

**Bylaws of the**  
**COLLEGE OF ENGINEERING AND ARCHITECTURE**  
**NORTH DAKOTA STATE UNIVERSITY**

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## **PART I. Purpose**

The general purpose of these bylaws, adopted by the Faculty of the College of Engineering and Architecture, hereafter called the College, is to carry out its responsibilities in accordance with the Constitution and Bylaws of North Dakota State University.

Specific purposes of these bylaws are to:

- Establish operational rules for faculty meetings in the College of Engineering and Architecture;
- Establish the responsibilities and related activities for the standing committees of the College;
- Facilitate the election of faculty representatives of the College
- Incorporate the promotion and tenure policy of the college

## **PART II. Organization and Rules of Operation for the College Faculty Meetings**

### Section 1. Policies

The Faculty shall determine College policies in the areas of resident instruction, research, and extension. The Faculty shall also make recommendations to the proper administrative authority in those areas of administration that are of continuing interest to the College. These policies shall be consistent with the policies of North Dakota State University.

### Section 2. Terms of Office

- a. The faculty Presiding Officer and Secretary of the College shall be elected officers and shall not serve more than two consecutive years and are ineligible to serve in the same function for two consecutive years after completion of their term of office.
- b. Standing committee membership shall be for two years commencing with election. No member shall be elected to the same committee more than two consecutive terms (four years).
- c. Special committees may be created by the majority vote of the College Faculty. Special committees or ad-hoc task groups shall function under the general rules of operation for committees as described in Part III Section 2 of these Bylaws and shall be discharged upon the completion of their assigned duties.

### Section 3. Elections

- a. Nominations for all elected positions in the College shall be solicited by the Executive Committee in consultation with Department Chairs and the nominations shall be distributed to the Faculty one week prior to elections.
- b. All elections shall be by written ballot. Each Faculty member may vote for the total number to be elected to each committee or each position. A majority of the votes cast is required for election.
- c. Faculty members unable to attend the election may cast their votes with the Secretary the day prior to an election. In the event of a repeat election, Faculty members absent from the originally scheduled election, forfeit their votes.
- d. The University Senate positions shall be elected prior to March 15.
- e. Vacancies due to a previously elected College Faculty member who is unable to fulfill responsibilities of an office or committee membership shall be filled at the next regular Faculty meeting in accordance with these Bylaws.

## Section 4. Meetings

- a. Regular meetings of the Faculty shall be held monthly during the academic year (August – May). In the event the College Secretary receives no requests from Committee Chairs for action items on the meeting agenda, and after consultation with the Presiding Officer, the meeting may be canceled by notification to all faculty.
- b. In lieu of regular meetings or a need for a special meeting, items requiring a vote of the faculty may be submitted via e-mail by any committee with approval of the Executive Committee. Normally, such items will be non-controversial. The e-mail ballot or motion will clearly describe the issue and request an e-mail response to the Secretary within two working days unless otherwise specified. The requirements for approval will be a majority vote of 25% of the faculty with at least one vote from each department. A record of the final vote and a list of the faculty who submitted votes shall be maintained by the secretary until the results are published in the regular faculty meeting minutes.
- c. A total of 25% of the Faculty, including at least one member from each department, shall constitute a quorum for business of the College. Approval of any motion requires favorable vote of a majority of the Faculty members present and voting at a meeting. Those Faculty present shall be listed in the minutes of the meeting.
- d. At the March meeting of each academic year, the Executive Committee shall designate a Parliamentarian from the Executive Committee. The Presiding Officer or any member of the College Faculty may ask the parliamentarian for a ruling on questions of procedure whenever doubt arises with respect to elections.
- e. Minutes of the College Faculty meetings shall be prepared by the Secretary and distributed to all Faculty members within one week after each meeting. Copies of the minutes shall be maintained in the offices of the Secretary and the College Dean.
- f. The agenda for regular Faculty meetings shall be prepared by the Secretary and distributed to the Faculty of the College no later than the day before each meeting. Items may be placed on the agenda by written request to the Secretary by the Dean, Department Chairs, the committees of the College, or ten percent of the College Faculty. The order of business shall be as follows:
  1. Approval of the minutes of the previous meeting
  2. Announcements – Presiding Officer, Dean, Committee Chairs, Faculty
  3. Committee Reports
  4. Old Business
  5. New Business
  6. Adjournment
- g. Special meetings of the College Faculty may be called by the Executive Committee as needed in to ensure conduct of College business as needed.

## **PART III. College Committees, General**

### Section 1. Membership

- a. Standing committee membership shall consist of one Faculty member representing each of the departments of the College.
- b. The College representative on a corresponding University Senate Committee shall be one of the members of the committee.
- c. Student representation shall be limited to one undergraduate student for the Academic Affairs committee and one graduate student for the Graduate and Research Committee. Student members shall be elected members of the Engineering and Architecture Council.

## Section 2. Committee Operational Rules

- a. In general, each standing committee may develop operational rules as needed to conduct their business in an orderly manner.
- b. All committee meetings shall be open to the College Faculty except for Promotion and Tenure Committee meetings. A Committee may move into an executive session by two-thirds vote. All committees shall keep minutes of their meetings; copies of these minutes shall be available to all Faculty of the College.
- c. A report to faculty on the annual work plan of the committee shall be submitted for discussion at the first regular Faculty meeting in the Fall semester and copies provided for the Presiding Officer, Secretary, and Dean.
- d. Each committee shall submit a written summary report yearly to the Faculty at the March meeting. A summary of the year's work shall be placed on permanent file with the Secretary and the Dean prior to the February Faculty meeting.

## Section 3. Committee Meetings

Each standing committee shall meet within 15 days of the elections for the purpose of selecting the committee chair, review the committee responsibilities, and formulate programs and directions for the following year.

## Section 4. Membership Eligibility

All members of the College Faculty with the rank of Assistant Professor or higher are eligible for committee membership, except Faculty who serve in administrative capacities. Administrative Faculty are defined as Department Chairs, Interim Department Chairs, and Dean. If a faculty member serving on a committee is appointed to an administrative position within the College, the affected faculty member's department will conduct an internal election prior the next regularly scheduled faculty meeting. The results of the election should be given to the Secretary who will be able to make adjustments to College Committee lists.

## Section 5. Service Limitations

Faculty members may serve on only one College committee. Exceptions may be necessary for membership required to maintain balanced departmental representation on committees.

## Section 6. Review of Committee Charge

All committee responsibilities and activities are subject to review by the Faculty of the College.

# **PART IV. Standing Committee Responsibilities**

## Section 1. Executive Committee

The Executive Committee shall be comprised of the Presiding Officer, Secretary, Chairs of standing committees of the College and an undergraduate student who is president of the Engineering and Architecture Council.

The responsibilities of this Committee are to:

- a. The Chair of the committee shall be the elected Presiding Officer who will be responsible for presiding at all regular Faculty Meetings and to coordinate the meetings of the executive committee. In the absence of the Presiding Officer, a designated member of the Executive Committee may be appointed to conduct affairs of the committee and presiding at College faculty meetings
- b. The committee is to assign problems, referred by the Faculty, Administration, or the Engineering and Architecture council, to appropriate committees or appoint special committees for the purpose of resolving the problems; and to periodically review the progress of all committees.
- c. To annually review and propose revisions to the College Bylaws in general and specifically to the responsibilities of the Executive Committee
- d. To solicit candidates for all elections of the College including recommendations for University Senate and University Senate Committee membership
- e. Prepare ballots and conduct college elections
- f. To set meeting dates for the College.
- g. Maintain complete records of elections, minutes of college faculty meetings, and annual reports by college committees (standing and ad-hoc)

## Section 2. Academic Affairs Committee

Membership shall be one elected representative from each department in the College and an undergraduate student representative elected by the Engineering and Architecture Council.

The responsibilities of this Committee are to:

- a. Define and distribute guidelines and timelines for submission of all course changes for timely review and inclusion in Spring and Fall course offerings;
- b. Review proposals changes, deletions or additions for curriculum, course changes, and new programs and provide a recommendation for action with College Faculty;
- c. Review admission and academic standards for students and make recommendations for changes to faculty;
- d. Provide recommendations on all academic appeals filed from college programs in consultation with departments.
- e. Provide the criteria and selection of Faculty Teacher of the Year award. Selection of the award recipient should be completed no later than the regularly scheduled faculty meeting in March. Recommendations for the awards will be reviewed with the Dean. Awards may not be given in every year.

## Section 3. Research and Graduate Committee

Membership shall be one elected member from each department in the College, a Graduate Student appointed by the Dean, and the Associate Dean for Research (ex-officio).

The responsibilities of this Committee are to:

- a. Review all standards and policies for the College graduate programs for consistency and compliance with Graduate School requirements
- b. Develop promotional materials for the graduate programs and graduate student research.
- c. Review all graduate departmental evaluation reports prior to submission to the Graduate Council.
- d. Promote research activities by the College Faculty and students.

- e. Disseminate information on faculty and student research programs.
- f. Provide the criteria for Graduate Researcher Award and the Faculty Researcher of the Year award. Evaluate information provided to the committee for selection of award recipient. Selection of the award recipient should be completed no later than the regularly scheduled faculty meeting in March. Recommendations for the awards will be reviewed with the Dean. Awards may not be given in every year.

#### Section 4. Promotion, Evaluation, and Tenure Committee

Membership shall be one elected representative from each department in the College. Members of the College committee must be tenured faculty of the college.

The responsibilities of this Committee are to:

- a. Establish and maintain the College Promotion and Tenure policies that are consistent with University guidelines for making recommendations for tenure, evaluation and promotion.
- b. Representatives are responsible for ensuring that College and departmental promotion and tenure guidelines are kept current and approved by faculty, Dean and Provost
- c. Establish written appeals procedures for reconsidering any individual evaluation when such a review is requested. Act as a college level appeal board when a review is requested.
- d. Provide recommendations concerning all College promotion and tenure candidates in accordance with the policies of the College on Promotion and Tenure.
- e. Provide recommendations concerning decisions involving the non-renewal of probationary faculty appointments

### **PART V. Amendments**

#### Section 1. Amendment Proposals

Amendments to the College Bylaws may be proposed by any Standing Committee or by a petition signed by ten percent of the Faculty and presented to the faculty at a regularly scheduled meeting. The Secretary of the Faculty shall distribute the proposed changes to all members of the Faculty no later than nine days after the meeting.

#### Section 2. Amendment Balloting

The Faculty shall set a date for voting on the proposed changes which shall be no sooner than the next regularly scheduled faculty meeting nor later than sixty days after the distribution is made to the Faculty. Faculty voting shall be by written ballot only. Opportunities for absentee voting shall be provided. The ballots for the proposed amendment shall be counted by the Executive Committee. Proposed changes require approved by one-half of the Faculty members. Results shall be distributed to faculty and, if approved, the amendment is effective immediately.

### **PART VI. Promotion Tenure and Evaluation Procedures and Criteria**

#### Section 1. Introduction

This document is intended to provide guidelines for making decisions regarding promotion and/or tenure of faculty in the College of Engineering and Architecture in accordance with broader Promotion, Tenure and Evaluation Policies (Section 352 of the University and the North Dakota State Board of Higher Education Policies).

These guidelines identify specific factors that apply to the evaluation of faculty members in the College of Engineering and Architecture. The College of Engineering and Architecture is a professional college including programs in Engineering, Architecture, Landscape Architecture and Construction. Department Promotion, Tenure and Evaluation Policies define the significant factors contributing to teaching effectiveness and scholarly activities. To ensure objectivity, performance evaluations must utilize criteria which are clearly understood, and are consistent with the expectations of the Department, the College, and the University.

## Section 2. Mission of the College

The College of Engineering and Architecture has a three fold mission of teaching, research and/or creative activity, and service. The teaching mission of the College is to provide professional programs in Engineering, Architecture, Landscape Architecture and Construction. The research and creative activity mission of the College, which is of fundamental importance to the land grant charter, is to support and strengthen the instructional and public service function. The public service mission is to extend the instructional, research, and technological resources of the College throughout North Dakota and the nation. The detailed mission statement can be reviewed in the Strategic Plan.

## Section 3. General Expectations

University Policy (Section 352) recognizes teaching, research, and service as the three areas in which faculty are expected to contribute towards the mission of the University. The quality and quantity of contributions in all three areas will be considered at the time of promotion and tenure. Contributions and forms of evidence supporting activity will vary according to discipline. The performance evaluation of a faculty member for promotion and/or tenure shall also be based upon the individual's agreed upon job description and work load over the time period under review. For this reason, faculty members may not demonstrate equal level of accomplishments in all areas. The College expects effective teaching, contributions in research and/or creative activity, service, and professional development. Professional consulting is also recognized as a means to strengthen practical experience and knowledge of professional practice and ethics. All faculty need to demonstrate continued productivity while at NDSU.

Consistent with University Policy (Section 352), it is within the authority of the university administration to grant credit toward early promotion or tenure when substantial previous, relevant experience has been documented in the original letter of appointment (hiring contract). Probationary-period faculty are encouraged to take full advantage of the customary six-year period appropriate to demonstrate continuing effectiveness with the context of this institution. Faculty committees of the department and the college are bound by the original letter of appointment and the candidate's job description, and evidence of achievement in the areas of teaching, research or creative activity, and service shall be evaluated based on a level of documented activity in all areas equivalent to that expected from six-years of service at North Dakota State University.

Collegiality, as defined by University policy, enhances the ability to be effective in teaching, research/creative activity and service. Faculty are encouraged to contribute to collegiality in the College by being ethical, courteous and helpful to others, as well as respectful of others in all aspects of conduct.

### a. Teaching and Advising



Teaching refers to the broad area of student/faculty interaction for educational purposes, not only in the classroom but to the full range of activities which result in student development. Teaching may include outreach and extension educational programs directed primarily toward clientele outside the campus classroom. Individual interaction between the instructor and student is very important in teaching courses in engineering, architecture, and construction programs. Studio, laboratory, and design courses are examples in which the instructor spends considerable time with small groups of students. The College expects the faculty to be effective teachers and competent advisors. In order to be effective teachers, and advisors, faculty need to be knowledgeable, effective communicators, and concerned about the students' academic progress in general.

#### b. Research and Creative Activities

Research includes basic and applied research and other activities including, but not limited to, pedagogy and creative activities that are on the “frontier of knowledge” and that could potentially have a broad impact on the professional community and society. Creative activities recognized through juried design competitions or professional publications are equally important scholarly contributions within the engineering and architecture professions.

Faculty members are encouraged to pursue external funding to support research and graduate programs when possible. Research and the results of other creative processes should be shared with the professional, scientific, or academic community.

Scholarly work equivalent to conventional research may be in the form of creative activities and activities leading to innovations in professional practice.

#### c. Service

Service includes contributions to the Department, College, University, the public, and one's profession. Service levels should be proportionate to the faculty rank and seniority. Leadership within regional, national and international professional organizations is significant.

### Section 4. Evidence of Accomplishments

Examples of items that may be reported for evaluation of the faculty member's achievement of the college expectations follow. Some items may fit into more than one category. It is not necessary that a faculty member fulfill all items and departments may have more specific criteria than outlined here. Primary accomplishments are those that directly satisfy college expectations.

#### a. Teaching and Advising Effectiveness

The following are examples of primary measures for teaching and advising effectiveness:

1. Student evaluation of teaching effectiveness
2. Peer and/or other professional evaluations of course content, teaching methods and improvement to instructional programs including assessments of new courses and innovative teaching methods
3. Receipt of awards or special recognition for effective teaching based on student evaluation and recommendation
4. Student evaluation of faculty advising
5. Supervision of theses and dissertations

6. Receipt of awards or special recognition for advising based on student evaluations and recommendation
7. Recognition for student organization advising by national or international sponsor organization

The following are examples of evidence of additional measures of teaching effectiveness:

1. Presentations at regional and national meetings on innovative instructional techniques and student assessment methods
2. Evaluations of continuing education courses and workshops including evaluation of course content and ability to communicate
3. Activities that bring professional practice and ethics to the classroom.
4. Contributions to curriculum development
5. Development of innovative methods to evaluate student performance
6. Peer evaluation of advising activities

#### b. Research Effectiveness

Evidence of creative activities that achieve regional, national and international recognition is significant. Publication of original work in refereed archival publications is the commonly accepted norm for most disciplines, but other forms of participation defined by departmental guidelines may also be significant.

Relative emphasis on research and creative activities may be ranked, or otherwise defined, by departmental criteria.

The following are examples of primary measures for research effectiveness.

1. Submitting proposals for research or creative work
2. Publication of original work in refereed archival publications.
3. Invited technical presentations to national and international conferences
4. Publication of books, registration of patents and other equivalent research activities.
5. Directing disquisitions

The following are examples of primary measures of effectiveness in creative activity and professional practice.

1. Participation in sponsored design competitions,
2. Public exhibitions or published original work,
3. Constructed prototypes, speculative designs, or built work,
4. Design products or evaluative documentation prepared on behalf of public agencies, or other clients.

The following are examples of additional measures for research effectiveness:

1. Non-refereed conference proceedings
2. Presentations at regional, national, or international conferences
3. Research reports, or equivalent
4. Awards or commendations for research accomplishments or other recognition of creative activities within the faculty member's discipline area.
5. External evaluations of faculty scholarly contributions submitted to Department PT&E Committees

Dissemination of scholarship is an expectation in the academic community. Candidates who engage in practice work should make special effort to assure that the means of dissemination and critical evaluative feedback are accurately documented in terms of methods, audience, number of reviewers, cited publications, etc. Professional practice work shall be performed consistent with university policies for consulting.

For work accomplished as part of a team, the portfolio shall be explicit in identifying the individual candidate's role, responsibilities and percent of contribution to the team effort as well as fairly crediting other team members. Objective external letters of evaluation (from critical reviewers) may be one means of assessing merit of scholarly creative activity.

#### d. Service Effectiveness

A listing of activities, as well as certificates, awards, letters of recognition, and other forms of printed material indicating the participation of the faculty member in service activities such as the ones listed below can be used as evidence of service contributions.

The following are examples of primary measures for service effectiveness:

1. Institutional service at the level of Department, College and/or University in terms of faculty governance, formulation of policies, and administrative responsibilities
2. Service to technical, professional, and scholarly societies in terms of committee activities, organizing and/or chairing conferences, and editorial review responsibilities of journals, conference proceedings, etc.
3. Service to the public and other agencies in the context of the faculty member's discipline based knowledge

The following is an example of an additional measure for service:

1. Service to public and private organizations in areas outside the faculty member's discipline area knowledge (fraternal organizations, community based organizations etc.)

### Section 5. Department Goals and Objectives

Each department has its own specific needs. Each faculty member within a department has different interests and expertise. These varying needs, interests, and expertise must be blended together to achieve the department goals. The faculty member, together with the chair, should develop a job description and goals that support programs of excellence in the College.

The items listed for evidence of accomplishments in this section are general. Specific items unique to the Department that may qualify to meet the expectations must be articulated in the Department tenure and promotion documents. The College PTE Committee shall use the department approved guidelines for promotion and tenure. It is the responsibility of the Department Chair to transmit the relative importance of teaching, research, and service for each applicant to the Dean and the College PTE Committee for their use in assessing the candidate for promotion and/or tenure. The primary document to be used for this activity is the faculty member's job description and any modifications that have occurred during the performance period.

### Section 6. Criteria for Promotion and/or Tenure

For promotion to higher rank, the applicant must perform well in each of the areas outlined in the individual's job description and objectives. In addition, for promotion from Assistant Professor to Associate Professor, the applicant must perform in a substantial manner. "Substantial" performance implies progress, development and achievement in teaching, research or creative activity, and service. A record of consistent peer reviewed publications, active development of internal and external competitive proposal development or demonstration of active contributions through other creative activities, evidence of effective teaching techniques, and providing service to the Department, College and the University and to professional organizations is required.

For promotion to Professor, the applicant must perform in a "distinguished" manner. "Distinguished" performance implies sustained performance and evidence of professional growth. The collective judgment of peers implies evidence of performance at a level on par with professional peers. There should be recognizable growth in leadership capabilities and overall professional standing. Leadership in regional, national, and international professional organizations and/or service in an advisory capacity to government agencies and industry are some indicators of professional growth.

Criteria and kinds of evidence for evaluating performance at each rank are summarized below. Unsatisfactory performance in any area will automatically preclude the candidate from receiving a recommendation for promotion.

a. Promotion from Assistant Professor to Associate Professor

Teaching - The applicant shall be proficient as an instructor in all courses taught. "Proficient" means knowledgeable and current in the subject(s) taught, demonstrated effectiveness in all forms of communication, and active in using appropriate methods of assessing student learning.

Research/Creative Activity- The applicant shall establish a creative activity or research emphasis evidenced by a body of scholarly work. The candidate is expected to provide evidence of success in refereed archival publications or other peer evaluated creative contributions, effective direction of students in activities such as thesis work, and of attaining at least local and/or regional recognition with respect to their research activities. A faculty member is expected to demonstrate pursuit of external support for research.

Service- The applicant should demonstrate service on various committees of the University, College, or Department. At a minimum, the candidate should have provided service to the Department and College. Professional service to the profession is demonstrated through active membership and service at the committee level.

b. Promotion from Associate Professor to Professor

Teaching – A sustained record of teaching effectiveness, participation in curriculum development, and a demonstrated commitment to improvement of quality of teaching performance are some indicators of the expected level of effort.

Research/Creative Activity- The applicant shall sustain a creative activity or research emphasis evidenced by scholarly work. Sustaining a strong program of research or creative endeavor evidenced by regular publications, directing graduate and/or undergraduate research, and recognition of the applicant's work by peers or other researchers in the field are some indicators of the expected level of effort.

Service- Evidence of strong participation in University, College and/or Department committees is expected. Service to the profession in terms of proposal reviews, journal paper reviews, participation in workshop panels, and participation in the activities of professional societies are the types of activities expected. Leadership roles in these activities and public service in one's area of expertise is significant.

c. Tenure

An applicant for tenure would normally be expected to meet the same criteria for promotion from Assistant to Associate Professor. In addition, the applicant should demonstrate long term potential value to the mission of the Department, College, and University.

Section 7. Procedures

a. Tenure and Promotion

The College will follow the detailed PTE Procedures as outlined and defined in NDSU Policy 352 Section 6.

b. Evaluation

Periodic reviews for faculty members will be conducted by the Department Chairperson. The Chairperson will meet with each faculty member on an annual basis as a minimum. The purpose will be to review the job description for each faculty member, review accomplishments since the last review, and to collaboratively define expectations for accomplishments for the next review cycle. The Department PTE Committee should participate in the Third Year process by providing the Department Chair a brief written evaluation of tenure track faculty progress. The faculty member's expectations should be aligned with the Department's goals and needs, the interests and expertise of the faculty member, and the general evaluation criteria listed above.

Every effort will be made to find mutually acceptable objectives; however, in some cases it may be necessary to assign particular objectives to a faculty member in order for the Department to achieve its goals and needs. The objectives and job description will be recorded and copies retained by the faculty member and the Department Chairperson.

1. Tenure track Faculty.

At the beginning of each academic or appointment year the department chair, and the individual tenure track faculty member, after mutual discussions, will establish objectives and a job description. At a time determined by the Department, the tenure track faculty member will prepare summaries of teaching, research, and service accomplishments for each year. The summary will be provided to the Department Chair and the members of the Department PTE Committee.

The Chair and the Department PTE Committee will each provide a performance report to the tenure track faculty member as feedback for tenure and promotion purposes. These reports should also include an assessment of the faculty member's progress toward tenure and promotion. Should either report indicate that the faculty member is not making satisfactory progress toward tenure, according to the Department and College criteria the resulting recommendation shall be for non-renewal. If the Chair and the Department PTE Committee agree on a recommendation for non-renewal, their reports (recommendations) shall be submitted through the Dean to the Vice

President for Academic Affairs. If the Chair and the Department PTE committee do not agree, the Dean and the College PTE Committee will each make a recommendation. The four recommendations shall then be submitted to the Vice President for Academic Affairs. The process of non-renewal and the subsequent termination shall be according to NDSU Policy Manual Section 350.3.

For third year reviews, the tenure track candidate will complete the evaluation documents defined by the current NDSU Guidelines for Promotion and Tenure Portfolio Preparation. Completed portfolios are to be submitted for review by the Department Chair, Departmental PTE Committee, and the Dean of Engineering and Architecture in accordance with NDSU Policy 352.

At the beginning of the last year of the probationary period, both the Department PTE Committee and the Department Chair will evaluate the applicant's record and submit individual recommendations for tenure/promotion to the College PTE Committee and the Dean of Engineering and Architecture by November 1.

## 2. Tenured Faculty.

Every tenured faculty member will also meet with the Department Chair at the beginning of the academic or appointment year to review their job description, accomplishments since the last review, and their objectives for the coming year. Every five years, tenured faculty at the rank of Associate Professor or Professor may request an independent review of their performance by the departmental PTE committee, for the purpose of obtaining suggestions concerning performance, with summary comments added to the faculty member's personnel file.

### c. Recommendations

When an applicant from a Department in the College of Engineering and Architecture is recommended for promotion and/or tenure, the evaluations by both the Department PTE Committee and the Chair shall be forwarded to the Dean and the College PTE Committee.

The Dean of the College of Engineering and Architecture and the College PTE Committee will independently prepare recommendations in compliance with the University Policy (Section 352). The Dean and the College PTE Committee will send their final recommendations along with the individual's application to the Vice President of Academic Affairs by January 15 for final disposition.