

**TENURE AND PROMOTION EVALUATION GUIDELINES**  
**School of Construction**  
**College of Science and Technology**  
**The University of Southern Mississippi**

**I. Introduction**

As a master's degree granting unit, the mission of the School of Construction is to provide effective engineering technology and construction management education for its graduates to serve needs in the construction, architectural and industrial sectors. To achieve its mission, the School of Construction strives to create a learning environment to nurture the development of critical thinking skills; develop knowledge and technology expertise; and support innovation and technology transfer.

Research, including the training of graduate students, and undergraduate education represents a core objective of the School of Construction at The University of Southern Mississippi to address the mission. The School strives to

- Provide high quality undergraduate and graduate education that prepares students to pursue professional degrees and/or to enter the workforce with skills necessary for life-long professional achievement,
- Advance the body of scientific knowledge through the scholarship of discovery, integration and application, and
- Offer technical and educational expertise through formal and informal outreach locally, regionally, nationally and internationally.

The School of Construction expects its faculty members to contribute to its mission by fostering the intellectual growth of students through effective teaching and by advancing knowledge through productive research activity. The School also expects its faculty to render professional service to the University, their profession, and the public. Service activities, whether compensated or not, draw on professional expertise, relate to the teaching and research missions of the University, and, typically, imply a connection to the University. Activities in which faculty engage that do not involve their professional expertise (e.g., activities centered on the family, neighborhood, church, political party, or social action group) are commendable, but are not components of the workload of a member of the faculty.

In evaluating faculty performance, the School expects demonstrated achievement in all three areas of teaching, research, and service, while recognizing that the central criteria for tenure and promotion in rank are teaching and research productivity regardless of whether a faculty member's appointment is on the Hattiesburg campus, the Gulf Coast campus, or other locations.

\* Faculty Handbook supersedes this document: (see [http://www.usm.edu/pubs/factbook/Faculty\\_Handbook.pdf](http://www.usm.edu/pubs/factbook/Faculty_Handbook.pdf))

## II. Criteria for Appointment to Faculty Rank

### A. Professors are expected:

1. To hold the doctorate or other approved terminal degree of the discipline
2. To be accomplished teachers
3. To have sustained an extramurally funded research program that involves participation of graduate and undergraduate students
4. To have achieved a nationally recognized professional record of scholarship
5. To have participated significantly in the professional work of the discipline, in ways other than teaching and research
6. For typical time served as an associate professor see Faculty Handbook

### B. Associate Professors are expected:

1. To hold the doctorate or other approved terminal degree of the discipline
2. To be good teachers

**III. Performance Assessment Criteria**

A. Annual Performance Evaluation

1. Faculty members are expected to contribute to the mission of the School in the three areas of teaching, research, and service, while recognizing that the central criteria for tenure and promotion in rank are teaching and research productivity.
2. The basis for assignment to one of five merit categories in the three areas of teaching, research and service (described in Appendix A, section 0.3).
3. Supporting the system described for making merit group assignments, the School of Construction employs a "points" system to assess performance (See Appendix A: Annual Activities Report). It is critical that a point system accurately reflect the relative importance and worth of activities; activity points are annually reviewed. The School of Construction points system is applied to analysis of annual reports of faculty scholarly activities, and rankings are made within each category (teaching, research, service). These rankings are used as corroborative evidence of the validity of merit group assignments as reported to the Dean in each faculty member's Annual Evaluation Report (See Appendix B).

B. Requirements for Tenure

1. Criteria for tenure normally will be identical with those required for promotion in rank to Associate Professor.
2. The School will formally evaluate progress toward tenure during the third year of University employment as a full-time, tenure-track faculty member.
3. See the University's Faculty Handbook.

**IV. Policy and Procedures**

A. Annual Evaluation

1. Evaluation of calendar year performance is conducted annually between January 15 and March 15 of the year following the period under review.
2. Faculty on sabbatical leave or professional leave: See Faculty Handbook.
3. School Director: See Faculty Handbook.
4. Annual Activities Report: On or before January 1, faculty members submit their Annual Activities Report (see Appendix A) to departmental Personnel

## **School of Construction**

4. The Promotion Committee prepares and submits to the departmental Chair a written document, signed by committee members, recommending or declining to recommend promotion in rank. The written document includes (a) narrative detailing the rationale for the recommendation and the vote of the Committee

2. Tenure Proceedings

- a) Eligible candidates for tenure prepare and submit tenure dossiers (see Appendix C) to the departmental chair no later than the last day of the first full week of the fall semester.
- b) The departmental Director convenes the departmental Tenure Committee, provides the committee with the tenure dossier, tenure review reports and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member.
- c) Members of the tenure Committee vote either to recommend or to decline to recommend candidates for academic tenure. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and submits a review report, which includes the Tenure Recommendation Form (see Appendix C), to the chair. The written report, signed by committee members, that provides the rationale for the recommendation and the vote count of the committee.
- a) In addition, the Tenure Committee prepares and submits to the departmental Director a written document, signed by committee members, recommending or declining to recommend tenure. The written document includes the following:
  - i. Narrative detailing the rationale for the recommendation and the vote of the Committee prepared by the chair of the Committee.
  - ii. Tenure Recommendation Form (see Appendix C).
- e) The departmental Director reviews the written report of the Tenure Committee and, if tenured, prepares an independent report either concurring or disagreeing with the recommendation of the Tenure Committee.
- f) The departmental chair submits the written report of the Committee and, if applicable, the Director's report to the Dean, and provides written notification of the departmental recommendation(s) to the candidate.

**APPENDIX A:  
Annual Activities Report**

**0.1. Explanation of the Annual Activities Report Document**

- A. Its origin: this document includes, to the best of our knowledge, the net result of additions, modifications, and deletions to the Governance Model since its inception.
- B. Recommendation: Prior to future modifications of the Model, it is recommended that this document be accepted as the starting point and that past deliberations no

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$$[P] = 8 * \frac{iN a_i n_i c_i}{iN n_i c_i}$$



**SCHOOL OF CONSTRUCTION**

**ANNUAL ACTIVITIES REPORT**

January 1, 20XX through December 31, 20XX

NAME:

DATE:

RANK:

YEARS IN RANK:

TENURED (Years):

YEARS AT USM:

YEARS FULL-TIME TEACHING EXPERIENCE:

**I. TEACHING ACTIVITIES**

A. Student Review

4. Project Funded by external agency, each; the faculty member may elect to place project either here or under Research [1] + [1] for each \$4,000 funded, divided by number of PI's. Each proposal should be fully documented (show funding source, funded amount, principle investigators, and USM log number).
5. Other, fully documented each activity, depending on scope (maximum this category is 6 points total) [0-2.0].
6. Subjective Evaluation of Teaching Performance by Governance Committee. If desired, include statement of special situations which may apply to you. [0-4.0]

## **II. SCHOLARLY ACTIVITIES/CREATIVE ACHIEVEMENTS**

### **A. BOOKS**

3. REGIONAL OR STATE [3]

**D. OTHER PUBLICATIONS**

1. ABSTRACTS [1]

2. OTHER[1]

**E. PRESENTATIONS**

1. PROFESSIONAL AUDIENCE, (International or National) [2]

2. PROFESSIONAL AUDIENCE, (Regional or State) [1.5]

3. PROFESSIONAL AUDIENCE, (Local) [1]

4. LAY AUDIENCE, (Academic Subject) [1]

**F. BOOK OR SOFTWARE REVIEWS**

1. REFEREED [2]

2. UNREFEREED [1.5]

**G. PATENTS [15]**

**H. OTHER CREATIVE ACHIEVEMENTS**

1. Generating New Knowledge New products, tools, software (each major accomplishment, five (5) or more man-days of preparation, fully documented) [2]

2. Design Awards and Competitions

a. International, won [5.0]

b. International, accepted [2.0]

c. National, won [4.0]

d. National (entered) [1.5]

e. State/regional/local (won) [1.0]

f. State/regional/local (entered) [0.5]

g. Designs published nationally or regionally in professional media [0.5]

h. Design awards given by professional organizations or journals at the national or regional level [2.0]

i. Design awards given by professional organizations or journals at the state or local level [1.0]

I. OTHER. (Fully documented) Value determined by the governance committee: [0-2.0]

### III. FUNDING/RESEARCH

A. Proposals (when approved by all administrative levels) [1]. Provide complete information including USM log number, funded amount, funding source, and principle investigators.

B. Project Funded by external agency, each; the faculty member may elect to place project either here or under Teaching [5] + [1 for each \$10,000 funded, divided by number of PI's]. (For credit under teaching, projects must be directly related to the improvement of teaching. List uses of project funds/donations in actual classroom or laboratory applications.) Provide complete information including USM log number, funded amount, funding source, and principle investigators.

C. Proposals Funded by internal agency, external to department [2]. Provide complete information including USM log number, funded amount, funding source, and principle investigators.

D. Publication of completed final document for funded research [

2. National Officer [15]
3. Regional or State Officer [10]
4. International Committee Member [6]
5. National Committee Member [3]
6. Regional or State Committee Member [1.5]
7. Professional Journal Editorship, national [20]
8. Professional Journal Editorship, region or state [10]
9. Article Reviewer, international/national, per article [2]
10. Article Reviewer, regional/state, per article [1]
11. Workshop or Seminar, official organizer, international/national [10]
12. Workshop or Seminar, official organizer, regional or state [5]
13. Workshop or Seminar, chair [2]
14. Workshop or Seminar, panel member [1]
15. Accreditation Team, chair [5]
16. Accreditation Team, member [2]
17. Grant Proposal Reviews, each [1]
18. Host or Sponsor of a meeting, workshop, event lasting 0.5 to 2 days [1]
19. Miscellaneous, fully documented [1-10] depending on effort.

B. University Service

1. University-wide committee, elective  
[5] + [1 point for officer or 2 points for chair]
2. University-wide committee, appointive  
[2] + [1 point for officer or 2 points for chair]
3. College-wide committee, elective

[3] + [1 point for officer or 2 points for chair]

4. College-wide committee, appointive  
[1] + [1 point for officer or 2 points for chair]

5. Academic advisor to campus wide student group [2]

6. Other, fully documented [1-2]

**C. Community Service**

1. State-wide committee as a representative of the university  
[2] + [0.5 if serving as an officer].

2. City-wide committee as a representative of the university  
[2] + [0.5 if serving as an officer].

3. Community-wide committee as a representative of the university  
[1] + [0.5 if serving as an officer].

**D. School of Construction Service**

1. Each SOC committee [2] + [1 for chair]

2. Ad hoc committee (no inactive committee counted) [1.0]

3. Faculty advisor--student organization [1.0]

4. Recruiting (visit to each school) [1.0]

5. Active efforts in placement of graduates in jobs [1.0 max.]

6. Active efforts to place students in co-op or internship positions. [0-1]

7. Academic Program Management. [0-2]

8. Professional Memberships/Active Participation. [0.5]

9. Other, fully documented. [0-2]





**APPENDIX B:**

**ANNUAL EVALUATION REPORT**

SCHOOL OF CONSTRUCTION  
REPORT OF ANNUAL EVALUATION

For Calendar Year \_\_\_\_\_

THE SCHOOL OF CONSTRUCTION faculty chose a governance option with two departmental faculty members and the department chair as the departmental personnel committee.

\_\_\_\_\_  
Director Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Committee Member Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Committee Member Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have received a copy of the evaluation report:

\_\_\_\_\_  
Faculty Member Date \_\_\_\_/\_\_\_\_/\_\_\_\_

ORIGINAL: Departmental Personnel File  
COPY: Faculty Member

**APPENDIX C:**

