THE TENURE AND PROMOTION PROCESS
in the
WASHINGTON UNIVERSITY
MCKELVEY SCHOOL OF ENGINEERING

Probationary Period:

The normal probationary period for candidates holding full-time tenure-track appointments in the McKelvey School of Engineering is seven years. If, however, there are compelling reasons, a candidate may submit a written request to the department chair and the dean to extend the probationary period for up to three additional years. In no case will the tenure probationary period extend beyond ten years.

When a faculty member is hired after full-time academic service at another institution of higher learning, s/he and the department head and dean must determine whether that prior service should be counted toward the faculty member’s probationary period at Washington University. Prior full-time academic service is normally counted toward the probationary period, but may be excluded if the faculty member, department chair and dean agree that it should not be considered for one or more of the following reasons:

(a) it involved significantly different responsibilities or a significantly different institutional setting (for example, a visiting position, a position in a different field, or a position for which significant time was not allotted for scholarship);
(b) it was not probationary/tenure-track service; or
(c) it was concluded many years ago.

Fellowships, lectureships, and adjunct, courtesy and part-time appointments do not qualify as countable prior service. Unless otherwise mutually agreed in writing, certain prior academic service must be counted toward the faculty member’s probationary period at Washington University. Under University policy, prior tenure-track (or equivalent) academic service at another institution of higher education ordinarily will be credited toward the probationary period at Washington University. It may be mutually agreed in writing between the incoming faculty member and the University, however, that some or all of the prior academic service not be counted toward the probationary period at Washington University, even though the total probationary period in the academic profession is thereby extended beyond the normal probationary period of the school.

The probationary period commences upon the initial full-time tenure-track appointment. A detailed mid-term review of a candidate’s prospects for achieving tenure is highly recommended. A tenure decision will be made no later than during the penultimate year of the probationary period, so that if the candidate is not successful, notice can be given in accordance with section IV.B.4 of the Washington University Policy on Academic Freedom, Responsibility, and Tenure. Earlier tenure decisions are possible but only under exceptional circumstances.

There is no time limit over which an associate professor with tenure can serve at that rank. Associate professors are normally reviewed by their primary department for promotion to the rank of Professor during their sixth year of full-time tenured service. Strong justification is required for an earlier promotion. However, consideration for promotion at any later time will be made upon the request of the faculty member and/or recommendation of the department chair.
Timeline and Process:
For a regular tenure-track faculty member, the tenure decision process begins near the end of the fifth year of service (to be adjusted if the probationary period has been extended beyond seven years). The following summarizes the steps in the process:

- Upon request of the candidate, the department chair helps the candidate assemble his/her tenure package (see below).
- The appropriate materials will be sent to outside referees requesting letters of recommendation.
- The candidate’s dossier is then presented to all tenured faculty in the department holding a higher faculty rank, or the department’s Tenure and Promotion Committee, for a vote as to the suitability of the candidate for the awarding of tenure and/or promotion.
- If the department vote is substantially positive, the department chairperson will then write a letter to the dean summarizing the candidate’s qualifications, any special considerations, the chairperson’s expectations for the future of the candidate, the detailed results of the faculty vote, and a detailed listing of all references sought and obtained.
- This letter, along with all the materials for each candidate, will then be forwarded to the McKelvey Advisory Committee on Tenure and Promotion.
- The Advisory Committee will review the documents and make a recommendation to the SEAS dean. The recommendation of the committee is advisory to the dean who will make a decision about presenting the candidate’s case to the Chancellor.
- If the decision is to recommend the awarding of tenure, the dean’s office will prepare the necessary documents for the chancellor to present to the Board of Trustees.

McKelvey Advisory Committee on Tenure and Promotion:
This committee shall be appointed by and advise the dean on nominations from the department chairs for the awarding of tenure and for promotion to the ranks of associate professor and full professor. This standing committee shall be comprised of a full-time faculty member with rank of full professor from each McKelvey department, but not the department chairperson, as well as a representative from a school outside of McKelvey. The members of this committee will serve staggered three-year terms such that there will be about one-third new members each year. The committee’s job is to review the materials provided by the department chairpersons and make recommendations to the dean with an eye towards ensuring a high level of consistency and fairness in the process. Except in extenuating circumstances, the committee is not expected to, nor is responsible for obtaining additional materials for review. The committee may return a promotion package to the dean, who will then return it to the department chair, if it fails to contain the required materials or information.

Material to be Included in a Candidate’s Review Package
The following material should be included in the candidate’s package to be given to the department chair in preparation for requesting letters of recommendation:

Curriculum Vitae to include:
- List of all academic appointments in reverse chronologic order.
- Complete educational history in reverse chronologic order.
- List of publications divided into those currently under review, all peer-reviewed archival journal articles and refereed conference articles. List all authors in the
order they appear, the full title and complete publication information -- including inclusive page numbers. Should be in reverse chronologic order.

- List of other publications, e.g. review articles, books and book chapters.
- List of invited lectures and other contributions.
- List of patents and licenses.
- List of all courses taught by semester indicating the candidate’s role in that course, i.e. whether developed by candidate, ongoing, co-taught or team taught, etc.; the level of the course, i.e. undergraduate/graduate and the number of students of each level enrolled.
- List of all current and previous graduate students supervised or co-supervised, the degree, year awarded or anticipated to be awarded. If co-supervised, list the primary mentor. For doctoral students, list the title of the thesis and placement information.
- Complete and detailed history of research funding including the title, funding agency, candidate’s role and percent effort, total duration of the grant, current annual direct costs and total direct costs for the duration of the grant. If the candidate is not the principal investigator, list the principal investigator.
- Membership in and service to professional organizations.
- University and professional leadership and service to include committees, review panels, administrative appointments, etc.

Additional material:

- A statement summarizing past and current research contributions highlighting their impact and significance as well as future research plans/professional aspirations.
- Indicate the most significant publications (minimum of 5, maximum of 10), the number of citations for each and the source of the citation information.
- List of three to five referees including their contact information, a brief statement of the credential or position of the referee and his/her connection, if any, with the candidate. This list will not be sent to the referees but is for the use of the department chair to help decide from whom to seek letters of reference. The chair is expected to seek letters from others prominent in the field who are not listed by the candidate.
- Copies of two most significant reprints.

**Material for Departmental Review:**

In addition to the materials sent to outside referees, the following additional material should be included for the departmental review:

- Summary course surveys for all courses taught by the candidate at Washington University.
- Evaluations of the candidate’s teaching abilities from a few selected undergraduate students (preferably those who have completed their degrees) in courses previously taught by the candidate. The students are to be chosen by the department chairman and their evaluations are to be confidential.
- Evaluations from all doctoral students who have completed their training under the mentorship of the candidate. These evaluations will be confidential.
• Peer faculty assessment of the candidate’s teaching abilities. These can be gleaned from attendance at lectures, seminars, qualifying examinations, thesis proposals, etc.
• List of all those who were asked to submit letters of reference along with their credentials and, if possible, their reasons for declining to write. This list should include the candidate’s own list as well as those referees sought by the chair.
• Copies of all letters of recommendation. The letters of reference must include at least six from persons other than Washington University faculty. Letters from faculty at Washington University are in addition to these six. Unsolicited letters should not be included.
• Copies of all letters of solicitation seeking evaluations and letters of reference.

Material to be provided to the dean and McKelvey Advisory Committee:
In addition to the material provided for the departmental review, the chairperson should write a cover letter summarizing the candidate’s research and teaching credentials, any special considerations or circumstances, and the chairperson’s expectations for the candidate in the future. This letter should also include the details of the results of the vote by the tenured faculty in the department.

The Advisory Committee, upon reviewing the package submitted by the department, will make a written recommendation to the dean and return the promotion package to the dean to return to the department.