Probationary Period
The normal probationary period for candidates holding full-time, tenure-track appointments in the McKelvey School of Engineering is seven years, with the candidate submitting the promotion package by the end of the sixth year. Recognizing that some individuals join the faculty with more research experience than others, a candidate may submit the promotion package by the end of the fifth year, which will not be considered an early decision. Submitting the package by the end of the fourth year is considered early and should be reserved for only truly exceptional cases. This decision should be made by the candidate in consultation with the department chair.

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, the department chair and the dean 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 for the following reasons:

- 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);
- It was not probationary/tenure-track service; or
- It concluded many years ago.

Appointments as fellow, lecturer, adjunct, courtesy or part time do not qualify as countable prior service.

The probationary period commences upon the initial full-time tenure-track appointment, and tenure-track faculty member typically receives a detailed third-year review, after completing three years (or six semesters) of service, of the candidate’s prospects for achieving tenure.

The candidate may request an extension beyond the standard clock. Such extension will follow the policy laid out below, except the maximum possible number of years of extension will reduce from three to two in order to be compliant with the university’s policy of a probationary period not exceeding ten years.
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.

Regarding associate professors with tenure, there is no time limit at this 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.

**Process**

- Department faculty will meet during the spring each year to discuss which tenure and promotion to full professor cases will be considered during the next academic year (tenured faculty only for tenure cases; full professors only for promotion cases).
- The department chair will appoint an ad hoc committee for each case of at least three tenured faculty members (full professors for promotion cases) to prepare the candidate’s casebook.
- The candidate will provide a list of six to eight names for external letters and all other required items to the committee by August 1. The committee will independently generate a list of five to six letter writers from others prominent in the field, and a final list of eight to ten names will be created that will include at least three names not on the candidate’s list. Letter requests should be sent by August 15.
- The committee will collect the external letters and prepare the casebook by September 30.
- One member of the ad hoc committee will present the casebook to the department’s tenured faculty in October.
- After the departmental meeting, the casebook will be amended to include the departmental vote *(by secret ballot)* and any significant elements of the discussion.
- The department chair will submit the casebook, the department’s decision, and the chair’s recommendation letter to the Dean’s office by November 1.
- The casebooks will be sent to the McKelvey Advisory Committee on Tenure and Promotion.
- The candidate’s department chair will present the case for the candidate to the Tenure and Promotion committee in the presence of the dean; the department chair will be excused and a discussion and vote will follow.
- The dean will evaluate the case based on the casebook, the discussion of the case by the candidate’s chair, and the advice of the Tenure and Promotion committee. Following this advice, the dean will make the decision about presenting the candidate’s case to the provost.
- If the decision is to recommend the awarding of tenure, the dean’s office will prepare the necessary documents for the Board of Trustees.
**Casebooks**
The following material should be included in the candidate’s casebook and submitted to the department chair in preparation for requesting letters of recommendation:

**Curriculum Vitae**
- List of all academic appointments in reverse chronological order.
- Complete educational history in reverse chronological 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, including committees, review panels, administrative appointment, etc.

**Additional material:**
- A statement summarizing past and current research contributions, highlighting their impact and significance as well as future research plans/professional aspirations.
- Candidate’s teaching statement including teaching methods and interests.
- Indicate the most significant publications (minimum of five, maximum of ten), the number of citations for each and the source of the citation information.
- Copies of three most significant publications.

**Materials for Departmental Review**
In addition to the materials sent to outside referees, the following additional material should be included in the casebook 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, which can be gleaned from
  attendance at lectures, seminars, qualifying examinations, thesis proposals, etc.
- List of all those who were also 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 evaluation and letters of reference.

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
chair, as well as a representative from another school at Washington University. The members
of this committee will serve staggered three-year terms such that approximately one-third of
the members will be new each year. The committee’s primary responsibility is to review the
materials provided by the department chairs and provide recommendations to the dean, with
an eye toward ensuring consistency and fairness throughout the process. Except in extenuating
circumstances, the committee is not expected to, nor is responsible for obtaining additional
materials for review.

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