

**Department of Mechanical Engineering  
of the University of Vermont  
Reappointment and Promotion (RP) Guidelines  
for Research Faculty**

Approved by ME faculty on Tuesday, December 05, 2017

## **1. Introduction**

In accordance with the Agreement Between the University of Vermont and United Academics (AAUP/AFT) dated 12/12/2014 (referred to as the Union Contract hereafter), this document provides reappointment and promotion (RP) guidelines for Research Faculty in the Department of Mechanical Engineering (hereinafter referred to as the Department).

The Department applies the appointment rules and guidelines specified in Article 14 Section 10 in the Union Contract, Appointments & Evaluation: Non-Tenure Track Faculty and has the following additional specifications.

## **2. Faculty Input and Eligible Voters for RP Reviews**

### ***2.1 RP Committee and Meeting***

The RP committee shall consist of all full-time tenure-track, tenured, and non-tenure-track faculty (i.e. the Committee of the Whole) of the Department excluding the candidate. The RP committee is led by the RPT chairperson, who is also responsible for writing a faithful summary of the meeting discussions. The RPT chairperson is elected from among the full professors in the Department for a term of two years, may not be the Department Chair and lead discussions for all RP and RPT cases. The RPT chairperson is a voting member of the committee.

Once the RP dossier is complete, the RP committee will meet to consider and to vote. At the RP committee meeting: (i) all Department faculty members discuss the material in the candidate's dossier, and (ii) all eligible voters (as defined in Section 2.3) discuss the material in the dossier in closed session and then vote by secret ballot on whether or not to recommend the candidate's application during the meeting. The vote will be considered complete when votes cast at the meeting are provided to the RPT Chairperson at the end of the meeting. Of the Department faculty eligible to vote on the candidate's application, only those present at the meeting, or participating in the meeting electronically, shall be allowed to vote. However, as the College's by-laws require that one of the Department's faculty must serve on the College's Faculty Standard's Committee, that elected member must recuse themselves from voting in the RP process at either the Department or College level.

### ***2.2 Duties of the Department and RPT Chairpersons***

The Department Chair will set an appropriate schedule for each candidate's review, such that the complete dossier will be ready for faculty review at least two (2) weeks before the submission deadline to the Dean's Office. The Department Chair will, to the degree possible, confirm the authenticity and accuracy of the information provided in the dossier for faculty review prior to

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the RP meeting for that candidate. Once the dossier is ready for review, all faculty members in the Department, tenured and untenured (including tenure-track/tenured faculty, research faculty, lecturers, and senior lecturers) will be invited to review the dossier and share their assessments and recommendations concerning the candidate at the RP committee meeting called by the Department Chair at least one (1) week before the submission deadline to the Dean's Office. The RPT Chairperson will record all of the comments and an anonymous tally of the faculty vote regarding whether or not the candidate should be reappointed or promoted prior to the adjournment of the meeting.

The RPT Chairperson shall prepare a summary of the discussion at the meeting that is approved at the meeting by all voters. The RPT Chairperson will provide a final copy of this summary and a record of the vote to the Department Chair within 24 hours following the RPT meeting.

After considering the feedback from the RP committee and eligible voters' vote, the Department Chair will decide whether or not to recommend the candidate's application, and will prepare the Department Chair's Evaluation statement. The Department Chair will provide the candidate with a copy of the complete statement, and this statement will also be made available to those voting members of the committee (Section 2.1) who request it in writing.

### ***2.3 Eligible Voters for Research Faculty Reviews***

- Only full-time Tenure-Track and Tenured Faculty members are eligible voters.
- Full-time faculty on academic leave and on sabbatical are eligible to vote provided they have satisfied the eligibility requirements stated elsewhere in this document.
- The Department Chair is not an eligible voter.
- As the College's by-laws require that one of the Department's faculty must serve on the College's Faculty Standard's Committee, that elected member must recuse himself/herself from voting in the RP process at either the Department or College level.
- Only those present at the meeting, or participating in the meeting electronically, whereat the merits of the case are considered, are eligible to vote.

## **3. Guidelines for Research and Scholarship**

Research faculty are reviewed only relative to the quality of performance in both (1) scholarship/research work and (2) other duties expressly assigned. These other duties expressly assigned cannot be taken as a substitute for the candidate's scholarship/research work. Successful candidates for reappointment are often able to demonstrate sustained pattern of research and scholarly work productivity. Successful candidates for promotion are often able to demonstrate a heightened level of research and scholarly work productivity in two or more years prior to applying for promotion and a trajectory that indicates sustaining high level of research and scholarship productivity in subsequent two or more years. Metrics for research and scholarship productivity may include refereed articles in archival journals and conferences, book chapters, patents, invited technical presentations and extramural support for research and contracts since the last appointment; some examples include:

- Publications of original research articles in peer-reviewed journals in the field of

expertise of the candidate. Professional publications include authorship of books and articles in refereed journals, books, and book chapters. Other evidence of scholarly activities may include peer-reviewed conference proceedings. Websites, blogs are not equivalent to publications.

- Patents and Disclosures – successful translation of research products into commercial or public applications is evidence of innovative research, although it is not expected that all research programs will yield patentable discoveries.
- Acquisition of or participation in competitive grants and research work.
- Presentations at scientific meetings, invitations to present seminars at other universities or within UVM.
- Any research awards or other special recognition of scholarship.
- Service as a reviewer for research manuscripts and extramural research grants, and participation and service in professional societies.

#### **4. Guidelines for Promotion**

Promotion to Research Associate Professor requires demonstration of independent research as through the acquisition of competitive extramural funding (Principal or Co-Principal Investigator) and authorship of peer reviewed research publications. Scholarly productivity is the predominant performance criterion to be assessed. National reputation is expected and can be demonstrated by external letters of evaluations from recognized scholars in the field of research of the candidate. The external reviews must meet the criteria for external reviewers for Tenure-Track RPT cases. Other means of assessment of the candidate reputation may include organization of workshops and symposia gathering the leading experts in the candidate's field of research, invitation to give scientific presentations in seminar series outside of UVM and national and international conferences.

Promotion to Research Professor may be requested after six years of employment as Associate Professor and requires demonstration of sustained ability to acquire competitive extramural funding and of sustained scholarly excellence at the national and/or international levels in the form of refereed publications, invited research presentations and active involvement in the discipline. As for promotion to Associate Professor, the reputation of the candidate can be demonstrated by external letters of evaluation.