**College of Engineering**

**Criteria for the Hiring and Promotion of Professors of Engineering Practice**

The mission of the University of Michigan, College of Engineering is to be the place of choice for engineering education and research; a Michigan institution that challenges its students, faculty and staff to learn, to grow, to achieve and to serve the needs of society; a place where excellence, excitement, innovation, and impact define the style and substance of its activities. The overall goal is to provide a continuously improving educational and research environment in which faculty, administrators, students, and staff work together to educate our students to lead, to have impact, and to make significant contributions to their professions, industry, government, academia and society. In the pursuit of this goal, it is imperative that the College establish and maintain close connections with the industries that most of its graduates ultimately serve.

The educational work of the college particularly demands that students have an opportunity to learn from leaders in the commercial and governmental world of engineering design and analysis, as well as from the tenured and tenure-track faculty who often interact with this world but whose primary identity is typically as an educator and researcher, and not as a practitioner. Leaders in engineering practice visit the college as speakers on a regular basis, but there is occasionally a need and an opportunity to appoint such individuals to the faculty. They will offer substantial guidance for major engineering projects, can provide coaching to enhance students’ educational experiences at the College, and may supply service to the Engineering Career Resource Center through student advising, career counseling, networking, and/or assisting with internship location and placement. Such individuals will also enhance the outreach activities of the school through their connections to leading engineering organizations and senior engineering management; they may help the fundraising functions of the school through their connections in the world of engineering practice; and they may enhance the overall reputation and visibility of the College of Engineering among their external engineering communities.

For this reason, the College will from time to time appoint non-tenure track faculty members who bring these skills, enhancing the connections between the College and the world of engineering practice. The number of faculty appointed in this “clinical” track is expected never to exceed 5% of the number of tenure track faculty. This document describes the criteria and procedures under which such individuals are hired and promoted to this clinical track.

**Titles**

The College of Engineering’s clinical positions will carry the internal titles of

* Associate Professor of Engineering Practice
* Professor of Engineering Practice

The College will not use the title of Assistant Professor of Engineering Practice because the clinical track will be for persons who already have significant professional career experience.

**Standards for All Appointments in the Clinical Track**

Candidates for a clinical track appointment will be expected to have demonstrated the following:

* Excellence as a professional in a field relevant to the College of Engineering’s curriculum. Such excellence will be evident by the positions they have held and their performance in these positions.
* A commitment to the value of an engineering education as a way to promote well-trained future leaders in the field.
* While a Ph.D. is not required, a graduate degree in a field related to their area of expertise is highly preferred.
* An ability to coach engineering students toward project and career goals, and to interact effectively with academic researchers is highly desirable. This may range from a past academic research and teaching appointment, to part-time instruction at other institutions of higher education, to professional engagement with researchers.

Individuals must be appointed to at least a 50% position at the University. While they may hold other advisory or consulting roles in other organizations, they are expected to view their faculty role in the College (or, in the case of a joint appointment, in their dual units) as their primary position, to be an active member of the College of Engineering community, and to spend a significant time in their College office.

Typically, appointments into the Clinical track will be made to individuals outside the University. It would be unusual to move someone from a tenure track, PRS track, or any of the Lecturer appointments into this track.

**Standards for Appointment at the Level of Professor of Engineering Practice**

To be appointed as Professor of Engineering Practice, an individual would possess established evidence of professional engineering accomplishments in design or analysis, entrepreneurship, project management, or corporate management and be recognized as a leader in the engineering arena in which he/she works. The individual will have worked in senior-level positions, and have achieved the professional recognition that excellence typically produces.

An initial three-year appointment is usual, with a review in the spring of the last year for reappointment to a second term of up to five years. Further appointments can be made of any term up to five years. In the event of non-reappointment, a terminal year appointment will be granted and notice of non-reappointment will follow the guidelines in SPG 201.88 for non-tenure track faculty positions:

A. Individuals who have held Professor of Engineering Practice appointments for more than two academic or fiscal years expiring at the end of Term II will be notified of non-reappointment no later than September 15 of that academic year. If the appointment expires at a time other than the end of Term II, notice will be given no later than a date which would provide nine (9) months advance notice of the termination date. This section will apply not only where the individual has had a single term appointment for more than two years, but also where he or she has had continuous multiple term appointments of shorter duration which aggregate to more than two years of service with the University.

B. Individuals holding Professor of Engineering Practice appointments from one to two academic or fiscal years, expiring at the end of Term II, will be notified of non-reappointment no later than December 15 of that academic year. In cases of appointment terminating at other times, notice will be given no later than a date which would provide five (5) months advance notice of the termination date.

C. Appointees with Professor of Engineering Practice appointments for less than one academic or fiscal year will be notified of non-reappointment no later than three months preceding the expiration date of the current appointment.

The criteria for renewal include excellence in the following aspects of the position of Professor of Engineering Practice:

* Effective involvement in the College of Engineering community and its activities, including engagement in the intellectual life of the College and service on relevant committees;
* Effectiveness in conceiving, seeking funding for, and managing design or interdisciplinary projects that offer students significant career-building, team experiences
* Effectiveness in coaching students toward successful careers in engineering through a combination of project guidance, classroom instruction, assisting in advising and career counseling, and assisting students with their interactions with potential employers through the Engineering Career Resource Center.
* Effectiveness in raising the visibility of the College of Engineering in the individual’s own community of practice. This will typically require ongoing involvement in the engineering industry, through advising, appointments, board membership, etc. It may also include assistance in the outreach and development activities of the College of Engineering.

**Standards for Appointments at the Level of Associate Professor of Engineering Practice**

Appointment at the Associate Professor of Engineering Practice level requires the established evidence of professional engineering accomplishments in design or analysis, entrepreneurship, project management, or corporate management and be recognized as having made a significant contribution in the engineering arena in which he/she works. While not at the most senior level, such an individual should have achieved professional recognition for excellent work.

An initial three-year appointment is usual, with a review in the spring of the last year for reappointment to a second term of up to five years. Further appointments can be made of any term up to five years. In the event of non-reappointment, a terminal year appointment will be granted and notice of non-reappointment will follow the guidelines in SPG 201.88 for non-tenure track faculty positions:

A. Individuals who have held Professor of Engineering Practice appointments for more than two academic or fiscal years expiring at the end of Term II will be notified of non-reappointment no later than September 15 of that academic year. If the appointment expires at a time other than the end of Term II, notice will be given no later than a date which would provide nine (9) months advance notice of the termination date. This section will apply not only where the individual has had a single term appointment for more than two years, but also where he or she has had continuous multiple term appointments of shorter duration which aggregate to more than two years of service with the University.

B. Individuals holding Professor of Engineering Practice appointments from one to two academic or fiscal years, expiring at the end of Term II, will be notified of non-reappointment no later than December 15 of that academic year. In cases of appointment terminating at other times, notice will be given no later than a date which would provide five (5) months advance notice of the termination date.

C. Appointees with Professor of Engineering Practice appointments for less than one academic or fiscal year will be notified of non-reappointment no later than three months preceding the expiration date of the current appointment.

Criteria for renewal include excellence in the following aspects of the position of Associate Professor of Engineering Practice:

* Effective involvement in the College of Engineering community and its activities, including engagement in the intellectual life of the College and service on relevant committees;
* Effectiveness in conceiving, seeking funding for, and managing design or interdisciplinary projects that offer students significant career-building, team experiences
* Effectiveness in coaching students toward successful careers in engineering through a combination of project guidance, classroom instruction, assisting in advising and career counseling, and assisting students with their interactions with potential employers through the Engineering Career Resource Center.
* Effectiveness in linking the College of Engineering to the individual’s own community of practice. This will typically require ongoing involvement in the engineering industry, through advising, appointments, board membership, etc. It may also include assistance in the outreach and development activities of the College of Engineering.

**Promotion Guidelines**

Only in cases where an individual has shown excellent performance on the criteria listed above, and where an individual has become a highly valued member of the College of Engineering community, will an Associate Professor of Engineering Practice be considered for promotion to Professor of Engineering Practice. Such promotions are not automatic and require substantial ongoing presence in an individual’s engineering field. This promotion would typically occur after eight years at the College of Engineering (the initial three year appointment, plus the next five year appointment.) In many cases, an individual who is appointed as an Associate Professor of Engineering Practice may be expected to return to the engineering practice for more extensive experience before being considered for promotion to a Professor of Engineering Practice.

**Creation of the Professor of Engineering Practice Position**

When the Department chair or dean identifies an ongoing organizational need that cannot be met with the existing faculty cohort or other College PRS, Lecturers or regular staff, s/he may seek approval for a Professor of Engineering Practice position from the Executive Committee. Requests for Professor of Engineering Practice positions should be made during the annual budget process. If a department identifies a need and intends to support the position with departmental funds or other internal resources, a request may be made off cycle through a memo for consideration by the Associate Dean for Academic Affairs noting the departmental need and showing the plan for a minimum of 3 years of continuous support for the position.

As with tenure track positions, when the Professor of Engineering Practice leaves this position, the position reverts back to the College and must be reapplied for through the position request channels.

**Appointment Process for Associate or Full Professors of Engineering Practice**

To review someone for the position of Professor of Engineering Practice or Associate Professor of Engineering Practice, a committee will be appointed by the Department Chair, in consultation with the appropriate departmental governing body, from among the tenured faculty members. The individual under consideration will provide this committee with:

* A detailed resume or CV;
* A personal statement, describing their past professional activities that are relevant to the criteria listed above, and indicating how they see this appointment furthering their personal and professional career goals;
* If relevant, any evaluations from past instructional situations;
* Any relevant written work demonstrating their expertise in the engineering discipline or particular experiential contribution for which they are being considered;
* A list of at least 5 names who can be contacted as references. The external reference process will be consistent with the Provost guidelines for external references for Clinical Track Faculty.

The Committee will write a report that will be available to all governing faculty of the department(s) at the appropriate level of decision-making, and the faculty will vote on the appointment according to the customary process for faculty hiring in the department (involving faculty search committee and executive or advisory committee as necessary). A vote of more than 2/3rds of the voting members is necessary for an appointment to Associate Professor or Professor of Engineering Practice to be proposed to the College Executive Committee.

Once the faculty has voted to approve an appointment, a request to make the appointment will be forwarded by the Department Chair to the College Executive Committee along with the candidate dossier. The College Executive Committee will then consider the case and upon approval, the dean will request permission from the Office of the Provost and Executive Vice President for Academic Affairs, writing a memo that indicates the reasons for this appointment, a description of the appointment with the effective date, and weighing the benefits and the costs of the appointment. The dean will also submit for the Provost’s consideration additional materials which include, but are not limited to the external letters (minimum of 5), the candidate’s CV, teaching portfolio, and statement of the candidate’s work.

A similar process will be followed for reappointment, although the materials provided by the individual will now include teaching and service information from his/her time at the College of Engineering.

**Membership in the Governing Faculty**

Faculty members in the clinical track are part of the governing faculty of the College of Engineering and have a vote at faculty meetings. Clinical track faculty can be appointed to serve on various committees of the College of Engineering at the discretion of the dean.

**Professional Development Leave**

Clinical faculty members are not eligible for sabbatical leave. In lieu of a sabbatical, after 12 terms of service, the College can consider awarding paid professional development leaves on a case-by-case basis. Such leaves would only be granted if the clinical faculty member had specific plans to pursue activities that would clearly enhance his/her appointment in the College.