Pursuant to Academic Senate By-law 55 and the interpretations thereof by the Committee on Privilege and Tenure, the Electrical Engineering Department has set up the following procedures for academic personnel review process:

A. Definitions

Tenure Faculty: consists of full and associate professors.
Ladder Faculty: consists of full, associate, and assistant professors.
Tenure-Track Faculty: consists of assistant professors.
Non-Tenure Professorial: includes adjunct faculty and visiting professors.
Non-Tenure Non-Professorial: includes lecturers.

B. Departmental Review Committees

Each year two standing committees shall be elected to handle all routine personnel reviews (exclusive of academic promotions) in the Department. The first committee, called the Tenure Merit Review Committee, hereafter designated Committee T, shall consist of three Full Professors and shall be elected by all the Full Professors. The second committee, called the Non-Tenure Merit Review Committee, hereafter designated Committee N, shall consist of three Tenure Faculty and shall be elected by all the Tenure Faculty.

The elections shall be according to the following process:

The Chair of the Department shall provide Ladder Faculty with the entire list of the faculty and their past service on the committees. He/she may suggest the names of several potential candidates based on their past service record. Ladder Faculty shall nominate member(s) of each committee using a nomination form. During the nomination process, the following considerations should be taken into account:

a) Each three-member committee should represent a diverse spectrum of specialties.
b) Over time, the workload of these committees should fall equally on all eligible faculty.
c) For continuity of knowledge and experience, eligible faculty should serve three-year staggered terms.

Faculty voting follows.
In addition to Committees T and N, an ad hoc review committee, hereafter designated Committee A, shall be designated each time to review a faculty appointment, promotion, or assistant professor appraisal. This committee may consist of three individuals selected from Full Professors, Tenure Faculty members, or Ladder Faculty members, depending upon the type of action and the candidate’s rank and level. Committee A shall be appointed by the Chair of the Department and shall include a member whose area of expertise is commensurate with that of the candidate.

C. Tenure and Tenure-Track Professorial Personnel Matters

1. **Appointment of Full Professor, Associate Professor, or Assistant Professor**
   
   Review by Committee A. Discussion and voting by Ladder Faculty.

2. **Promotion to Full Professor or Associate Professor**
   
   Reviewed by Committee A. Discussion and voting by Full Professors for promotion to a full professor rank, and by Tenure Faculty for promotion to an associate professor rank, as specified by By-Law 55. All ladder faculty may participate in discussions.

3. **Merit Increase for Full Professors and Associate Professors**
   
   Recommendation by Committee T. For merit increases to Professor Step VI and to Professor Above Scale, as well as accelerated and decelerated actions which require review beyond the Dean, there shall be a discussion and voting by Full Professors.

4. **Merit Increase within Professor Above-Scale**
   
   Recommendation by Committee T.

5. **Assistant Professor Appraisals**
   
   Review by Committee A. Discussion and voting by Tenure Faculty.

6. **Assistant Professor Renewal of Appointment**
   
   Recommendation by Committee N.

7. **Assistant Professor Non-Renewal of Appointment**
   
   Recommendation by Committee N, followed by discussion and voting by Tenure Faculty as specified by By-Law 55.

For all cases that do not involve faculty discussion and vote, the ladder faculty will be provided with a period of one week or five consecutive business days to review a
candidate’s personnel file, after the review committee finalizes its report. Comments about the case should be addressed to the Department Chair during this one-week review period. Subsequently, the Chair prepares the Department’s letter and forwards the case to the Dean’s office.

D. Non-Tenure Professorial Personnel Matters

1. **Appointment of Adjunct Faculty**
   
   Review by Committee A. Discussion and voting by Ladder Faculty.

2. **Promotion to Adjunct Professor or to Adjunct Associate Professor**
   
   Review by Committee A. Discussion and voting by Full Professors for promotion to an Adjunct Professor rank and by Tenure Faculty for promotion to an Adjunct Associate Professor rank. All ladder faculty may participate in discussions.

3. **Merit Increase for Adjunct Faculty**
   
   Recommendation to be made by Committee N. For merit increases to Adjunct Professor Step VI and to Adjunct Professor Above Scale, as well as accelerated actions which require reviews beyond the Dean, there shall be a discussion and voting by Full Professors.

4. **Renewal of Adjunct Appointments**
   
   Recommendation by Committee N.

5. **Appointment of Visiting Professor**
   
   Recommendation by Committee A. Discussion and voting by Ladder Faculty.

6. **Appointment of Visiting Assistant Professors**
   
   Recommendation by Committee N and Approval by the Chair. Recommendation by Committee N should be one of the following two options: favorable or unfavorable.

7. **Renewal of Visiting Professor Appointment**
   
   Recommendation by a sponsoring faculty member and departmental approval by the Chair.

E. Non-Tenure, Non-Professorial Personnel Matters
1. **Appointment of Lecturer**

   Recommendation by the faculty in charge of the course or in the candidate’s specialty area in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

2. **Renewal and Non-Renewal of Lecturer Appointments**

   Recommendation by Committee N on an annual basis and departmental approval by the Chair.

3. **Appraisal of Lecturer Performance**

   By Committee N and an additional Lecturer appointed by the Chair to serve as a member. Appraisal performed after 9 quarters of service. Recommendation by review committee shall be one of two options: favorable or unfavorable. Discussion and voting by Ladder Faculty.

4. **Promotion to Continuing Lecturer**

   By Committee N and an additional Lecturer appointed by the Chair to serve as a member. Discussion and voting by Ladder Faculty.