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**CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION  
OF RESEARCH FACULTY  
DEPARTMENT OF ELECTRICAL ENGINEERING  
UNIVERSITY OF SOUTH CAROLINA**

**I. INTRODUCTION**

Research Faculty is important to the Department of Electrical Engineering for its national and international prominence in research and scholarly achievement, and in being an effective resource to industry. The criteria for appointment, reappointment, and promotion set forth in this document are intended to assist the Research Faculty in their professional development, and to guide the Department in the assessment of the contributions and professional progress of the Research Faculty. The primary basis for these decisions shall be evidence presented by the candidate on his or her activities in the areas of research and scholarship. It is understood that the research and scholarship missions of the department may also involve teaching and professional service.

Appointment, re-appointment, and promotion procedures, as well as general guidelines and policy for research faculty are set forth in The Faculty Manual of the University of South Carolina as well as in the University Policies and Procedures Manual, ACAF 1.06. This document details the specific criteria and procedures of the Department of Electrical Engineering (hereafter designated as Department) to implement University guidelines. When conflicts exist, the latest edition of The Faculty Manual and University Policies and Procedures will take precedence.

Research faculty is usually appointed on an annual basis upon the recommendation of Professors who are their immediate supervisors providing the funding for the research effort. Research faculty can be terminated because of programmatic changes or decisions, if their performance is deemed unacceptable as a result of the annual review process, or if the funding source for their position is terminated. As stated in the Faculty Manual, employment can be terminated within ninety days upon receipt of a written notice by either party.

**II. APPOINTMENT, REAPPOINTMENT, AND PROMOTION IN THE DEPARTMENT**

## **A. Background**

Research faculty in the Department has primary duties in supporting and conducting research and scholarly activities. Evaluation of each faculty member's performance in this area shall be considered in any decision regarding reappointment or promotion. The performance of the research faculty will be reviewed for the entire academic career of the individual with primary attention given to the period during which the individual was at the current rank. The Department expects that the individual's performance will reflect consistent professional development. The criteria governing promotion and reappointment recommendations are intended to stimulate professional growth and to ensure that each decision is made solely on the grounds of professional merit. Recommendations for promotion in rank represent recognition of past achievement as well as a clear statement of confidence that a candidate is capable of further professional development.

Although the primary function of the research faculty is to promote the research and scholarly activities within the department, it is recognized that this function may intersect with the teaching function, and/or with service duties in the department, or at the national or international level.

It is expected that research faculty members should exhibit both personal and professional integrity.

## **B. Eligibility for Appointment, Reappointment, and/or Promotion**

Research faculty members must hold an earned doctorate in Electrical Engineering, or in a related discipline that allows the research faculty member to support and enhance the research and scholarly mission of the department. However exceptions are possible based on the recommendation of the Professor whose research area is to be served by the appointee.

## **C. Evaluation Areas for Reappointment and Promotion**

### 1. Research and Scholarship

Research and scholarship are defined as activities *devoted primarily to broadening of the research worker's competence and professional ability and to furthering the general objective of expanding the horizons of knowledge (The Faculty Manual)*. Research faculty members may be involved in original basic or applied research, or combinations thereof.

Substantive scholarship consists of work recognized as being of lasting value by peers. Evidence of substantive scholarship should be provided

primarily by refereed publications, and presentations at national technical meetings, outside lectures, and research monographs and textbooks.

A consistent and durable record of scholarship is expected. A substantive record of refereed journal articles is required.

## 2. Service

While service is not explicitly required of all research faculty, it is recognized that relevant service activities may contribute substantially to the research mission of the department. Relevant service is that which is connected to the teaching, research, and scholarship missions of the University. Service at the department, college, university, community, or professional levels though not required, may be considered in support of promotion.

## 3. Teaching

While teaching is not explicitly required of all research faculty, it is recognized that teaching (for example, of advanced engineering elective courses) may contribute substantially to the research mission of the department. Thus teaching by a research faculty can also be considered in support of a promotion.

### **D. Specific Criteria for Appointment, Reappointment, and Promotion**

#### 1. Criteria for initial appointment

Candidates for initial appointment at the rank of Research Assistant Professor must demonstrate professional development, grant writing ability, and a record of scholarly production beyond that typically expected of a post-doctoral student. Normally, several years of post-doctoral training or industrial experience would be required. The candidate for Research Assistant Professor must demonstrate that his or her potential for contributions to research, including the ability to assist in attracting research funding, have advanced beyond the doctoral dissertation, or post-doctoral training.

Candidates with extensive scholarly publications, grant funding, and/or industrial experience may be considered for initial appointment at the rank of Research Associate Professor or Research Professor.

#### 2. Criteria for Promotion to Research Associate Professor

In the area of research and scholarship, the candidate must demonstrate that his or her contributions to the department's research program have been

validated by a substantive record of publications in reputable refereed journals, and by substantiated contributions to successful proposals for external funding that support one or more research programs in the department.

The successful candidate may also present a record of relevant service within and external to the University.

The successful candidate may also present a record of effective teaching in the department.

Faculty members initially appointed at the rank of Research Assistant Professor will not normally be recommended for promotion until they are in their fifth year at the University of South Carolina.

### 3. Criteria for Promotion to Research Professor

The candidate must demonstrate continued contributions to the development and maintenance of significant research programs within the department. For promotion to the rank of Research Professor, the candidate must demonstrate creative and substantive contributions to the development of one or more novel research areas within the department. Evidence for these contributions may include a consistent and durable record of refereed publications and external research funding, and/or acquisition and development of major new research facilities, including scholarly activities in areas that would not have developed solely from the knowledge base of the tenured and tenure track faculty. There should also be evidence of having attained national or international stature in his or her field.

The successful candidate may also present a record of relevant service within and external to the University and include service to the profession.

The successful candidate may also present a record of effective teaching in the department.

Faculty appointed or promoted to the rank of Research Associate Professor will not normally be considered for promotion to Research Professor until after their third year in the lower rank at the University of South Carolina.

## **III. PROCEDURE FOR INITIAL APPOINTMENT AND PROMOTION**

Candidates for initial appointment at the rank of Research Assistant/Associate/ Professor will be recommended to the Department Chair by the Professor whose research area will be served by the candidate. Upon

the Chair's approval, the appointment will be made assuring the College and University policies are followed.

The annual requests for promotion of Research Faculty, will be generated by the immediate supervisor with a letter summarizing the candidate's accomplishments in research. If the Chair approves the request the promotion will be granted. In case of a dispute the request will be reviewed by the T&P committee and a decision will be made by a majority vote.