

UNIVERSITY OF UTAH  
ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

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PROCEDURES FOR REVIEW OF TENURED FACULTY

The work of each tenured faculty member will be reviewed at least once every five years. If a faculty member is on leave, the review may be postponed until his/her return, at the discretion of the Department Chairperson. Formal RPT actions, as well as formal reviews for appointment and retention of department chairs and deans, are viewed as automatically satisfying the requirements of this document.

Notice to the Faculty Member

A tenured faculty member to be reviewed will be notified of the review at least 60 days in advance. At this time, the faculty member will be asked to submit a summary of his/her work over the previous five years, an updated vita, and a statement of goals for the next five years. The faculty member may submit other information as well. Regardless of the information received, the review process may be started 60 days after the notification, based on the information available.

Review Committee

The Department Chairperson will appoint a faculty member to serve as Chair of the Review Committee. The Review Committee will consist of the Chair and of two more faculty members. The faculty member under review (candidate) will be invited to select one of the two members and the Chair will select the other. One of the two members may be outside the Department of Electrical and Computer Engineering. The Review Committee will review the work of the tenured faculty member. The review process may include an interview with the faculty member, if the review committee believes that such an interview will provide additional information useful for the review process. In addition to the documents submitted by the faculty member, course evaluations and yearly activity reports of the faculty member for the last five years will be provided by the Department to the Review Committee. The Department Chairperson may also provide additional information relevant to the process.

Basis for the Review

The performance of the faculty member will be reviewed in terms of the following categories:

1. Teaching Activities

This category includes classroom presentation, organization of courses, interaction with students, development of new teaching methods and materials, and other activities associated with the teaching/learning process.

2. Research-Scholarship Contributions

This category includes contributions in the form of books, papers, research projects, patents, supervision of graduate students, funded research, and other research and scholarly activities.

3. Leadership Contributions

The person's leadership in reaching departmental, college, and university goals, as well as leadership in technical and scholarly activities, are included in this category.

4. Service Contributions

This category includes the contributions of the faculty member in terms of service to the profession, the Department, the College, the University, and the community.

5. Other

This category includes such items as formal education, experience, attendance at conferences and short courses, consulting, and any other activities that help the faculty member keep abreast of advancing technical developments.

### Results of the Review

The review process serves several purposes:

1. It encourages the faculty member to think about and set long- and short-range career goals with respect to the five categories specified above.
2. It provides a mechanism whereby the professor's peers and department chairperson may review achievements, provide encouragement and stimulation toward goals, and make suggestions that may strengthen and improve objectives and methods.

At the conclusion of the review, a written summary of observations and suggestions made by the review committee will be sent to the professor. The faculty member under review will be given 3 weeks to submit a written response to the report of the review committee. Copies of the written report and of the response will be transmitted to the Department Chairperson and the Dean of Engineering for their use in evaluating the performance of the faculty member. According to PPM 8-3 sec. 5.D, if the faculty member under review is deemed not to be meeting the minimum standards required of a tenured member of the Department, the Chairperson, together with the Review Committee, shall consult with the faculty member and develop strategies for improvement of his/her performance.