Criteria and Standards for Reappointment, Tenure, Promotion and Post-tenure Review

Approved by CSE Faculty on May 3, 2011; Revised and Approved by Unanimous Vote during the Faculty Meeting of 9/19/2011,

Incorporated comments from Academic Affairs and Approved by Unanimous Vote during the Faculty Meeting of 10/24/11

Revised May 19, 2020 to reflect new Regent Policy 5.D.2(B) requirement for excellence in teaching.  
Approved by CSE Faculty with a majority vote (8 in favor; 2 no response)

The Primary Unit:

The Department of Computer Science and Engineering serves as the primary unit for tenure, promotion, and post-tenure reviews of its faculty. Voting members of the primary unit are full-time tenured faculty in the department. In cases where the department does not have a minimum of three members at the appropriate rank to serve on the CSE primary unit, the department chair, in consultation with the members of the primary unit, shall add tenured faculty with appropriate rank (within the CU system) with particular expertise in the candidate’s field to evaluate the candidate’s record in order to create a one-time primary unit. In considering promotions to full professor, the voting members of the primary unit shall be full professors. The primary unit is charged with evaluating the teaching, research, and service record of the candidate, using the criteria provided in this document.

The primary unit has the authority to make recommendations concerning reappointment, promotion, tenure and post-tenure. Recommendations for reappointment, tenure, and promotion are made by the primary unit by a majority vote. The primary unit shall vote separately on the teaching, research and service record of the candidate, using the terms “not meritorious, meritorious, or excellent.”

Roles and Responsibilities in Preparing the Dossier and External Evaluators:

Faculty undergoing evaluation for reappointment, tenure, promotion, and post-tenure review are responsible for preparing their dossier in accordance with the University and College policies. The department chair or a faculty member appointed by the chair may provide guidance and mentorship in this process. Candidates should refer to the University’s “Standards Processes and Procedures” document for a guide to the steps involved in the evaluation process.

As part of the reappointment, tenure and promotion evaluation, the chair or his/her designee will solicit a number of letters from external evaluators concerning the candidate’s teaching, research, and service consistent with the Department’s Criteria and Standards and the University’s established procedures. The primary unit will also solicit names of external evaluators from the candidate for a subset of external letters to be solicited.
Faculty Professional Activities:

In evaluating a faculty member’s professional activity, the faculty member’s achievement is evaluated in the areas of research, teaching, and service. The following provides expectations of each of research, teaching and service activities that would be considered meritorious or excellent in the areas of evaluation.

A. Research: The record of the candidate’s research will be based on the quality of research publications, their impact in the field, and external funding. A candidate’s ability to conduct independent research is also a factor and may be evidenced by joint research publications with graduate students, sole and senior authorship, principle investigator on external funding, and others as provided by the candidate.

Meritorious: To achieve a rating of meritorious in research, faculty should be active in proposal writing to external funding sources and maintain an active publishing record in appropriate journals with some evidence of primary authorship (with the exception of students). Faculty should demonstrate that they have developed (or is developing) clear research thrusts. Participation in national conferences and patents are also considered contributions towards research activity.

Excellent: To achieve a rating of excellent in research, faculty should have demonstrated success as a PI and/or a Co-PI with a leading role in obtaining external funding that includes student support. Faculty should demonstrate sustained effort to obtain funding from competitive external funding sources. Faculty should actively advise student projects and/or theses.

B. Teaching: Teaching responsibility for faculty involves classroom instruction, individual student supervision and mentoring, curriculum and laboratory developments, educational research and initiatives in the department and the college. The nominal teaching load for 40-40-20 faculty is four courses per academic year unless special arrangements are made with the department.

Meritorious: To achieve a rating of meritorious in teaching, faculty should receive good course evaluations where evaluations should include FCQ’s, faculty peer review, and/or other means of assessment. Faculty should mentor student projects and/or theses.

Excellent: To achieve a rating of excellent in teaching, faculty must have demonstrated achievement at the campus, local, national, and/or international level, which furthers the practice and/or scholarship of teaching and learning beyond one’s immediate instructional setting.
Sample Criteria:

- Institutional, national, or international teaching awards that recognize contributions to the discipline (e.g., pedagogical innovation, curricular redesign):
- Evidence of positive impact on teaching in the discipline, such as citations of publications or presentations related to teaching, or authorship of a critically reviewed textbook or other educational materials that have been widely adopted by others;
- External letters documenting the faculty member’s impact on efforts to improve the quality of teaching in the discipline;
- Evidence of a leadership role in developing and implementing curricular redesign that has been adopted by other institutions;
- Evidence of a leadership role in designing and implementing effective assessment practices for student learning within the discipline beyond the campus;
- Evidence of inclusion of high-impact practices, inclusive pedagogy, or other teaching strategies followed by evaluation of these tools as effective methods for teaching in the discipline, such that teaching practices across the campus or beyond are positively impacted;
- Published research and/or externally funded research designed to improve pedagogy.

Faculty must also receive good to excellent course evaluations where evaluations should be a combination of FCQ’s, faculty peer review, and other means of assessment. Faculty should mentor student projects and/or theses. Faculty should be involved in some of the following activities related to teaching: curriculum and laboratory development, mentoring graduate teaching assistants with teaching responsibilities, textbook publishing, co-authoring papers with educational content with students, and working on college and departmental educational initiatives. Excellence in teaching should also include external funding for education activities or equipment and publications in upper tier peer reviewed engineering education journals and conferences. Excellence in teaching must be supported by appropriate external review documenting the excellence in teaching.

C. Service: Faculty service is required for the maintenance and improvement of the CSE Programs. Departmental service responsibilities include, but are not limited to, advising students, program assessments, active memberships in departmental committees, and performing various evaluations of faculty performance. Faculty service may also include performing College and University tasks and service to professional and scholarly societies. Faculty are expected to attend College and Departmental meetings. All tenured or tenure-track faculty must maintain a level of service that is commensurate with their workload requirements.

Meritorious: To achieve a rating of meritorious in service, faculty are expected to maintain a service load commensurate with the 20% workload requirement. For the small
CSE department, service at the departmental level will help the maintenance and improvement of its programs.

**Excellent:** To achieve a rating of excellent in service, faculty are expected to meet the requirements to be meritorious and have performed service that has significant impact as determined by faculty peers.

### Criteria for Reappointment (also called the comprehensive review)

All candidates for tenure must undergo a comprehensive pre-tenure review. This is normally undertaken in the fourth year of appointment. The reappointment evaluation measures whether the candidate is on a reasonable trajectory to receive tenure.

To be reappointed, the candidate must receive a meritorious evaluation in all three areas and must be on track to develop a record of excellence in either teaching or research. The evaluation should indicate what the candidate’s areas of strength are and also what areas of weakness exist. Candidates should be advised to focus their efforts on achieving a record of excellence in either teaching or research. (Being highly meritorious in both will not result in a positive recommendation for tenure; there must be a record of excellence in one.)

### Criteria for Tenure and Promotion to Associate Professor

Faculty members are expected to strive for excellence in research, teaching and service. Tenure-track faculty will undergo review for tenure and promotion no later than their seventh year of their appointment. Per Regent’s policies, a faculty member may request a deferral in his/her tenure evaluation for certain conditions (maternity leave, etc.) Per Regent’s policies, a faculty member may also request early evaluation of tenure. Regent policy states that the program requirements of the department shall be considered at the time of appointment and reappointment.

Primary unit evaluators, assisted by external reviewers, provide an evaluation of the candidate in all three Regent-mandated categories—teaching, research, and service.

To achieve tenure, a candidate must be evaluated by the primary unit committee (by majority vote) and by subsequent levels of evaluation (college and campus) to be at least meritorious in two areas and excellent in either teaching or research.

Each candidate will have a somewhat different profile of achievements and strengths. Any candidate recommended by the primary unit for tenure should add overall strength to the Department and help it maintain excellence in teaching, research and service.

### Criteria for Promotion to Full Professor

Any tenured associate professor may apply for promotion to full professor. Normally, the interval between achieving tenured associate professor status and applying for full professor status is about seven years,
but a candidate with a record he/she feels meets the standards for full professor may apply at any time after receiving tenure and promotion to associate professor. The University’s policy “Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion” sets the standard for full professor as having: “(A) a record that, taken as a whole, is judged to be excellent; (B) a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances can be shown to require a stronger emphasis, or singular focus, on one or the other; and (C) a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research, scholarship or creative work, and service.”

Full professors are expected to continue to be highly productive members of the department and to take leadership roles as appropriate.

Full professors have an overall record of excellence that shows evidence of substantial and continued growth in accomplishments. To achieve a record of overall excellence, the candidate should not rely on the extra strength in one of the categories to compensate for the weakness in the other. A continued record of service including whether they have taken leadership roles is an important component of the evaluation for promotion to full professor.

**Criteria for Successful Post-Tenure Review**

University policy requires that every tenured faculty member undergo post-tenure review every five years. A post-tenure review committee will be constituted by the chair, consisting of tenured faculty within the department. For reviewing the full professor’s record, the committee must consist of full professors. In accordance to the University’s Post-tenure Review Policy and Procedures, the post-tenure review committee will review the faculty member’s professional plans from the past five years, the faculty member’s record of achievement (as reported in the annual faculty performance reports, including FCQs, peer reviews of teaching and any other types of teaching evaluations the faculty member wishes to add), the CV and any other documentation the faculty member chooses to provide. The committee will look for evidence of sustained research productivity, quality teaching and effective service. In addition, the committee will evaluate the faculty member’s five-year professional plan.

**Faculty recruitment**

Faculty members recruited into the department will be appointed at the level appropriate to their position. Faculty hires entering the department without tenure at their prior institution will not be awarded tenure at the time of their hire. For faculty without tenure who wish to be considered for tenure after joining the department, the letter of offer must clearly indicate the time by which the faculty member must apply for tenure.
These criteria and standards have been approved by the Computer Science and Engineering Faculty:

Gita Alaghband, Chair
Computer Science and Engineering Department

These criteria and standards have been accepted and approved by:

Martin L. Dunn, Dean
College of Engineering, Design and Computing

See Memo dated August 6, 2020
Roderick Nairn, Provost
University of Colorado Denver