied for each person considered, whether approved or denied.

¹⁴ See requirements for Tenure and Promotion, Office of the Provost (<http://provost.syr.edu/facultysupport/teaching-research-and-service/tenure/>)

Academic Affairs in accordance with the date specified by that office. In addition, the Dean will submit an independent evaluation of the candidate's promotion to the Office of the Vice Chancellor.

In total, the following must be submitted to the Office of the Vice Chancellor by the Office of the Dean:¹⁴

1. Outline of Professional Experience (Form A).
2. Candidate Statement (Form A).
3. A report summarizing recommendations, votes, and analysis by the department tenure and promotions committee. This report should include:
 - a. An evaluative summary about the quality and quantity of
 - i. The candidate's scholarly production, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or
 - ii. Creative work produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or
 - iii. Public scholarship and engagement projects, including comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.
 - b. An evaluative summary about the quality and quantity of teaching and other instructional contributions, include effectiveness of classroom teaching, course/curriculum development, and advising.
 - c. An evaluative summary about the quality and quantity of service to the department, school/college, the University, the profession, or the public.
 - d. For promotion to full Professor, evidence of significant accomplishment and impact.
4. For tenured and tenure-track faculty, copies of at least six (6) letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by their peers.
 - a. At least six (6) of the letters should be sought from persons selected by the department promotions committee. Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation.
 - b. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
 - c. Copies of solicitation letter(s).
5. An independent evaluation of the candidate by the department chair.

6. A report summarizing recommendations, votes, and analysis by the College Tenure and Promotions committee (see above).
7. The Dean's analysis and recommendation.

Promotion of Teaching Faculty

The College Dean makes the final decision on promotion of Teaching Faculty. No report to the Office of the Vice Chancellor for Academic Affairs is required.

III.A.3.4. Notice of Promotion

By the end of the spring semester in which the evaluation process is completed, the Dean will notify candidates for promotion whether they will be promoted, effective July 1 of the same year.

III.A.3.5. Appeals

It is the right of every candidate to appeal a promotion decision, on various grounds, to the Syracuse University Senate. If the appeal is made on procedural grounds, it is made to the SU Senate Committee on Appointments and Promotions. Appeals to this committee can be made by either the candidate or the department, provided that the grievance pertains to procedural matters. If an appeal is made on the basis of denial of academic freedom or violation of professional ethics, the case is made before the Senate Committee on Academic Freedom, Tenure, and Professional Ethics (AFTPE). Syracuse University is an Affirmative Action/Equal Opportunity employer and maintains a grievance procedure for any employee believing they have been subject to discrimination on any protected basis to the University Senate Committee on Academic Freedom, Tenure and Professional Ethics.

All promotion cases are initiated in a Spring Semester and are completed in the Spring Semester of the following year. The following table summarizes the dates for actions (for tenure and tenure track faculty members only except for tenure track assistant professors who shall follow the schedule in Table III 2.)

Table III 1 Timelines for Promotion Application and Evaluation

Date¹¹	Action	Assignee
Feb 1	Candidate receives notification of eligibility for consideration during coming year. Department chair will also receive a copy of the notice.	Dean of ECS
April 1	Candidate submits Dossier and Forms to Academic/Administrative Unit	Candidate
April 1-Oct 8	Evaluation by Academic/Administrative Unit	Department
Oct 8	Department/Department submits report along with the Dossier and Forms of promotion evaluation to the college committee, and a separate letter from the Department Chair	Committee of the Department Department Chair
Oct 8 –	Evaluation by college committee	College committee
	College committee inform candidate the outcome of evaluation	College P&T committee chair
	College committee report to the Office of the Vice-Chancellor for Academic Affairs if it is a promotion from Associate Professor to Professor case	College P&T committee chair
	Dean report to the Office of the Vice Chancellor for Academic Affairs if it is a promotion from Associate Professor to Professor case	Dean of ECS
End of the following Spring Semester	Dean notifies candidate of the status and result of their promotion application	Dean of ECS
Other dates		
Week 1 of each Spring Semester	Dean supplies list of eligible candidates to Chair of college P&T committee	Dean of ECS
Each Spring Semester	Departmental and College P&T committees review procedures for promotion and tenure	Departmental and college P&T committee

[Placeholder for departmental bylaws regarding promotion each department.]

III.B. ECS FACULTY GUIDELINES ON TENURE

The composition of the Tenure and Promotions Committee of the College is set forth in I.G.1.2 of this document. The responsibilities of the Committee with respect to the award of tenure are set forth in Section I.H.2.

III.B.1. Tenure Eligibility

Tenure may be granted only by the Vice Chancellor and Provost, with the concurrence of the Chancellor and the Board of Trustees. Such an appointment may be extended only to members of Syracuse University who hold tenure-track faculty appointments. Tenure is not attached to appointments to administrative positions nor to appointments as department chairpersons in the University. Appointment to or relinquishment of such positions, however, will not deprive faculty members of tenure in the highest instructional rank they have attained at the University.

Tenure is granted in one of two ways:

1. Faculty appointed to a full-time tenure-track position without tenure are reviewed for tenure following a probationary period. This review is conducted by the department(s) and the school(s) or college(s), in accordance with each unit's governance procedures. Each case is forwarded to the Vice Chancellor and Provost for a decision, and to the Chancellor and Board of Trustees for concurrence. Candidates must be considered for tenure before the end of their sixth credited year of service, but they may be considered any time before that date. Candidates are considered for tenure only once, and tenure cannot be granted through any process other than those described here.
2. Faculty may be appointed to the University with tenure through a recommendation for such action from the department(s) and the school(s) or college(s), in accordance with each unit's governance procedures. Each case is forwarded to the Vice Chancellor and Provost for a decision and to the Chancellor and Board of Trustees for concurrence.

The formal review process for tenure-track faculty in the probationary period (i.e., pre-tenure) will begin with the signed and dated irrevocable request on the standard form from the individual to initiate the tenure review. A request must be submitted to the office designated by the respective school and college prior to the solicitation of external evaluations of the candidate's qualifications for tenure. After the formal review process has begun, candidates for tenure may not withdraw from consideration and subsequently reapply for tenure. If an eligible faculty member fails to submit a formal request for a tenure review prior to the college or school deadline for completing the tenure review before the end of the sixth year of the probationary period,¹⁴ the University will consider the faculty member to have waived all claims for consideration for tenure.

Even if a tenure candidate's school or college accepts a request for tenure review, such acceptance does not constitute a waiver of the deadline set forth above and the consequences specified for failing to meet the deadline.

¹⁴ See Section III.B.2 for further details regarding the length of the probationary period and the timing of tenure evaluations, which are defined based on years and/or semesters of credited service.

Whereas the tenure process ends with the recommendation of the Vice Chancellor and Provost to the Board of Trustees, the departments and schools/colleges play a significant role in this process, from initial recruitment and appointment, annual evaluation, reappointments, development of candidate dossiers, conduct of tenure review and associated voting processes. Each school/college that holds tenured appointments has the responsibility to develop and to communicate widely the processes, procedures and criteria for appointments, pre-tenure reviews, promotion, and tenure. The departmental and school/college processes, procedures and guidelines regarding tenure and promotion to associate professor should be clear and transparent, as well as congruent with the University processes, procedures and guidelines.

Unless the candidate already holds the rank of associate professor or above, the processes and procedures enumerated below should be undertaken in a single process and set of recommendations for promotion to associate and indefinite appointment with tenure. When the text in the sections below refers to tenure, both tenure and promotion to associate professor are referenced jointly.”¹⁵

III.B.2. Time of Tenure Evaluation¹⁶

During their eleventh and twelfth semesters of credited service, the faculty member shall be evaluated and a determination shall be made regarding the granting of tenure.

By February 1, the Dean shall notify all faculty members who are about to complete ten (10) semesters of credited service that they will be considered for tenure during their upcoming eleventh (11) and twelfth (12) semesters of credited service. The Dean shall also notify the candidate's academic and administrative unit (chair/administrative head) that a review of the candidate is to be conducted.

The formal review process for faculty in the probationary period will begin with the signed and dated irrevocable request on the standard form from the individual to initiate the tenure review. This form shall be submitted to the Office of the Vice Chancellor and Provost by March 1 of the candidate's tenth semester of credited service.

III.B.2.1. Transfer of Tenure Credit from Other Institutions

Beginning with appointment to faculty rank as defined above, the probationary period shall not exceed six (6) credited academic years, including full-time service in faculty rank in all institutions of higher education regionally accredited in the United States, or comparable institutions, but subject to the following provisions:

1. When, after a term of probationary service of more than six semesters (three academic years) in one or more such institutions, faculty members are recruited to Syracuse University, it may be agreed in writing that the new appointment is for a probationary period of not more than eight semesters, even though, thereby, the total probationary period in the academic profession is extended beyond the normal maximum of six (6) credited academic years.

¹⁵ Adapted from Faculty Manual Section 2.32 Processes and Limitations, last accessed January 28, 2015.

¹⁶ The timeline established herein applies directly to candidates who begin their credited service at Syracuse University during a fall semester. For candidates whose appointments start in a spring semester, the appointment letter from the Dean will clarify on the maximum number of credited years of service before which the tenure application shall be initiated.

2. Within six months of the date of employment at Syracuse University, a candidate may choose to reduce the number of semesters of prior service to be counted, and so to extend the probationary period at Syracuse University up to a maximum of six (6) credited academic years.

All faculty members will be informed in their letter of appointment as to the number of semesters of prior academic service for which he/she will receive credit toward tenure.¹⁷

III.B.2.2. Stopping the Tenure Clock

The term “credited year” means a year of service at Syracuse University identified in the faculty member’s appointment letter as a full-time tenure-track appointment. Under certain circumstances, the tenure clock can be stopped when the request is made by the faculty member through the department and/or school/college and approved by the Office of the Provost. Events for which the clock may normally be stopped, after the submission of documentation, include life events that would, in most circumstances, have generated a request for parental, maternity, family medical, military or disability leave, disrupting one or more semesters of work during the probationary period. Other situations that may warrant consideration of stopping the tenure clock include fulfillment of extraordinary institutional service, such as teaching in SU Abroad or serving in an administrative position during the probationary period, where these circumstances interrupt or substantially slow progress toward tenure. The year(s) approved by the Provost’s Office through this process will not count as credited years toward tenure when reported to the school/college promotion and tenure committee.

III.B.3. Criteria for Tenure

To be granted tenure, a faculty member in the College of Engineering and Computer Science:

1. Must have demonstrated high quality teaching, scholarship, and service to the College, University and the profession
2. Must have shown promise of excellence in either teaching or scholarship.¹⁸

Evidence of excellence in teaching may include classroom effectiveness; course initiation and development; laboratory development and improvement; and the authorship of textbooks and/or articles in engineering and/or computer science education publications.

Scholarship is interpreted as the creation, clarification and creative application of knowledge. Evidence of scholarship may include the authorship of articles in refereed journals; research monographs; technical reports; published conference papers; papers presented at technical meetings; the development of a productive research program; the award of external funding for the research program; the receipt of prizes and awards; and the attainment of a national and/or international professional reputation.

Service, while secondary, will be evaluated. Demonstration of high quality service will include professional activities that advance teaching, scholarship or other societal goals within the College, the University, and the profession.

¹⁷ Adapted from the Faculty Manual, Edition 18, January 1995, page 13, § 2.29

¹⁸ It is the sense of the faculty, that these criteria are to be interpreted as documentation of past performance as predictive of future contributions.

III.B.4. Procedures and Timelines for the Hierarchical Evaluation of Tenure Cases

III.B.4.1. Evaluations by Departments

Evaluation of tenure cases begins in the departments.¹⁹ A candidate for tenure will supply the department's tenure and promotions committee with the information called for in University Form A, which is entitled "Summary of Professional Activities" and is included in the Appendix to this document. In University Form A, publications and talks should be listed chronologically under the headings

Published Books, Journal Articles, Articles Published in Conference Proceedings, Technical Reports, and Conference and Seminar Talks. In addition, the candidate will supply the department's promotions committee with any supporting documents relevant to their tenure case.

Supporting documents may include course evaluations by students; descriptions of special instructional accomplishments; reprints of published research; a list of research proposals and awards; lists of thesis and dissertation students together with the titles of their works and degree completion dates; a record of professional activities; names of persons who may serve as references; and a statement of professional goals and objectives.

For the purpose of preliminary evaluation, the candidate will deliver a draft version of University Form A and all relevant supporting documents to the department's tenure and promotions committee by April, 1 of their tenth semester of credited full-time service.

By September 1 of their eleventh semester of credited full-time service, a candidate for tenure must provide their departmental tenure committee with a finalized²⁰ version of University Form A and all relevant supporting documents to the department's tenure and promotions committee.

Each department tenure committee will assess the qualifications of each candidate in the context of that unit's goals. The department tenure and promotions committee will then vote on each candidate for tenure. Following the department vote, the following documents will be supplied to the College Tenure and Promotions Committee by November 1 of the candidate's eleventh semester of credited full time service:²¹

1. Outline of Professional Experience (Form A).
2. Candidate Statement (Form A).
3. A report summarizing recommendations, votes, and analysis by the department tenure and promotions committee. This report should include:
 - a. An evaluative summary about the quality and quantity of
 - i. The candidate's scholarly production, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in

¹⁹ Each academic/administrative unit shall prepare in writing a set of tenure procedures (included as Sections C2-C5 of these Guidelines), which are consistent with the Rules and Regulations of the College and the University. These procedures shall be reviewed each Spring by the Tenure and Promotions Committee of the College.

²⁰ Note that the candidate is free to provide updates to their tenure dossier at any time during the evaluation of their tenure case, but such updates can be provided separately rather than as a full revision to the tenure dossier.

²¹ A separate set of documents is supplied for each candidate considered for tenure.

the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or

- ii. Creative work produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or
 - iii. Public scholarship and engagement projects, including comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.
- b. An evaluative summary about the quality and quantity of teaching and other instructional contributions, include effectiveness of classroom teaching, course/curriculum development, and advising.
 - c. An evaluative summary about the quality and quantity of service to the department, school/college, the University, the profession, or the public.
 - d. For promotion to full professor, evidence of significant accomplishment and impact
4. Copies of at least six (6) letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by their peers.
- a. At least six (6) of the letters should be sought from persons selected by the department promotions committee. Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation.
 - b. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
 - c. Copies of solicitation letter(s).
5. An independent evaluation of the candidate by the department chair.

A candidate shall be informed, in writing, of the evaluations by the department tenure committee and by the department chair. The department committee shall provide 'a sense of the committee' statement on its recommendation to the candidate. Unless the candidate submits a resignation by November 1 of the eleventh semester of credited full-time service, the case will be considered by the College Tenure and Promotions Committee.

III.B.4.2. Evaluations by the College Tenure and Promotions Committee

The case for a candidate's award of tenure shall be presented to the College Tenure and Promotions Committee by an individual chosen by the candidate from within their department, or from another department, subject only to the restriction that the presenter cannot be serving, at the time the case is presented, as a member of the College Tenure and Promotions Committee.

In the situation of a candidate: (1) whose case has not been forwarded by their department, or (2) who has not been recommended by their department and who has not resigned, the department chair and a

representative of the department's tenure and promotions committee shall also be invited to appear before the College Committee.

The College Tenure and Promotions Committee shall review the materials submitted to it by departments (Section III.A.3.1) to assure itself that proper procedures were followed. If the Committee believes that the evaluation process in the unit was flawed, then the department and the candidate will be informed of this determination in writing. The department tenure and promotions committee must then conduct a new evaluation of the candidate and submit a new report, with recommendation, to the College Tenure and Promotions Committee. This must be accomplished within one (1) month of notification from the College Committee.

After discussing each case in detail, the College Tenure and Promotions Committee may take a preliminary unofficial, vote by secret ballot on its recommendation for tenure. Based on this vote, the Committee may decide to continue its evaluation of the candidate.

Additional information may be sought from the candidate, from other faculty members, from students, or from other sources inside and outside the University. Every effort shall be made to document and evaluate this new information in a timely fashion.

After evaluation of all the candidates for tenure, the Committee shall take an official vote by secret ballot. On deciding cases for tenure, only tenured faculty members may vote. Each voting member shall have an equal vote. Members must vote to approve or disapprove the award of tenure: abstentions are not allowed. By agreement with the Chair and the Recorder, a member may submit an absentee ballot. A case for tenure shall be approved if it receives affirmative votes from at least two-thirds of the Committee.

After the final vote is taken, the Committee Chair shall inform each candidate, in writing, of the approval or disapproval of their case for tenure.²² The Committee shall provide to the candidate a 'sense of the committee' statement on its recommendation, and the candidate will be advised that the decision can be appealed to the Senate Committee on Appointment and Promotions

For each candidate, the Tenure and Promotions Committee will submit the candidate's accumulated dossier (Section III.B.4.1) and a report on the recommendation concerning tenure to the Office of the College Dean in accordance with the date specified by that office. The Tenure and Promotions Committee report must incorporate the department report and the report from the department chair.

III.B.4.3. Evaluation by the Dean

For each candidate, the Dean of the College will submit the accumulated dossier and the Tenure and Promotions Committee report to the Office of the Vice-Chancellor for Academic Affairs in accordance with the date specified by that office. The accumulated dossier must include:²³

1. Outline of Professional Experience (Form A).
2. Candidate Statement (Form A).

²² It is the interpretation of the Senate Committee on Appointment and Promotions that the letter is to contain justification for the action taken by the college or program committee.

²³ See requirements for Tenure and Promotion, Office of the Provost (<http://provost.syr.edu/facultysupport/teaching-research-and-service/tenure/>)

3. A report summarizing recommendations, votes, and analysis by the department tenure and promotions committee. This report should include:
 - a. An evaluative summary about the quality and quantity of
 - i. The candidate's scholarly production, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or
 - ii. Creative work produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or
 - iii. Public scholarship and engagement projects, including comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.
 - b. An evaluative summary about the quality and quantity of teaching and other instructional contributions, include effectiveness of classroom teaching, course/curriculum development, and advising.
 - c. An evaluative summary about the quality and quantity of service to the department, school/college, the University, the profession, or the public.
 - d. For promotion to full Professor, evidence of significant accomplishment and impact.
4. Copies of at least six (6) letters of recommendation from persons outside the University to establish the case that the candidate's work is well-regarded by their peers.
 - a. At least six (6) of the letters should be sought from persons selected by the department promotions committee. Each letter should be accompanied by a brief statement of the recommender's qualifications to provide the recommendation.
 - b. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
 - c. Copies of solicitation letter(s).
5. An independent evaluation of the candidate by the department chair.
6. A report summarizing recommendations, votes, and analysis by the College Tenure and Promotions committee (see above).
7. The Dean's analysis and recommendation.

III.B.4.4. Notice of Tenure

By the end of their twelfth semester of credited full-time service, the Dean shall notify candidates for tenure whether they will receive tenure at the completion of their twelfth semester. The official

notification of appointment to tenure shall be given by the Dean, in writing, at the end of the twelfth semester.

If a candidate is not to be continued after the expiration of the fourteenth semester of service, notice shall be given by the Dean, in writing, by the end of their twelfth semester of credited full-time service. A one year terminal contract shall be awarded to the faculty member beyond the six (6) year probation period. The candidate shall be informed in writing that the decision not to grant tenure can be appealed, on various grounds, to the Syracuse University Senate (Section III.B.4.5).

III.B.4.5. Appeals

It is the right of every candidate to appeal a tenure decision, on various grounds, to the Syracuse University Senate. If the appeal is made on procedural grounds, it is made to the SU Senate Committee on Appointments and Promotions. Appeals to this committee can be made by either the candidate or the department, provided that the grievance pertains to procedural matters. If an appeal is made on the basis of denial of academic freedom or violation of professional ethics, the case is made before the Senate Committee on Academic Freedom, Tenure, and Professional Ethics (AFTPE). Syracuse University is an Affirmative Action/Equal Opportunity employer and maintains a grievance procedure for any employee believing they have been subject to discrimination on any protected basis to the University Senate Committee on Academic Freedom, Tenure and Professional Ethics.

All tenure cases are initiated in a Spring Semester and are completed in the Spring Semester of the following year. Table III 2 below summarizes the dates for actions.

Table III 2 Timelines for Tenure Application and Evaluation

Date¹¹	Action	Assignee
Feb 1 (10 th semester of credited service ²⁴)	Candidate receives notification of eligibility for consideration during coming year. Department chair will also receive a copy of the notice.	ECS Dean
March 1	Candidate submits the tenure review request form to the Office of the Vice Chancellor and Provost to initiate the process	Candidate
April 1	Candidate submits draft Dossier and Forms to Department. Departmental committee starts to identify external referees	Candidate Department Committee
Sep 1	Candidate submits final Dossier and Forms to Department for department evaluation	Candidate
April 1 – Oct 31	Evaluation by Academic/Administrative Unit	Department Committee
November 1	Department/Department submits report along with the Dossier and Forms of tenure evaluation to the college committee, and a separate letter from the Department Chair	Department Committee Department Chair
November 1 –	Evaluation by college committee	College Committee
	College Committee informs candidate of evaluation outcome	College TPC Chair
	College committee report to the Office of the Vice Chancellor and Provost	College TPC Chair
	Dean report to Provost's office	ECS Dean
End of next Spring Semester	Dean notifies candidate of the status and result of his/her tenure application	ECS Dean
Other dates		
Week 1 of each Spring Semester	Dean supplies list of eligible candidates to ECS TPC Chair	ECS Dean
Each Spring Semester	Departmental and College TPCs review procedures for promotion and tenure	Department and College TPC

[Placeholder for Departmental Tenure Guidelines]

²⁴ This table serves as a schedule for tenure track faculty members who join the University in Fall semester (1st semester of Academic Year). For people starting in Spring semester, the appointment letter from the Dean will clarify on the maximum number of credited years of service before which the tenure application shall be initiated.

III.C. ECS FACULTY GUIDELINES ON APPOINTMENTS AND REAPPOINTMENTS OF ACADEMIC PROFESSIONALS

III.C.1. Categories of Academic Professionals

The College of Engineering and Computer Science appoints academic professionals in all positions that are allowed at Syracuse University, as stipulated in the University's Faculty Manual: "Effective August 24, 2016, members of the Faculty will be appointed to tenure-track positions at the academic rank of Professor, Associate Professor, or Assistant Professor, or as non-tenure track positions with titles of Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Professor of Practice, Instructor, Research Assistant Professor, Research Associate Professor, Research Professor, Faculty Fellow, Post Doctorate, Visiting Faculty, Part-time Instructor, Adjunct, and exempt staff members. They shall be appointed by the dean or director of a department with the concurrence of the Chancellor or Vice Chancellor and Provost and whose primary duties are instruction and scholarly/creative activity."²⁵ The several categories of academic professionals are described next.

III.C.1.1. Tenure-track full-time faculty

Tenure-track full-time faculty members are those holding tenured or tenure track appointments and the title of Professor, Associate Professor, and Assistant Professor. The title of Instructor may be used for individuals expecting to complete their terminal degree and whose tenure-track appointment is pending.

Tenure-track faculty may be named to certain titles of honor including University Professor, Distinguished Professor, and Trustee Professor.

III.C.1.2. Non-tenure track full-time faculty

Faculty may be appointed to full-time non-tenure track positions of Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Professor of Practice, Research Faculty, Visiting Faculty, Faculty Fellow, or Post Doctorate. Such appointments are full-time (1.00 FTE); however, time in such positions does not accrue to University time toward tenure. The following describes these non-tenure track full-time positions.

Teaching faculty

Teaching Faculty can hold ranks of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor. These appointments are given to full-time, non-tenure track faculty, and ranks are commensurate with qualifications and training. Teaching Faculty at all ranks are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in the field.

Teaching Faculty of any rank are not expected to conduct research or engage with practitioners, but such duties may be included among their responsibilities and in their evaluation portfolios, in accordance with the policies of the school or college. They may carry administrative duties that include activities such as developing independent or team-taught courses, producing teaching methodologies and materials, and

²⁵ Section 2.1 Faculty and Academic Staff, Syracuse University Faculty Manual.

training other faculty in instructional methods and design. They are expected to participate in routine service to their departments, schools or colleges, and the University.

Individuals who hold appointments as Teaching Faculty of all ranks are valued members of the University Faculty. They are expected to take an active role in the governance of their college or school faculty, though colleges, schools and departments may limit their scope of action. Teaching Faculty should participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean or director, together with the faculty of the school or college, has the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair has that responsibility within the department. Within the department or equivalent unit, Teaching Faculty may participate fully in hiring decisions of other Teaching Faculty.

Teaching Faculty of any rank may not vote or otherwise supervise the hiring, evaluation, and tenure and promotion of tenure-track faculty.

Teaching Faculty appointments, at any rank, will not be used to fill faculty positions that require a long record of accomplishment in a non-academic profession and are more appropriately designated as a Professor of Practice position.

The title of Visiting Teaching Professor of any rank may be granted for a one-year term.

Persons appointed to a Teaching Faculty title of any rank will not be granted tenure but may be eligible for professional development leave related to their contract duties. Leave request procedures for all ranks of Teaching Faculty are set by the school or college and must be available for review by the faculty.

Professional materials related to employment at the University should identify Teaching Faculty of any rank by full academic title as specified by the appointment letter. Full titles should be used on University websites, on University business cards, and in other fora for which their employment at the University in a faculty role is relevant (e.g., published letters, editorials, articles, and speeches).

Professors of Practice

Professors of Practice are distinguished professional practitioners whose presence on campus and in the classroom connect the University community to valuable expertise and professional publics. The title of Professor of the Practice is available only for full-time, non-tenure track faculty who are highly accomplished individuals with significant and substantial experience in a relevant field of professional practice and who can provide effective, practice-oriented instruction in areas that supplement the core pedagogical instruction provided by the tenured and tenure-track faculty and Teaching Faculty. While Professors of Practice may have additional research, service, administrative, or outreach obligations with practitioners, teaching is their primary responsibility. They are expected to participate in routine service to their departments, ECS, and the University.

The title may not be used for positions whose responsibilities largely replicate those of Tenure-track Faculty or Teaching Faculty.

Professors of Practice are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in their field.

The dean, with the concurrence of the faculty of the school or college, is responsible for determining appropriate qualifications for Professors of Practice, which may vary by subfield or department. Professors of Practice will be evaluated on a regular basis, according to ECS policies. Evaluation prior to contract renewal will be done in accordance with standard faculty renewal processes, including review by a committee drawn from the relevant faculty, and must cover all aspects of the assigned duties.

Professors of Practice are valued members of the University Faculty. Professors of Practice should participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean, together with the Core Faculty of ECS, has the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair has that responsibility within the department. Within the department, Professors of Practice may participate fully in hiring decisions of other Professors of Practice. Professors of Practice may not vote on the hiring or on tenure and promotion of Tenure-Track Faculty.

The Professor of Practice title will not be used to fill purely teaching faculty positions that do not require a long record of accomplishments in a non-academic profession.

The title of Visiting Professor of Practice may be granted for a one-year term.

Persons appointed as a Professor of Practice will not be granted tenure but they may be eligible for professional development leave, related to their contract duties. Leave request procedures for Professors of Practice are set by the school or college and must be available for review by the faculty.

Professional materials related to employment at the University should identify Professors of Practice by full academic title as specified by the appointment letter. Full titles should be used on University websites, on University business cards, and in other fora for which their employment at the University in a faculty role is relevant (e.g., published letters, editorials, and articles and speeches).

Research Faculty

Research Assistant Professors, Research Associate Professors, and Research Professors are non-tenure track faculty members whose appointments complement the research program of a department, and/or the ECS College. These appointments are not intended to replace regular faculty positions, nor should they be seen as creating long-term or career positions. Rather, they are intended to enrich the research environment of the University, the College, and ECS departments by providing formal appointments for scholars who provide their own support by serving as investigators on extramural grants. Once research faculty members have been approved for grant funding and are receiving salary at a minimum of .625 FTE, they are eligible for University benefits according to standard University policy.

Faculty Fellow or Post Doctorate

These non-tenure track appointments are not intended to be renewed or to lead to a tenure decision. They are intended to bring promising new graduates of doctoral programs to Syracuse to actively engage in interchange about their work and the work of others in the department and contribute to the education of graduate and undergraduate students. Fellows and Post-docs can be primarily teaching or research appointments. These faculty members are eligible for University benefits according to standard University policies.

Visiting Faculty

Visiting Professors or scholars are faculty members from other institutions who receive a temporary appointment at Syracuse University. Visiting faculty appointments do not typically carry fringe benefits or full employee rights. They may or may not be compensated. Individuals who wish to be considered for visiting status should contact the dean's office or their prospective host department.

III.C.1.3. Non-tenure track part-time faculty

Part-time faculty—bargaining unit

Adjuncts United (AU) is affiliated with New York State United Teachers (NYSUT) and represents Syracuse University's part-time instructors. The University remains committed to addressing the needs of its unionized workforce to ensure outcomes that meet the interests of these valued employees and the institution.

Adjuncts and exempt staff members

Adjunct faculty appointments are offered to individuals who hold regular employment elsewhere and with whom the University has a special collegial relationship. They are eligible for occasional teaching assignments on an as-needed basis. When a teaching assignment is made, the hiring unit issues a part-time appointment letter stating the financial terms and other details of the appointment.

Non-faculty "exempt" staff members may teach up to two courses in a semester but their teaching responsibilities must be less than half their total responsibilities. The courses must be integral to or very closely related to their other professional responsibilities. Individuals who hold such positions retain only the benefits and prerogatives of exempt staff, although, as part-time instructional staff, their role and responsibilities as well as their rank are determined by the department in which they teach.

ROTC instructional staff

Officers of the military services serving ROTC units on campus are under military jurisdiction for salary and retirement. They are, however, considered colleagues and are subject to all the academic rules and regulations of Syracuse University and of the colleges in which their students are registered.

Affiliate Faculty Member

An affiliate faculty member is one who holds a faculty appointment in another school or college at Syracuse University, and who has a (courtesy) appointment in ECS without duties or compensation, and who may be requested to perform a specific task with or without compensation as the need arises.

III.C.1.4. Emeritus Faculty

An emeritus faculty member is one who held a Faculty position prior to retirement.

Upon nomination for consideration of Emeritus status, the credentials of retiring faculty members will be evaluated, following provisions in Section III.C.3.4, for the purpose of endorsing the award of the designation 'Emeritus', as in Professor Emeritus, upon their retirement.

III.C.2. Appointment Procedures

An appointment as a full-time faculty member must be preceded by a search, which conforms to the affirmative action procedures of the University. The provisions of an appointment, as they pertain to rank

and tenure, must be approved by the search committee. Any appointment at the rank of Professor must be approved by the Tenure and Promotions Committee of the department. Any appointment with tenure must be approved by the Tenure and Promotions Committee of the College.

III.C.3. Appointment Conditions

Each appointment shall be established through a letter contract issued by the Dean, or delegate with the concurrence, as required, of the Vice Chancellor for Academic Affairs. The appointment letter shall specify the position in accordance with the definitions given in Section III.C.1 and shall conform to the rules and regulations of the University as set for the in the latest edition of the Faculty Manual.

III.C.3.1. Tenure-Track Full-Time Faculty

A faculty appointment on the tenure track without tenure is to be for a specified period of time and renewable. The period of time must not extend beyond the twelfth semester of credited time in service toward tenure. In addition to the critical items in service toward promotion and time in service toward tenure, the appointment letter shall specify the support, if any, to be provided for initiation of faculty scholarship.

III.C.3.2. Non-tenure Track Full Time Faculty

Teaching Faculty

The appointment shall be for a period of 3 years for Teaching Assistant Professor, and 5 years for Teaching Associate Professor and Teaching Professor. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) existence of a specific instructional task.

Professor of Practice

Appointments of Professors of Practice are for periods of no more than five years and are renewable.

Research Faculty

The appointment shall be for a specified period of time that does not extend beyond that for which funds to cover salary (and fringe benefits) are available. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) availability of funds for further research. In addition, the appointment letter shall make it clear that any salary adjustments are continued by the level of funding available and may not conform to normal salary increments for Faculty positions.

[Need an appointment procedure for Faculty Fellows and Postdocs]

Visiting Faculty

The appointment shall be for a specified period of time that does not extend beyond that needed to complete the specific instructional and/or research task justifying the appointment. The appointment can be offered as conditionally renewable. Among the conditions, the following two must be included: (1) satisfactory performance and (2) existence of a specific instructional and/or research task.

III.C.3.3. Non-Tenure Track Part Time-Faculty

Adjunct Faculty

The appointment shall be for a specified period of time that does not extend beyond the interval between the conclusions of searches for adjunct faculty within the discipline in which the appointment is being made. The interval is usually four years. The appointment can be offered as conditionally renewable, the principal condition being the recommendation of the subsequent search committee. The appointment as an adjunct faculty member carries with it no specific assignment or remuneration. When a need exists, adjunct faculty members are offered a specific task and remuneration by a department chair/director or institute director.

Affiliate Faculty

The appointment shall be for a period of time which does not extend beyond that of the individual's primary appointment as a faculty member elsewhere in the University. The appointment as an affiliate faculty member carries with it no specific assignment of remuneration. When a need exists, affiliate faculty members are offered a specific task and possible remuneration by a department chair/director or institute director.

III.C.3.4. Emeritus Faculty

An individual cannot be appointed as an Emeritus faculty member. The title is earned by regular faculty members who have retired from full-time (occasionally, part-time) service. An emeritus faculty member may hold an appointment as an adjunct faculty member. The title Emeritus or Emerita is an honor that may be conferred upon faculty upon retirement from the

University. Recommendations and supporting evidence of distinction and service to the University proceed through a process that commences with a faculty nomination; followed by a recommendation from the tenure and promotion committee of the candidate's college or school; endorsement by the dean; endorsement of the Senate Committee on Appointments and Promotions, approval by the Senate, endorsement of the Vice Chancellor and Provost, and final approval by the Senate and the Board of Trustees.

This title may accompany any rank. Emeritus and Emerita faculty members are continuing members of the University community and have a distinguished record of outstanding contribution to the University over a substantial number of years. Privileges exercised by emeritus and emerita faculty include listings in University publications; using University libraries; participating in academic processions; receiving notices of all University events; receiving a University staff identification card and discount privileges at the University Bookstores; and participating in academic, professional, or social activities of the faculty and staff.

The title Emeritus or Emerita may be conferred posthumously, upon faculty recommendation, in those cases in which death precedes the possibility of retirement or within one academic year after retirement.

III.C.4. Non-Renewal Procedures

The Dean will notify a faculty member with a renewable letter contract of the University's intention to terminate the agreement not later than (1) three months prior to its expiration if the faculty member is in their first or second semester of service at the University, (2) six months prior to its expiration of the

faculty member is in their third or fourth semester of service at the University, and (3) twelve months prior to its expiration if the faculty has more than four semesters of service at the University. If such notice to terminate is not given, it is assumed that the faculty member will be reappointed for at least two additional semesters of service.

III.C.5. Reappointment Procedures

The reappointment of a Core Faculty member requires the recommendation of a department or institute faculty. All recommendations must be justified on the basis of the evaluations conducted in accordance with the procedures set forth in the Engineering and Computer Science Faculty Guidelines on Faculty Evaluations, Section III.D. Any reappointments must be at the rank previously held unless a promotion or advancement to a higher rank was approved at the end of the previous appointment period, with tenure or without tenure. In the case of “for continuation to tenure” or “with tenure,” all procedures on the granting of the tenure must have been satisfied at the end of the previous appointment period. The Dean will normally inform a Faculty member of the conditions of a renewed appointment at least thirty days prior to expiration.

The reappointment of an academic professional other than a Core Faculty member requires the recommendation of a department or institute faculty. Any reappointments must be at the rank previously held unless a promotion or advancement to a higher rank was approved at the end of the previous appointment period.

III.C.6. Reappointment Conditions

The conditions for reappointment of an academic professional are the same as those set forth for appointment of an academic professional. The terms of reappointment as pertain to rank and tenure are specified in Section III.A.2 and Section III.B, respectively.

III.D. ECS FACULTY GUIDELINES ON FACULTY EVALUATIONS

III.D.1. Notice of Evaluation

Prior to each semester, the Dean shall notify those Tenure Track (TT) faculty members who have completed two, four, six, or either, semesters of credited service towards tenure that a review of their progress towards tenure will be conducted during the next semester of credited service . A copy of that notice is to be provided to the individual’s department chair/director. Non-Tenure Track (NTT) faculty shall be notified by the unit Head or Dean, as per terms of their contracts.

III.D.2. Department Evaluations

Each department shall review those Faculty members subject to review as specified in Section III.D.1.

The review shall be guided by the standard form Annual Report and Recommendations on Non-Tenured Faculty (included in section E2 of these guidelines) prepared by the TT Faculty member’s department chair/director and incorporating (1) the written report by the unit committee charged to review the quality of the faculty member’s performance, (2) the chair’s/director’s evaluation of the quality of the faculty member’s performance, (3) a recommendation on the continuation of the faculty member, (4) the Dean’s evaluation of the case.

Each reviewed faculty member shall be given a copy of the report after signing and dating the form as evidence of having seen and discussed the report. The report to the faculty member should include appraisals and recommendations concerning performance in teaching, scholarship, and service. The Faculty member may supplement the review at this stage with a written statement on the review procedure and on the substantive material considered.

The completed review is to be returned to the Dean within the first month of the semester after that in which the review is completed.

III.D.3. College Evaluations

Upon request of the affected faculty member, the Tenure and Promotions Committee of the College shall consider a recommendation to terminate a faculty member (1) by unit, with or without the concurrence of the Dean, or (2) by the Dean. The Tenure and Promotions Committee also has the prerogative to review any and all cases. The review in the unit and by the Dean is deemed complete if the Tenure and Promotions Committee decides not to consider the case.

The Tenure and Promotions Committee may elect to return a review to the unit or the Dean for further consideration. Any review returned for further consideration must be accompanied by (1) a written description of the procedural error(s) and (2) a request to reconsider the case. The faculty member will be informed of a reconsideration action so as to have the opportunity to provide additional information appropriate to the review. If a review is not returned it is deemed procedurally acceptable and augmented by a report of the Tenure and Promotions Committee on its assessment of the procedural correctness of the review. The Tenure and Promotions Committee may also add its assessment of the administrative issues. The augmented review is deemed to be the complete review. The faculty member shall be informed in writing of any appraisal and action of the Tenure and Reappointments Committee in connection with the review.

The faculty member may supplement the review at this stage with a written statement on the review procedure and on the substantive material considered.

The complete review is forwarded by the Dean to the Vice Chancellor for Academic Affairs not later than the reporting date set by their office.

III.D.4. Recommended Appeal

A faculty member may appeal a recommendation to the Faculty Council of the College. The results of the appeal will be conveyed in writing to the Core Faculty member, to their unit chair/director, and, through the Dean, to the Vice Chancellor for Academic Affairs. The Core Faculty member may supplement the report on the results of the appeal before it is submitted to the Vice Chancellor.

III.D.5. Evaluation Procedures

Each department shall prepare in writing a set of review procedures,²⁶ which are consistent with the rules of the ECS College and University. These procedures shall be reviewed each spring by the Tenure and Promotions Committee of the College. The results of the review shall be communicated to the units.

²⁶ Included in sections E3 to E9 of these guidelines.

Decisions by the Tenure and Promotions Committee to request a reevaluation of a case by a department or by the Dean shall require a majority vote of the Committee.

For NTT faculty, the evaluation of the faculty member is submitted by the department Head to the Dean, who makes the final assessment of the evaluation.

III.D.6. Evaluation Materials

Core Faculty members should provide their chair/director with information, in addition to their previous annual curriculum vitae update, which will assist the chair/director and the committee conducting the unit's review with a substantive basis for the review. Information appropriate to the evaluation of a Core Faculty member includes, but is not limited to, course evaluations by students, descriptions of special instructional accomplishments, reprints of published research, a list of research proposals and awards, lists of thesis and dissertation students together with the titles of their works and degree completion dates, a record of professional activities, and a statement of professional goals and objectives.

Recommendations from other faculty members, junior as well as senior, and from other sources inside and outside Syracuse University are also appropriate, but not required.

III.E. ECS FACULTY GUIDELINES ON ADMINISTRATIVE APPOINTMENTS AND REAPPOINTMENTS

III.E.1. Dean of ECS

III.E.1.1. Statement of Qualifications

When the Dean is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the Faculty Council by whatever procedure is deemed most appropriate. The administration of the University and the Core Faculty, staff, and student body of the College shall be consulted when the list of qualifications is prepared.

III.E.1.2. Search Committee Selection

An ad hoc search committee shall be established by the Vice Chancellor for Academic Affairs. A majority of the members shall be elected from and by the Core Faculty members of the College. The Vice Chancellor may appoint a minority of the members. In addition to Core Faculty members, the committee may include other faculty and students from the College and qualified individuals from outside the College and University.

III.E.1.3. Nomination of Candidates

The search committee shall advertise the position in accordance with affirmative action guidelines. It will accept applications and it will specifically seek and accept nominations from Faculty members, and students in the College.

III.E.1.4. Selection of Acceptable Candidates

The search committee will evaluate the candidates after a thorough review of their qualifications and report its findings to the Core Faculty. After obtaining input from the Faculty, Staff and Students, through appropriate mechanisms the search committee will present a list of acceptable candidates to the Vice Chancellor.

III.E.1.5. Contingency Procedure

In the event that there is no candidate who is acceptable to the Core Faculty and to the Vice Chancellor and who accepts the position, then (1) an interim Dean is to be recommended by the Core Faculty by a vote among its members and (2) the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time.

III.E.1.6. Term of Appointment

The term of appointment of the Dean is normally for a period not to exceed five years. The appointment may be renewed by the Vice Chancellor following an evaluation by and poll of the Faculty on the performance of the Dean as described below. By agreement between the Vice Chancellor and a majority of the Core Faculty members, the appointment may be extended for a period of up to two years without the evaluation.

The Dean is a Core Faculty member enjoying all the privileges attendant to that position except those excluded in these Rules and Regulations of the Faculty. In particular, during the term of appointment, he or she shall continue to accumulate time in service towards promotion and tenure.

III.E.1.7. Evaluation of the Dean

By the beginning of every fifth year and not less than a year before the end of the Dean's term of appointment, the Core Faculty of the College shall establish an ad hoc evaluation committee of the Faculty, as described below, to evaluate the administrative performance of the Dean. The committee shall be directed to report to the Core Faculty the results of its evaluation within six months. The committee shall then poll the Core Faculty members by ballot on the questions: (1) Has the performance of the Dean been satisfactory? (2) Should the appointment of the Dean be renewed or continued? *Composition and Selection of the Evaluation Committee*

The evaluation committee shall consist of one tenured faculty member from each department, elected by ballot. The Faculty Council will nominate at least two candidates from each department and present the slate to the TT Faculty at a Faculty meeting, at which time additional nominations can be made.

III.E.1.8. Reappointment of the Dean

The reappointment of the Dean shall be as for the original appointment. A pending vacancy because of a determination not to reappoint the Dean shall be cause to initiate a search as described above.

III.E.2. Associate Dean and Assistant Dean

III.E.2.1. Statement of Qualifications

When an Associate Dean or an Assistant Dean is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the Dean.

III.E.2.2. Search Committee Selection

An ad hoc search committee shall be appointed by the Dean in consultation with the Faculty Council. A majority of committee members shall be Core Faculty members. In addition to Core Faculty members, the committee may include other faculty and students and staff from the College and qualified individuals from outside the College and University.

III.E.2.3. Nomination of Candidates

The search committee shall advertise the position in accordance with affirmative action guidelines. It will accept applications and it will specifically seek and accept nominations from Faculty members, staff members, and students in the College.

III.E.2.4. Selection of Acceptable Candidates

An ordered list of acceptable candidates shall be presented to the Dean for selection of the Associate Dean or Assistant Dean.

III.E.2.5. Contingency Procedure

In the event that there is no candidate who is acceptable to the Dean and accepts the position, then the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time. The position may be filled on an interim basis while the search is continued.

III.E.2.6. Term of Appointment

The term of appointment of an Associate Dean or Assistant Dean is normally for a period not to exceed five years. The appointment may be renewed.

An Associate Dean or an Assistant Dean who holds a faculty appointment shall continue to enjoy all the privileges attendant to that position. In particular, he or she, during the term of appointment, shall continue to accumulate time in service towards the promotion and tenure.

III.E.3. Chair or Director of a Department

III.E.3.1. Statement of Qualifications

When a chair or director of a department is to be selected, a list of professional and personal qualifications for the position shall be drawn up by the Core Faculty of the unit, by whatever procedure they deem most appropriate. The administration of the College and the staff and student body of the unit shall be consulted when the list of qualifications is prepared.

III.E.3.2. Search Committee Selection

An ad hoc search committee shall be established by the Dean. A majority of the members shall be elected by the Core Faculty members of the unit. In addition to faculty members from the unit, the committee may include other faculty and students from the unit and qualified individuals from outside the unit, ECS College and University. The Dean may appoint a minority of the members.

III.E.3.3. Nomination of Candidates

The search committee shall report a list of qualified candidates to the Core Faculty of the unit and prepare a two-part ballot. Part 1 will call for a vote of “acceptable” or “not acceptable” on each candidate. Part 2 will ask the Faculty to rank order the candidates. The list of candidates acceptable to a majority of the faculty, with the results of the ballot, will be presented to the dean for selection of the chair/director.

The Dean shall consider the views of the students and staff of the unit when making the final selection.

III.E.3.4. Contingency Procedure

In the event that there is no candidate who is acceptable to the Core Faculty of the unit and to the Dean, then (1) an interim chair/director is to be recommended by the Core Faculty of the unit by a vote among Core Faculty members and (2) the search committee (or a newly constituted search committee) is to continue the search with the position to be filled at the earliest possible time.

III.E.3.5. Term of Appointment

The term of appointment of a chair or director is normally for a period not to exceed five years. The appointment may be renewed by the Dean following an evaluation by and poll of Core Faculty members of the unit on the performance of the chair/director as described below. By agreement between the Dean and a majority of the Core Faculty members of the unit, the appointment may be extended for a period of up to two years without the evaluation.

A chair/director is considered to be a Core Faculty member, enjoying all the privileges attendant to that position except those excluded in these Rules and Regulations of the Faculty. In particular, he or she, during the term of appointment, shall continue to accumulate time in service towards promotion and tenure.

III.E.3.6. Evaluation of a Chair or Director

By the beginning of every fifth year and not less than a year before the end of a chair's or director's term of appointment, the Dean shall direct that a committee of the Core Faculty of the unit be constituted to evaluate the administrative performance of the results of its evaluation within six months. The committee shall then poll the Core Faculty members of the unit by ballot on the questions: (1) has the performance of the chair/director been satisfactory? (2) Should the appointment of the chair/director be renewed or continued (for a designated period of time)?

Evaluation Committee Composition

The evaluation committee shall consist of at least three tenured Faculty members of the unit, elected by the Core Faculty members of the unit, through a ballot.

III.E.3.7. Reappointment of a Chair or Director

The Dean will renew an appointment only upon a majority recommendation of the Core Faculty of the unit, but need not accept such a majority recommendation. The Dean shall take into account the views of the undergraduate and graduate students and of the procedures as for the original appointment. A pending vacancy because of a determination not to reappoint a chair/director shall be cause to initiate a search as described above.

III.E.4. Institute Director and Associate Director

The selection and appointment of a director of an institute shall be accomplished just as that of a chair/director of a department, as described in Section III.E.3.

III.E.5. Program Director

Each program area shall have a designated director. In a department or institute with only one program area, the chair/director is assumed to be the program director for only one program area. Any other program area shall be under a director appointed by the Dean with the concurrence of the chair/director,

and other concerned administrators. The consent of the Faculty members and the views of the students in the program area shall be sought before selecting a program director. If the unit (or program) has a procedure for selection of a program director, then the person appointed by the Dean shall be one of the candidates chosen in accordance with that procedure. The term of the appointment shall be for a period of time not extending beyond that of the chair/director.

III.F. ECS FACULTY GUIDELINES ON CREATING, MODIFYING, SUSPENDING OR TERMINATING PROGRAMS

These guidelines on a proposal to create, modify, suspend or terminate an undergraduate or graduate program are intended to guarantee that academic issues have been given proper attention before a commitment to the action.

A proposal may originate with a program faculty, as in the case of modifying a program, or with an interim program faculty, as in the case of creating a program in a new program area. A proposal may originate elsewhere, such as in the Faculty Council or the Dean's Office. In the case of creating or modifying a program, the proposal should be forwarded to the (interim) program faculty for review and comment. The (interim) program faculty might choose to become a cosponsor or to assume sole sponsorship of the proposal. In the case of suspending or terminating a program, the Faculty Council shall conduct the review. In all cases the review process should include:

1. Consulting with all other program faculties having programs which might be affected by the action. Documentation of the consultations should disclose the impact of the action on the other programs.
2. In the case of creating or modifying a program, securing commitments to the resources needed for the program or for the modification(s) to the program. The commitments may be "hard," such as allocating and funding a regular faculty position, or "soft" such as assuring the help of the institution in raising funds for laboratory equipment.
3. In the case of modifying a program, getting assurances that students enrolled in the program will be able to continue under the curriculum at the time of their matriculation. (A program faculty might choose to offer a migration path to the modified curriculum, but may not require that students follow that path).
4. In the case of suspending or terminating a program, securing a commitment to provide for those students still in the program, planning alternative opportunities for the Faculty members associated with the program, and assessing the impact on alumni from the program. Upon completion of the review, a recommendation of approval or disapproval of the proposal, with supporting documents, shall be forwarded to the Committee on Academic Affairs.

The committee shall (1) review the proposal and related documents and (2) make a recommendation on approval or disapproval of the proposal to the Faculty of the academic and fiscal vitality that the action associated with adoption of the proposal is likely to have. The committee must give evidence that all who would be affected, directly and indirectly, by the action were consulted. The committee must also affirm the adequacy of the steps involved in the action.

The judgment of the Core Faculty on the proposal shall be conveyed, as appropriate, to the administration of the College, the Board of Graduate Studies, the University Senate, and the Administration of the University.

Any action taken to create, modify, suspend, or terminate a program shall be monitored for the Faculty Council. The Faculty Council may delegate this responsibility.

IV. APPENDIX

SYRACUSE UNIVERSITY SENATE FORM A SUMMARY OF PROFESSIONAL ACTIVITIES

Form A can be found at the following links:

http://provost.syr.edu/provost/Faculty/policies/fac_policies.aspx College of Engineering and Computer Science FORM B Form C can be found at the following link:

http://provost.syr.edu/provost/Faculty/policies/fac_policies.aspx