

**DEPARTMENT OF CIVIL ENGINEERING AND  
CONSTRUCTION ENGINEERING MANAGEMENT  
COLLEGE OF ENGINEERING  
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY**

**1. Introduction**

This document is the Department of Civil Engineering and Construction Engineering Management (CECEM) 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 CECEM Department values instruction and instructionally related activities. A CECEM faculty member is expected to teach courses, develop new course and laboratory materials, and supervise student research projects. Furthermore, the department expects each faculty to incorporate his/her research results to update the curriculum to reflect emerging knowledge in the areas of civil engineering and construction engineering management. 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 teaching, including classroom visits by one or more members of the Department RTP Committee
- Class GPA as compared to department norms and consideration of questions from Student Evaluation forms
- Contributions in curriculum development and assessment

**2.2 Research, Scholarly, and Creative Activities (RSCA)**

Research and scholarly activities are critical to the development of the faculty in the CECEM Department, as well as, expanding the student learning experience by engaging them in the research and publication process. Every member of the CECEM faculty is expected to develop an ongoing research program, make significant contributions to the development and dissemination of new knowledge, and have evidence of success in the research community through a peer review process. 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:

- Peer reviewed journal articles and refereed conference papers in the candidate's area of expertise
- Conference publications and presentations, seminar presentations and invited talks
- Involvement in joint or multidisciplinary/interdisciplinary research on and off campus

### **2.3 Service**

As stated in Section 2.3 of the College RTP Policy.

### **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 CECM 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 CECM tenured and probationary faculty, and approval of the College Faculty Council, College Dean, and the Provost.