

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

1. Introduction

This document is the Department of Computer Engineering and Computer Science 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.

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

Due to the nature of the Computer Engineering and Computer Science disciplines, their curricula and the fast pace of change in related technologies, job market for graduates, globalization and international competitions, the faculty member is expected to stay current in the profession.

2.1 Instruction and Instructionally-Related Activities

A CECS 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 computer knowledge. 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
- Class GPA as compared to department norms and consideration of questions from Student Evaluation forms
- Development of educational or instructionally related materials (e.g., textbooks, monographs, lab manuals, software, notes)
- Other curricular innovations

2.2 Research, Scholarly, and Creative Activities (RSCA)

Research and scholarly activities are critical to the development of the faculty in the CECS Department, as well as, expanding the student learning experience by engaging them in the research and publication process. Every member of the CECS 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, but the department will specifically give more weight for refereed conferences and publications with an expectation that the candidate will provide quantitative measures (e.g. acceptance rates) of those conferences and journals where their research is published. For multiple authored publications, the candidate shall provide a description of his or her specific contributions to the research. In addition, the department's evaluative areas should include:

- The department recognizes that the fields of computer engineering and computer science change very rapidly. As such, peer-reviewed conferences have been an important forum for research dissemination. Therefore, evidence of a candidate's research outcomes shall be in the form of publications from peer-reviewed conferences.
- Additional materials and thorough documentation of their relevance to the candidate's and

Department's professional standing including research awards, recognitions and honors by professional societies or inclusion in citation index, patents awarded, and recognitions and honors by government agencies and industry.

- Evidence of contributions to joint and multidisciplinary/interdisciplinary research.

2.3 Service

- As stated in Section 2.3 of the College RTP Policy, as well as the candidate's contribution in refereeing of research publications in conferences and journals.

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. In the time period since promotion to Associate Professor, the individual should demonstrate continuing adherence to all of the standards as stated in section 2.1-2.3 above and in the College's RTP policy, in particular section 5.4 of that policy.

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 CECS 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 CECS tenured and probationary faculty, and approval of the College Faculty Council, College Dean, and the Provost.