

Electrical Engineering Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Standards

Appointment, Reappointment, Promotion, Tenure, Performance Evaluation, Post-Tenure Review

Approved by the College Faculty Status Committee (CFSC) and Effective June 11th, 2026

Approved by the Department of Electrical Engineering Faculty May 21, 2026

1. Overview

The Department Faculty Status Committee (DFSC) of the Department of Electrical Engineering (EE Department) prepared this document to provide further interpretation of University and College policies as outlined in the Faculty Appointment, Salary, Promotion, and Tenure (ASPT) Policies, effective Jan. 1, 2023 ([ASPT Policy Document](#)). Because the EE Department is in its formative stages, this document will be updated regularly to reflect evolving needs and priorities.

2. Composition of the DFSC

The DFSC consists of two elected tenured faculty members and the EE Chair. The EE Chair serves as the DFSC Chair. During the formative stages through 2030, the elected tenured faculty may come from other colleges at Illinois State University (ISU), i.e., colleges other than Engineering. DFSC members shall be elected by the tenure track and tenured EE faculty for staggered two-year terms. All members must meet the qualifications specified in the up-to-date ASPT policies of ISU.

The DFSC is responsible for developing departmental policies related to faculty appointment, reappointment, tenure, promotion, performance evaluation, and post-tenure review. These policies must be approved by a simple majority of the EE faculty (i.e., full time tenure track and tenured faculty members). Once approved, the EE Chair will distribute the policies to all faculty members.

3. Teaching, Scholarly and Creative Productivity, and Service

Faculty members are central to fulfilling the department's mission through excellence in teaching, scholarship, and service. We value teaching that fosters critical thinking and experiential learning; connects theory to practical applications; and equips students to address the real-world challenges. We value research and scholarship that are centered on fundamental inquiry, applied innovation, interdisciplinary collaboration, and student engagement. We value sponsored research. We value intellectual property (IP) creation and commercialization involving faculty members and students. We value service to the EE Department, to the College, to ISU, to the engineering profession, and to the broader community. In alignment with College and ISU policies, EE faculty members must demonstrate sustained professional competence in teaching, scholarly productivity, and service. Faculty workload assignments in the EE Department are defined in writing so that faculty members clearly understand the annual assignments in terms of teaching, scholarly productivity, and service.

4. Appointment, Reappointment, Promotion, Tenure, Performance Evaluation, and Post-Tenure Review

4.1 Appointment and Reappointment

The appointment of new probationary tenure track or tenured faculty members shall be conducted in compliance with department, college, and ISU policies. EE Chair plays a key role in this process, providing leadership and making recommendations based on the department's instructional needs. For each open position, EE Chair will form a Search Committee that includes EE faculty and also a faculty of ISU external to the EE Department. EE Chair serves as an ex officio nonvoting member of the Search Committee. Further, EE Chair shall keep the Dean informed of the search progress.

Reappointment is consistent with ISU's ASPT policy document. All full-time faculty members will be evaluated annually by the DFSC. Annual letters from the DFSC shall address the candidate's strengths and weaknesses pertaining to their progress toward future promotion and tenure recommendations and shall also address the specific recommendation about reappointment.

4.2 Tenure and Promotion to Associate Professor

Tenure is a critical step for career progress. Tenure decisions will follow College and ISU policies. Faculty undergo a pre-tenure review in their fourth year of appointment, for which, they are required to submit a narrative that summarizes their accomplishments in teaching, scholarly and creative productivity, and service. DFSC and EE Chair shall evaluate the progress toward tenure.

The EE Chair and the DFSC will review the dossiers of faculty applying for promotion and tenure. To ensure impartial review, the Department Chair will solicit and obtain external letters of review. For details on the selection of external reviewers, refer to College ASPT document Section 10. This review includes an assessment of their teaching, scholarly and creative productivity, and service contributions using the criteria below. While the "quantities" referenced below denote standard expectations, the EE Chair and the DFSC will also review the "quality" of the outcomes.

Candidates for tenure and promotion must demonstrate a sustained record of collaborative service (e.g., balanced service on the departmental committees) and professionalism (e.g., collegiality). While the criteria below establish necessary conditions for promotion and tenure, satisfying the criteria below does not automatically constitute sufficient grounds for promotion and tenure.

Candidates must show a strong record of effective teaching, which includes most of the following:

- Ability to teach EE courses at different levels (i.e., sophomore, junior, and senior levels).
- Ability to teach freshman EGR courses and labs.
- Contribution to curriculum development, lab development, and lab manual development.
- Student evaluations in courses/labs that indicate effective teaching.
- Student mentoring and at least one senior design projects per year.
- Teaching innovations (e.g., at least one significant teaching innovation every two years).

Candidates must show a strong record of scholarly and creative productivity (including research):

- Active submission of at least one grant proposal inside ISU every two years.
- Active submission of at least one grant proposal to external funding agencies every year.
- Active engagement with industry partners through contracts/grants or capstone projects.
- Conference publications/presentations, preferably IEEE, averaging two or more per year.

- Peer-reviewed journal publications, averaging one or more per year, in reputed journals.
- Sustained record of securing external funding in support of an ongoing research program. Evidence of such activity/record must include role(s) as principal investigator (PI) and/or co principal investigator (co PI) on externally funded grants awarded by federal agencies, state agencies, foundations, or industries. The level/scope of funding shall be evaluated in the context of expectations at R2 engineering colleges/schools in the foundational stages.

Finally, candidates must show a strong record of service both within ISU and outside (for example, departmental committees, college committees, conference committees, editor/reviewer roles, etc). Serving as external grant proposal panelists/reviewers will be considered as an impactful outcome.

4.3 Promotion to Professor

In addition to the expectations outlined in Section 4.2, candidates must meet below expectations:

- Evidence of teaching innovations in tune with the *American Society For Engineering Education* (ASEE) and/or the ISU's *Center for Integrated Professional Development*.
- A steady publication record in high-impact peer-reviewed journals (e.g., IEEE) averaging at least one annually.
- Quality publications in internationally recognized avenues (e.g., high impact avenues as evidenced by citation indices and impact factors) as the corresponding authors.
- Effective undergrad research supervision (e.g., evidenced by student co-authored papers).
- Professional service contributions at a substantial level (e.g., Associate editor, Chair of Conference General Committee, Chair of Conference Technical Program Committee, etc).

4.4 Performance Evaluation

In January, the EE Chair and faculty will meet and agree on the weighting factor ranges for the calendar year. Typically, these ranges will be 50%-75% for teaching, 15%-35% for scholarly and creative productivity, and 10%-15% for service, totaling 100%. The percentages might change based on funded grants or approved initiatives and will be negotiated between the faculty member and the Department Chair. When submitting their annual productivity report for the calendar year, faculty will choose the exact weighting factors (within the agreed range) that best represent their contributions for the calendar year. The annual performance evaluation process will duly consider faculty contributions to teaching, scholarly productivity, and service. Faculty will submit their annual productivity report, supplemented with evidence of accomplishments in the calendar year. Faculty are expected to provide evidence in the following areas:

Teaching

- Curriculum and lab development folders.
- Student evaluations in courses and labs.
- Supervision of undergraduate student projects.
- Supporting evidence of teaching innovations.

Scholarly and Creative Productivity

- Conference presentations.
- Peer-reviewed journal publications.
- Research contracts and grants.
- Supporting evidence of additional accomplishments in scholarship and research.

Service

- Participation in departmental, college, and university committees.
- Engagement with professional societies including advising student clubs/branches.
- External service.
- Community engagement.

DFSC will evaluate and score each of the three areas on a 0 to 5 scale. These raw scores will be used to calculate merit score (0 to 5 scale) based on the exact weighting factors. On receiving the DFSC letter, a faculty can within five business days request a review meeting with the DFSC. The DFSC merit scores will inform the EE Chair's recommendations for union negotiated merit raises.

4.5 Post-Tenure Review

Consistent with the ISU's ASPT policies, post-tenure review can occur in one of several ways in the department. First, tenured faculty are evaluated annually for the purpose of accountability and for assessment of merit relative to salary raises. Second, faculty members who receive an unsatisfactory overall performance rating, as defined by the ASPT guidelines during this annual evaluation process for any two years of a three-year period are required to undergo a cumulative post-tenure review. Finally, tenured faculty members may wish to voluntarily submit their dossiers for a cumulative post-tenure review at certain junctures of their careers. Such reviews are designed to sustain faculty professional growth, to review faculty activities in the context of departmental strategic goals and missions, and to maintain accountability to the University and State of Illinois.

5. Departmental Procedures

The DFSC shall review all the materials submitted for appointment, reappointment, performance evaluation, tenure, promotion, and post-tenure review in accordance with the procedures outlined in the ISU ASPT Policies. Although the Chair is part of the DFSC and contributes to DFSC review, the Chair shall have the authority to perform independent evaluation at the department chair level. When DFSC discusses a DFSC member's case, that member will recuse from discussion and vote.