University of Colorado Denver Department of Computer Science and Engineering

CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION FOR THE CLINICAL TEACHING TRACK (CTT) IN Computer Science

October 14, 2015

(Final revision August 31, 2017)

Revised December 21, 2022 *(approved by unanimous vote of CSE faculty 16 yes, 0-no)*

The policies and criteria for appointment, reappointment, and promotion of the clinical teaching track (CTT) faculty for the department of Computer Science and Engineering is described in this document.

The CTT is a non-tenure track faculty appointment and is intended for faculty with strong primary interest in teaching and curriculum development in computer science. The criteria set forth differ from the approved criteria and standard for RTP in the department in workload distribution and expected performance proportional to the default CTT appointment of 80% teaching, 10% research, and 10% leadership and service (80-10-10) and that tenure is not applicable. Other workloads may be assigned by the Chair, subject to approval by the Dean and Provost. In such a case, if the CTT has a workload other than 80-10-10, the quantity of expectation will be commensurate to the workload for their appointment.

Initial Appointment to CTT Assistant Professor:
Candidates should have a terminal degree in computer science or a related field, a strong record of teaching in the field, and an existing research record or demonstrate potential for research in computer science.

Faculty Professional Activities:

In evaluating a faculty member's professional activities, the faculty member's achievement is evaluated in the areas of research, teaching, leadership and service. External review for reappointment and promotion of CTT faculty is not required. The following provides expectations of each of research, teaching, leadership and service activities that would be considered meritorious or excellent in the areas of evaluation.

A. **Research:** The record of the candidate's research will be based on the quality of research publications, their impact in the field, and external funding. A candidate's ability to conduct independent research is also a factor and may be evidenced by joint research publications with students, sole and senior authorship, principal investigator on external funding, and others as provided by the candidate.

> **Meritorious:** To achieve a rating of <u>meritorious</u> in research, faculty should be active in proposal writing to external funding sources and maintain an active publishing record in appropriate journals with some evidence of primary authorship (with the exception of students). Faculty should demonstrate that he/she has developed (or is developing) clear research thrusts. Participation in national conferences and patents are also considered contributions towards research activity.

Excellent: To achieve a rating of excellent in research, faculty should have demonstrated success as a PI and/or a Co-PI with a leading role in obtaining external funding that includes student support. Faculty should demonstrate sustained effort to obtain funding from competitive external funding sources. Faculty should actively advise students' research. Faculty should also maintain an active publishing record in appropriate upper-tier journals with some evidence of primary authorship (with the exception of students). Participation in national conferences and patents are contributions to research activities as well. Faculty should demonstrate evidence of significant impact of their research in the field.

B. **Teaching:** Teaching responsibility for faculty involves classroom instruction, individual student supervision and mentoring, curriculum and laboratory developments, educational research and initiatives in the department and the college. The nominal teaching load for 80-10-10 CTT faculty is eight courses per academic year unless special arrangements are made with the department.

Meritorious: To achieve a rating of meritorious in teaching, faculty should receive good course evaluations where evaluations should include FCQ's, faculty peer review, and/or other means of assessment. Faculty should mentor student projects and/or theses.

Excellent: To achieve a rating of excellent in teaching, faculty with 80% teaching workload must receive good to excellent course evaluations where evaluations should be a combination of FCQ's, faculty peer review, and other means of assessment. Faculty should mentor student projects and/or theses. Faculty should be involved in some (but are not expected to be involved in all) of the following activities related to teaching: curriculum and laboratory development, mentoring teaching assistants with teaching responsibilities, implementing new and innovative pedagogy and curriculum, contributing to departmental educational initiatives, proposing and/or securing internal or extramural funding for educational activities, publications/presentations in upper-tier peer-reviewed engineering/computer science education and/or conferences, and other impactful contributions not conceived here. These activities are expected to vary among faculty and depend on the specific skills of the candidate as well as the needs of the department. Faculty with lower teaching and higher research workload would show evidence of educational scholarly activities such as a textbook publishing, co-authoring papers with educational content with students, and working on college and departmental educational initiatives.

C. **Leadership and Service:** Faculty leadership and service are essential for the maintenance and improvement of the CSE Programs. Departmental service and leadership responsibilities include, but are not limited to, advising students, program assessments, active memberships in departmental committees, and performing various evaluations of faculty performance. This may also include performing College and University tasks and providing leadership and service to professional and scholarly societies. Faculty are expected to attend College and Departmental meetings. Faculty must maintain level of activity that is commensurate with their workload requirements.

Meritorious: To achieve a rating of meritorious in leadership and service, faculty are expected to maintain a level of activity commensurate with the 10% workload

requirement. For the small CSE department, leadership and service at the departmental level will help the maintenance and improvement of its programs.

Excellent: To achieve a rating of <u>excellent</u> in leadership and service, faculty are expected to meet the requirements to be <u>meritorious</u> and have performed service and assumed leadership roles that have significant impact as determined by faculty peers.

Criteria for Promotion to CTT Associate Professor

The expected interval between the initial appointment of a new CTT assistant professor without prior higher education experience and applying for promotion to CTT associate professor status is about seven years. The department will consider prior higher education or relevant experience for faculty and this can be used as justification for evaluation before the nominal expected review time. A candidate must be evaluated by the primary unit committee (by majority vote) and by subsequent levels of evaluation (college and campus) to be **excellent in teaching and demonstrate meritorious performance in research and leadership/service**.

Each candidate will have a somewhat different profile of achievements and strengths. Any candidate recommended by the primary unit for promotion should add overall strength to the Department and help it maintain excellence in teaching, research, and service. Consideration will be given to the fact that CTT faculty will devote only 10% of their time to Research and Leadership/Service respectively; while quality expectations of work in these two areas will remain high, quantity expectations will be lower.

Criteria for Promotion to CTT Full Professor

The expected interval between promotion to CTT associate professor and applying for full professor status is about seven years. Candidate for promotion to CTT full professor needs to demonstrate "(A) a record that, taken as a whole, is judged to be excellent; (B) a record of significant contribution to undergraduate and graduate education, unless the departmental circumstances require a stronger emphasis, or singular focus, on one or the other; and (C) a record, since promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, continued meritorious research, scholarship or creative work, leadership and service." Consideration will be given to the fact that CTT faculty will devote only 10% of their time to Research and Leadership/Service respectively; while quality expectations of work in these two areas will remain high, quantity expectations will be lower.

These criteria and standards have been approved by the Computer Science and Engineering Faculty:

DocuSigned by:

Gita Alaghband

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Gita Alaghband, Chair
Computer Science and Engineering Department

1/4/2023

Date

These criteria and standards have been accepted and approved by:

DocuSigned by:

Martin Dunn

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Martin L. Dunn, Dean
College of Engineering, Design and Computing

1/4/2023

Date

DocuSigned by:

Constancio Nakuma

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Constancio Nakuma, Provost
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Date