TENURE AND/OR PROMOTION GUIDELINES
ELIZABETH CITY STATE UNIVERSITY (ECSU)
Department of Technology

**General Qualification:** A faculty member applying for tenure/promotion in the Department of Technology must have the following minimum qualifications:

(A) Hold a PhD or terminal degree in Engineering, Technology, Aviation Science or any other related discipline from an accredited institution, depending on the needs of the Department of Technology.

(B) Show continuous promise of research in the related area of specialty.

**Procedures:** Evaluation of a faculty regarding tenure/promotion must be done at two levels: the Department of Technology Tenured Faculty Committee (TFC) and the Department Chair. The candidate should collect all information required for evaluation based on this document and submit it to the TFC at least two weeks prior to the specified date of TFC meeting. The TFC will review, vote and submit their recommendation to the Department Chair within two working days. The guidelines are as follows:

1. The individual requesting tenure and promotion will have no input in selecting members of his or her tenure and promotion committee.

2. The individual requesting tenure and promotion will present his/her portfolio to the chair of the tenure and promotion committee. Afterward he/she will have no discussion or contact with the committee members regarding the process. The review process will be conducted in close section which means the information is privileged to the members and if necessary upper administration.

3. The portfolio will be archived as a legal document for the individuals remaining stay at the university. If at any time the information in this document is found to be inaccurate, it will be considered a violation of their contract and dealt with accordingly.

**Minimum requirements for different level of promotions:**
In addition to (A), and (B) above, candidates must fulfill additional criteria:

1. **Assistant Professor to Associate Professor with tenure:** In addition to the general qualifications for promotion, the candidate must satisfy the following conditions:

   1. Must demonstrate a teaching proficiency of *above standard*
2. Have at least two Engineering/Technology/Aviation Science publications in a refereed technical journal
3. Given at least two Engineering/Technology/Aviation Science presentations in professional conferences per academic year
4. Have attended at least one Engineering/Technology/Aviation Science-related conferences per academic year
5. Demonstrate a standard level of activities in university-related services
6. Be a member of at least two professional societies related to the field
7. Have submitted at least two proposal for funding per academic year or one funded proposal
8. Have met the university’s requirement on length of years of service before applying for tenure.

Note: Any faculty member who is promoted from Assistant Professor to Associate Professor rank without tenure is eligible to apply for his or her tenure during the following academic year without any additional requirements.

Assistant to Associate Professor without tenure: In addition to the general qualifications for promotion, the candidate must satisfy the following conditions:

1. Must demonstrate a teaching proficiency of above standard
2. Have at least one Engineering/Technology/Aviation Science publications in a refereed technical journal
3. Given at least one Engineering/Technology/Aviation Science presentations in professional conferences per academic year
4. Have attended at least two Engineering/Technology/Aviation Science-related conferences
5. Demonstrate a standard level of activities in university-related services
6. Be a member of at least two professional societies related to the field
7. Have submitted at least two proposal for funding per academic year
8. Have met the university’s requirement on length of years of service before applying for tenure.

Note: Any faculty member who is promoted from Assistant Professor to Associate Professor rank without tenure is eligible to apply for his or her tenure during the following academic year without any additional requirements.
**Associate Professor to Professor:** The candidate should satisfy the following conditions:

1. Must have an *outstanding* level of teaching proficiency
2. Have at least two publications in a Engineering/Technology/Aviation Science-related journals since last promotion
3. Given at least two Engineering/Technology/Aviation Science-related presentations in professional conferences
4. Have attended at least two Engineering/Technology/Aviation Science-related conferences
5. Demonstrate a standard level of activities in university-related services
6. Be a member of at least two professional societies related to the field
7. Have submitted at least two proposals for funding or one funded proposal