

CHARTER
of the
Mechanical Engineering Department
PROMOTION ADVISORY COMMITTEE

JUNE 12, 2003

POLICY STATEMENT

The Promotion Advisory Committee (PAC) is a departmental committee that reports to the Mechanical Engineering (ME) Faculty. The PAC consists of one representative from each Interest Group at the rank of Professor, who shall serve on the PAC for a three-year period, and the department member of the College of Engineering (COE) Promotion and Tenure Committee as an ex officio member. During each Spring Quarter the chair of the PAC will make two separate presentations at meetings of the ME faculty. These two meetings will be called by the ME Chair specifically to consider matters of faculty promotion. The purpose of the first meeting is to consider promotion of all Assistant Professors, whereas the purpose of the second meeting is to consider promotion of all Associate Professors.

The Faculty Affairs Committee shall review this Charter annually, during each Autumn Quarter. Suggested modifications to this Charter can be made by any ME faculty member, and should be addressed to the Faculty Affairs Committee.

PROCEDURES

1. Each *Autumn Quarter*, all Interest Groups are required to perform the following two functions:
 - (a) If necessary, to elect one member at the rank of Professor to serve on the PAC for a 3-year term. All persons interested in serving on the PAC are encouraged to prepare a position statement and make available a copy of their curriculum vitae in standard form used for merit review.
 - (b) To encourage all Assistant and Associate Professors within that Interest Group to meet with the Interest Group PAC member, with the expressed purpose of discussing whether the faculty member wishes to be considered for promotion* during the following academic year. It is suggested that the PAC member review the current "promotion package guidelines" (provided by the COE Promotion and Tenure Committee) at that time.
2. At the beginning of each *Winter Quarter*, the PAC will meet to elect a chair from its members.
3. Prior to the end of the *Winter Quarter*, all Assistant and Associate Professors will be contacted by the PAC chair, to determine whether they wish to be considered for promotion* during the following academic year. This information need not be transmitted in a formal (e.g., written) manner. It should be made clear that this is a courtesy only, as neither the PAC chair nor the PAC members are required to endorse the wishes of any individual faculty member. All Assistant and Associate Professors who wish to be considered for promotion should submit an updated résumé prepared in accordance with COE guidelines by the start of *Spring Quarter*. It is encouraged that a self-advocacy statement is submitted to the PAC chair at this time.
4. At the beginning of each *Spring Quarter*, the PAC shall prepare a list of faculty members who wish to be considered for promotion.
5. The PAC shall provide the Department chair with a written document on the recommendation on the qualifications of each member of the faculty below the rank of professor for promotion. The Department chair shall provide the candidate with a written summary of the committee's report and recommendation. The candidate may then respond in writing to the Department chair within seven calendar days

* as defined by the University Faculty Code and COE guidelines

6. The information gathered and assembled by the PAC during steps (3),(4), and (5) will form the basis of the presentations made by the PAC Chair during Meetings 1 and 2, as described below.

Meeting 1: This meeting is to be held around the fourth week of *Spring Quarter*, and all tenured Associate Professors and Professors should attend. The meeting shall begin with a presentation by the PAC chair. This presentation will include the following information (at minimum):

1(a) A listing of all ME Assistant Professors, including tenure-track, research, and WOT. For each of these faculty members the date of their original appointment to the ME faculty, the date of their re-appointment (if applicable), and the expiration date of their current appointment will be indicated.

1(b) For each Assistant Professor, the PAC shall recommend whether or not to continue the promotion consideration. The PAC chair (and/or other members of the PAC) shall be prepared to justify their recommendation in each case.

Following the presentation by the PAC chair, a vote of the assembled faculty will be taken for each Assistant Professor as to whether he or she is qualified for promotion to Associate Professor during the following academic year.

Meeting 2: This meeting is to be held around the sixth week of *Spring Quarter*, and all tenured Professors should attend this meeting. The meeting shall begin with a presentation by the chair of the PAC. This presentation will include the following information (at minimum):

2(a) A listing of all ME Associate Professors, including tenure-track, research, and WOT. For each of these faculty members the list shall include the date of his or her initial appointment to the ME faculty and the date of appointment to the rank of Associate Professor.

2(b) For each Associate Professor, the PAC shall recommend whether or not to continue the promotion consideration. The PAC chair (and/or other members of the PAC) shall be prepared to justify their recommendation in each case.

Following the presentation by the PAC chair, a vote of the assembled faculty will be taken for each Associate Professor as to whether he or she is qualified for promotion to Professor during the following academic year.

7. The Department Chair shall write a formal report of these proceedings for each candidate, summarizing the discussion and the recommendation. The candidate may then respond in writing to the Department Chair within seven calendar days.

8. The PAC shall prepare an updated list of faculty members who still wish to be considered for promotion, including faculty facing mandatory consideration.

9. A list of at least ten (10) suggested external reviewers for each faculty member on the list prepared during step (8) shall be prepared by the Department chair and the PAC in consultation with appropriate faculty.

10. A letter from the Department chair and background information, including a self-advocacy statement, for each candidate, shall be sent to the suggested reviewers, with enough lead time for a sufficient number of letters to be available for each candidate around the start of the Autumn Quarter, at which time the PAC shall meet to decide whether or not to recommend promotion for each candidate. The PAC shall provide the Department Chair with a written document on the recommendation on the qualification of the candidate for promotion. The Department chair shall provide the candidate with a written summary of the committee's report and recommendation. All references to specific individuals shall be omitted from the summary. The candidate may then respond in writing to the Department chair within seven calendar days.

The Department chair shall forward the candidate's response, if any, together with the report from the PAC to the voting faculty.

11. The PAC will present the candidate's case for a vote to the ME faculty senior in rank to the candidate in time to meet the College deadlines for both mandatory and non-mandatory cases.

The Department chair shall provide the candidate with a formal report of these proceedings, summarizing the discussion and faculty recommendation. All references to specific individuals omitted from the summary. The candidate may then respond in writing to the Department chair within seven calendar days

13 If this recommendation is favorable, or if the promotion is mandatory, or if the candidate has written a response to the departmental vote, the Department chair shall transmit all documents produced during this promotion process to the Dean of the College of Engineering.