

**DEPARTMENT OF CHEMICAL ENGINEERING
COLLEGE OF ENGINEERING
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY**

1. Introduction

This document is the Department of Chemical Engineering policy for reappointment, tenure and promotion (RTP). This policy was developed in accordance with University RTP Policy (PS 09-10), and the College of Engineering RTP Policy, which govern and supersede the department policy. Therefore, the department policy is limited to providing a more detailed description of the requirements and, if necessary, additional assessment criteria deemed essential by the department. The department policy at no time will, explicitly or implicitly, abate the requirements approved by the College or the University.

The aim of the RTP process is to evaluate the professional development of each faculty in the three core areas of instruction and instructionally-related activities; research, scholarly and creative activities; and service. The review procedure should also be used as an instrument to encourage continuous improvement and professional growth at each step of the RTP process. Finally, the central thrust of the faculty review should be on the quality of performance, with measurable effects on academic and professional growth.

2. RTP Areas of Evaluation and Review

Faculty shall be evaluated in the following areas:

- Instruction and instructionally-related activities
- Research, scholarly, and creative activities (RSCA)
- Service

2.1 Instruction and Instructionally-Related Activities

The Chemical Engineering (ChE) department recognizes that teaching excellence can be expressed in various forms. The department also values the effort faculty put towards improving their teaching skills, and improving the student's learning experience. A ChE faculty member is expected to teach assigned courses as well as participate in curriculum review and development of new courses. The faculty will supervise students in research or applied engineering projects. Furthermore, the department expects the faculty to incorporate their research expertise into existing or new courses. Section 2.1 of the College RTP policy will be used as basis for faculty evaluation. In addition, the department's evaluative areas should include:

- Peer evaluations of instructional activities including classroom visits by members of the department RTP committee.
- Upgrading existing or introducing new teaching laboratories experiments or computer simulations.
- Development of educational or instructionally related materials.

2.2 Research, Scholarly, and Creative Activities (RSCA)

The Chemical Engineering department firmly supports the faculty efforts to conduct research, scholarly, and creative activities. Involving students in research can provide them with valuable lab skills and give them the opportunity to either present their research findings at conferences or to participate in the publication process. From a teaching perspective, research can serve as a valuable tool for inspiring students to learn and excel, and from a larger point of view, pressing societal needs for innovation in engineering and science. Every member of the ChE faculty must develop an ongoing research program that involves students. The fruits of this effort will be contributions to the scientific community in the form of conference presentations or the peer reviewed publications.

Section 2.2 of the College RTP policy will be used as basis for faculty evaluation. In addition, the department's evaluative areas should include:

- Publishing peer-reviewed articles on topics relevant to the educational mission of the department.
- Oral or poster presentations at technical conferences or host sessions or workshops.

- Supervision of students in applied engineering projects or lab development projects.

2.3 Service

As stated in Section 2.3 of the College RTP Policy plus the following requirement:

- The Chemical Engineering department requires that faculty members participate in accreditation processes.

3. Responsibilities

As stated in Section 3 of the College RTP Policy.

4. Timelines for RTP Process

As stated in Section 4 of the College RTP Policy.

5. Review Criteria

5.1 Reappointment

As stated in Section 5.1 of the College RTP Policy.

5.2 Tenure

As stated in Section 5.2 of the College RTP Policy.

5.3 Promotion to Associate Professor

As stated in section 5.3 of the College RTP Policy.

5.4 Promotion to Professor

Promotion to the rank of professor is the highest academic honor that the University awards to its own faculty and consequently the standards for evaluation are much higher than to associate professor. The candidate must substantially have exceeded the minimum contributions required for the rank of associate professor. Since promotion to Associate Professor, the individual should demonstrate continuing adherence to all of the standards as stated in sections 2.1-2.3 above and in the College's RTP policy, in particular section 5.4.

5.5 Early Tenure or Early Promotion

As stated in Section 5.5 of the College RTP Policy.

6. Steps in the RTP Process

As stated in Section 6 of the University RTP Policy.

7. Additional Processes

As stated in Section 7 of the University RTP Policy.

8. Changes to RTP Policy

Changes to the Chemical Engineering RTP Policy may occur as a result of

- Changes in the CSU-CFA Collective Bargaining Agreement (CBA), as well as changes in the University RTP Policy and/or Procedures.
- Amendments approved by the majority vote of the ChE tenured and probationary faculty, and approval of the College Faculty Council, College Dean, and the Provost.