**Promotion, Tenure, and Annual Tenured/Tenure-Track Faculty Evaluation Guidelines**

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The purpose of this document is to provide guidelines on the criteria for promotion, tenure, and annual tenured/tenure-track (TTT) faculty evaluations in the Department of Civil and Environmental Engineering (CEE) at Southern Methodist University (SMU). The mission of CEE@SMU is to advance learning and discovery in service to humanity. In support of this mission, we evaluate tenure-track faculty using the criteria given below, which are also used to guide ongoing evaluations of tenured Professors. *Note that the criteria below are intended solely as guidelines, not as prescriptive formulas.*

SMU’s criteria for promotion and tenure (policy number 6.12, revised as of December 7, 2001) state that “the principal factors to be considered in evaluations for promotion and for the award of tenure are teaching and distinction in scholarship or research…Valued service to the University and to the profession to which the faculty member belongs will be taken into consideration for both promotion in rank and the award of tenure, but cannot substitute for the primary factors of teaching and research.”

Furthermore, SMU guidelines state that “tenure should be awarded only to those who are outstanding in either teaching or research… and whose performance in the other is of high quality.” Based on these guidelines, the criteria focus primarily on teaching and research, including University, community, and professional service that contributes to teaching and research.

***Teaching Criteria:***

1. In-depth knowledge of course material.
2. Ability to support student understanding of the subject matter while inspiring student excellence.
3. Student evaluation that is fair, unbiased, and appropriate to the subject matter.
4. Innovation and leadership in new pedagogy and content, including continual improvement for assessment.
5. Diversity in courses taught (course subject, undergraduate vs graduate)
6. Effective academic advising, as relevant.
7. Effective mentoring of extra-curricular and co-curricular research and experiential learning, as relevant.
8. Management of teaching relationships and activities with respect and integrity, including fostering an inclusive learning environment.

These criteria are assessed through evidence such as, but not limited to: peer, student, and alumni teaching evaluations; curriculum and educational program development; new/innovative teaching techniques developed and demonstrated; teaching-related contributions to University, community, and professional organizations; teaching-related professional development activities; and teaching and advising awards.

***Research Criteria:***

1. High-impact research contributions to the candidate’s field of expertise, including:
	* For promotion to Associate Professor with Tenure, strong potential for national and international leadership in the field of expertise.
	* For promotion to Professor, achievement of national and international leadership in the field of expertise.
2. Establishment and maintenance of an independent and sustainable research program involving funded PhD students.
3. Effective mentoring and advising of PhD students, supporting the development of critical thinking and independent research skills and inspiring excellence.
4. Strong collaborations that advance the field of expertise.
5. Effective dissemination of research findings in highly respected venues that are relevant to the field of expertise.
6. Management of research relationships and activities with respect and integrity, including fostering an inclusive research environment.

These criteria are assessed through evidence such as, but not limited to: evaluations of research impact from external leaders in the field of expertise; external funding from diverse sources, including from peer-reviewed national solicitations; peer-reviewed publications, including publications with students; graduation and career outcomes of PhD students; patents and technology transfer activities; and evaluations of mentoring and advising from former graduate students involved in research.

***Service Criteria:***

1. Regular participation in and completion of departmental, university, and national/international service.
2. High-impact leadership in advancing the mission and goals of the department, Lyle School, and university.
3. High-impact national/international leadership in advancing the profession, including research-related activities.
4. Management of service relationships and activities with respect and integrity, including fostering an inclusive working environment.

These criteria are assessed through evidence such as, but not limited to: level of service commitments and outcomes achieved; level of proactive leadership and outcomes achieved; national/international service roles (e.g., editor, committee chair, conference session organizer/moderater; workshop organizer); and service awards.