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**A. James Clark School of Engineering**

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

**Plan of Organization**

**Revised and Approved**

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**21 September 2016**

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

**A. James Clark School of Engineering**

**University of Maryland**

**Plan of Organization**

**Preamble**

In order to accomplish the missions of the A. James Clark School of Engineering and the Department of Civil and Environmental Engineering (CEE), the following plan for the governance of CEE is constituted. For reference purposes, the mission of CEE is stated below. This plan exists within the framework of the latest Plan of Organization of the A. James Clark School of Engineering, and that Plan of Organization takes precedence on all matters it addresses.

The mission of CEE is to provide a quality civil and environmental engineering education, to operate distinguished research programs, and to foster partnerships with professional groups, industry, and government. In particular, a major focus of CEE is to provide a quality civil and environmental engineering education with sufficient scope to include the basic and specialized engineering training necessary for the current and emerging needs of society. CEE has the related responsibility of contributing to the advancement of knowledge by conducting research at the cutting edge of science and technology. CEE also desires to serve the needs of the broader engineering community, the campus community, and the community at large.

**Article I Participants in Departmental Governance and Functioning**

The four parties bearing responsibility for the governance and functioning of CEE are the **C**EE Department Chairperson, the CEE faculty, the CEE instructional and research staff, and the CEE support staff.

A. The CEE Department Chairperson, acting Chairperson, or interim Chairperson, all referred to here as the Department Chairperson, is appointed by the University of Maryland administration.

B. A CEE faculty member is a person who holds a tenured or tenure track appointment in CEE as either an assistant professor, or as an associate professor, or as a professor. That appointment must be at least half time within CEE.

C. Instructional and research staff members of CEE are those who hold part-time (at least 20%) or non-tenure track teaching and/or research positions within CEE. Such persons include lecturers, instructors, visiting faculty, faculty research assistants, and research associates.

D. Support staff members of CEE are those who hold non-academic appointments. These persons include full-time or part-time employees such as contract employees, associate staff, and classified staff personnel.

**Article II Responsibilities of the Participants and the Governance Structures**

The CEE administrative affairs will be conducted by the Department Chairperson, the CEE Faculty Assembly, the Executive Committee, and a number of standing and special purpose committees as defined in Article III.

1. The CEEDepartment Chairperson

The CEE Department Chairperson is the chief administrative officer. Except for matters of curriculum and course content, the Department Chairperson has the responsibility and final authority for all aspects of the administration of CEE. This authority extends to undergraduate and graduate teaching and research programs, budgetary matters, relations with government, industry, and alumni, relations with other campus units including academic departments, and relations with the A. James Clark School of Engineering and University of Maryland administration.

1. The CEE Faculty Assembly

The CEE Faculty Assembly consists of the Department Chairperson, and all CEE faculty members as defined in Article I.

B.1. The Department Chairperson is the chair of the CEE Faculty Assembly. It is his/her responsibility to conduct all meetings according to the latest edition of Robert’s Rules of Order unless those rules are contravened by this Plan of Organization.

B.2. The vice­-chair of the CEE Faculty Assembly

The vice-chair of the CEE Faculty Assembly shall chair CEE Faculty Assembly meetings in the absence of the Department Chairperson. The vice-chair of the CEE Faculty Assembly shall hold the rank of Professor and will also serve as the chair of the Appointment, Promotion, and Tenure Committee as defined in Article III.

(a) The vice-chair of the CEE Faculty Assembly shall be elected at the end of every Spring semester when the year is an odd number and shall assume the office immediately. Approval by majority of the CEE Faculty Assembly shall constitute election. There is no limit to the number of times the vice-chair of the CEE Faculty Assembly may be re-elected. The Department Chairperson shall, with the vice-chair of the CEE Faculty Assembly, when necessary, interpret this Plan of Organization. Unresolved disagreements are to be referred to a vote of the Executive Committee. In the event the vice-chair of the CEE Faculty Assembly resigns that position, or goes on sabbatical leave, someone else shall be elected to that position for the remainder of the two-year term of office. That election shall occur at the very next meeting of the CEE Faculty Assembly.

1. Nominations for the position of vice-chair of the CEE Faculty Assembly shall be from the either the Executive Committee or the floor. Elections shall be by secret, written ballot, or upon agreement of the CEE Faculty Assembly, by electronic vote. The CEE Faculty Assembly Secretary shall be the teller.

B.3. The CEE Faculty Assembly Secretary

The Department Chairperson shall appoint the CEE Faculty Assembly Secretary. The Secretary shall be responsible for preparing, disseminating, and if necessary, correcting the minutes of all CEE Faculty Assembly meetings. The minutes shall be disseminated to all members of the CEE Faculty Assembly within two weeks after the subject meeting. The Secretary shall maintain a written archive of CEE Faculty Assembly meetings.

B.4. Meetings

The CEE Faculty Assembly shall hold at least two regular meetings each semester at a time and place designated by the Department Chairperson. Two-thirds of the members of the CEE Faculty Assembly shall constitute a quorum. Additional meetings may be called by the Department Chairperson or the Executive Committee. The vice-chair of the CEE Faculty Assembly may also initiate additional meetings, but only upon written request to the vice-chair of the CEE Faculty Assembly of at least one-third of the CEE Faculty Assembly. At least one week’s notification will be the normal standard, but an emergency meeting at one day’s notification can occur when an emergency is declared by either the Department Chairperson or the Executive Committee. With the approval of the Executive Committee, non-members may be invited to attend any meeting by the Department Chairperson or vice-chair of the CEE Faculty Assembly, but invitees may not vote upon any matter.

B.5. The functions of the CEE Faculty Assembly shall include the following:

(a) To act as the CEE electorate and referendum body, and to receive information of interest from the either the Department Chairperson or Executive Committee.

(b) On its own initiative, to advise the Department Chairperson and the Executive Committee of and on matters of departmental concern.

(c) To approve all changes to the curriculum, and all changes in course content.

(d) To amend Departmental policy as specified in Article V

(e) To amend this Plan of Organization as specified in Article VI

B.6. The order of business for meetings of the CEE Faculty Assembly shall be (1) call to order; (2) approval of the minutes; (3) report of the Department Chairperson; (4) old business; (5) new business; and (6) adjournment. At the last CEE Faculty Assembly meeting of the academic year, or if time requires, at the last two CEE Faculty Assembly meetings, the reports of the chairpersons of all standing committees shall be presented, as well as those ad hoc committees selected by the Department Chairperson, as appropriate.

C. The Technical Groups

Civil and environmental engineering is a broad field that encompasses many areas of professional and research expertise. The Department of Civil and Environmental Engineering at the University of Maryland currently offers graduate specializations in six major technical areas and therefore the Department faculty is organized into six technical groups. These include (i) environmental engineering; (ii) geotechnical engineering; (iii) project management; (iv) structural engineering; (v) transportation engineering; and (vi) water resources engineering. By virtue of their research focus, the CEE faculty members participate in activities of one or more of these groups. Each technical group’s participating faculty members are responsible for staffing the graduate courses offered by that technical group. They are also responsible for staffing the undergraduate courses related to their expertise as well as service courses designated by the Department Chairperson, and initiating improvements in that part of the curriculum associated with their expertise. The faculty members are further responsible for promoting high quality research and, under the guidelines of the Graduate School, for administering the graduate program in their area of expertise. Specifically, each technical group is responsible for mentoring its assistant professor members on demonstrating teaching and research excellence. The Department Chairperson, with the concurrence of the concerned appointee and the members of the technical groups, appoints faculty and research staff or instructional staff to, and removes, with the concurrence of the concerned appointee and the members of the technical groups, faculty and research staff or instructional staff from, technical groups. Each technical group shall have a Coordinator who is elected by its members at the beginning of every Fall semester where the year is an odd number. This election shall take place within a meeting of the technical group, by majority vote; absentee voting will be permitted. The Coordinator shall hold the rank of Professor or Associate Professor with Tenure. The technical group Coordinators will serve as members of the Executive Committee.

D. The Executive Committee

D.1. Membership

The Department Chairperson shall chair the Executive Committee. The standing members are the Coordinators of the various Technical Groups. Up to two additional at-large members of the CEE Faculty may be added to the Executive Committee by majority vote of the Executive Committee. Renewal of at-large memberships shall be done annually at the beginning of each Fall semester.

D.2. Meetings

The Executive Committee shall meet with the Department Chairperson at his or her invitation, but not less frequently than once a month. No formal agenda is necessary. With the approval of the Executive Committee, non-members may be invited to attend any meeting, but invitees may not vote upon any matter.

D.3. Responsibilities

The duties of the Executive Committee shall include, but are not limited to: (1) advising the Department Chairperson on matters of concern to CEE; (2) resolving disagreements on the interpretation of this Plan of Organization; (3) developing nominations for CEE, A. James Clark School of Engineering, and University of Maryland committees and committee chairs; and (4) approving Departmental policy as specified in Article V.

**Article III Committees**

Standing committees are constituted by this Plan of Organization. Department standing committees are advisory to the Department Chairperson, the Executive Committee, and the CEE Faculty Assembly. Ad-hoc committees can be established to perform special tasks, as needed. The present standing committees are:

Accreditation Board for Engineering and Technology (ABET) Committee

Appointments, Promotion, and Tenure Committee

Awards Committee

Committee on Undergraduate Education

Departmental Resources Committee

External Relations Committee

Faculty Development Committee

Faculty Evaluation Committee

Graduate Affairs Committee

1. Committee Membership

The following articles are applicable to all standing committees, with the exception of the Awards Committee, the Appointments, Promotion, and Tenure Committee, and the Faculty Evaluation Committee, all of which have special membership, confidentiality, and deadline requirements.

A.1.Unless otherwise specified in this Plan of Organization, department committees are composed of CEE faculty and research staff appointed by the Executive Committee. These committees shall have the autonomy to develop their own internal procedures and agenda. Minor or routine matters may be submitted by the Committee to the Department Chairperson. Matters of major Department concern shall be submitted to the Executive Committee for its action and recommendations. All committee members shall have voting power.

A.2. Unless otherwise specified, committee Chairpersons shall be appointed by the Department Chairperson, and serve on the committee at his/her discretion for an indefinite period.

A.3.Unless otherwise specified in this Plan of Organization, the meetings of all CEE Committees shall be open to all CEE faculty members.

B. Standing Committee Functions

B.1. ABET Committee

1. Membership  
   The ABET committee Chairperson is appointed by the Department Chairperson. Other members of the ABET Committee shall include the chairs of the Committee on Undergraduate Education, the Faculty Development Committee, and the External Relations Committee, or their designated representatives. The Department Chairperson may recruit and appoint alumni members and industrial members.

(b) MeetingsThe ABET committee Chairperson will call meetings as required providing ample notice to all members.

(c) Responsibilities

The task of the ABET committee is to prepare the CEE for all ABET accreditation reviews. The particular procedures for monitoring the quality of the CEE undergraduate program and facilitating a successful outcome for all undergraduate students may vary over time

B.2. Appointments, Promotion, and Tenure Committee

This committee is responsible for evaluation of the teaching, research, and service accomplishments of all members of the faculty who are candidates for promotion and tenure and those individuals who are being considered for appointment in a tenure track or tenured position. Sub-committees of this committee are responsible for annual evaluation of the performance of all assistant professors and periodic evaluation of the performance of the tenured faculty, and preparation of written reports that are shared with the respective faculty member by the Department Chairperson.

(a) Membership

The membership of the Appointments, Promotion, and Tenure Committee shall comply with the University of Maryland Policies and Procedures and be as specified below:

(i) For consideration of new appointments to the CEE faculty at the rank of Assistant Professor, the Committee shall consist of the Department Chairperson and all members of the CEE faculty, as defined in Article I. The Department Chairperson shall be the committee Chairperson.

(ii) For consideration of new appointments to the CEE faculty, or promotions within the CEE faculty, to the rank of Associate Professor, with or without tenure, the Committee shall consist of all tenured faculty in the Department, as defined in Article I, holding the rank of Associate Professor or Professor, except for the CEE Department Chairperson. Two-thirds of the number of faculty holding the rank of Associate Professor or Professor (excluding the Department Chairperson) shall constitute a quorum. The vice chair of the CEE Faculty Assembly shall be the committee Chairperson.

1. For consideration of new appointments to the CEE faculty, or promotions within the CEE faculty, to the rank of Professor, the Committee shall consist of all tenured faculty in the Department, as defined in Article I, holding the rank of Professor, except for the CEE Department Chairperson. Two-thirds of the number of faculty holding the rank of Professor (excluding the Department Chairperson) shall constitute a quorum. The vice chair of the CEE Faculty Assembly shall be the committee Chairperson.

(b) Meetings

The committee shall meet as required to consider new appointments and/or promotions within the Department. Meetings shall be called by the committee Chairperson. At least one week’s notice shall be given prior to each meeting of the Committee, unless a meeting is continued to a later date.

(c) Functions

The functions of the committee shall be to consider, discuss, and vote on both new appointments to the CEE faculty and promotions of faculty within the CEE.

(d) Voting

All voting shall be by secret written ballot. The committee Chairperson shall designate responsibility for the tabulation of the results of all voting prior to each meeting. The voting procedure will be as follows: After a presentation of a report on the candidate’s merits, a preliminary vote among those present will be conducted, and the results announced, but not be recorded in the committee report. Then the committee will discuss the candidate’s case, until two-thirds of those present vote to close discussion. Then the formal and final vote will be conducted via secret written ballot. Absentee ballots received by the committee Chairperson prior to the meeting shall be included in the results of the formal vote. If the original meeting is adjourned with the intention to continue the discussion and conduct the final vote at a later time, then the original set of absentee ballots is to be destroyed without being opened only if the postponement exceeds three working days. A committee member can reclaim an absentee ballot at any time if there is a continuation of the meeting.

(e) Order of Meetings

A meeting to discuss consideration of new appointments to the CEE faculty at the rank of Assistant Professor shall be conducted in the following order:

(i) Call to order;

(ii) Review of appropriate UM System, University of Maryland, A. James Clark School of Engineering and CEE Department policies and procedures;

(iii) Presentation, preliminary vote, review, discussion, and vote on all new appointments to the rank of Assistant Professor, in alphabetical order;

1. Announcement of results of such votes;
2. Adjournment

A meeting to discuss consideration of new appointments to the CEE faculty and promotions within the CEE faculty to the rank of Associate Professor, with or without tenure, and new appointments to the CEE faculty and promotions within the CEE faculty to the rank of Professor shall be conducted in the following order:

1. Call to order;
2. Review of appropriate UM System, University of Maryland, A. James Clark School of Engineering and CEE Department policies and procedures;
3. Presentation, preliminary vote, review, discussion, and vote on all Associate Professor candidates, in alphabetical order;
4. Announcement of results of such votes;
5. Adjustment of meeting attendance;
6. Review, discussion, and vote on all Professor candidates, in alphabetical order;
7. Announcement of results of all such votes;
8. Adjournment.

Voting will be based on the following options: Recommend / Do not recommend / Abstain. A decision to support or decline to support a candidate’s promotion or promotion and tenure as the case maybe shall be based on a simple majority vote (51%).

(f) A sub-committee of the Appointments, Promotion, and Tenure Committee shall review the records of all untenured faculty each year and prepare a written annual review individually for each. These reviews shall address the faculty member’s progress in teaching and research as well as provide advice and guidance on further career goals. Copies of this review shall be delivered to the subject of the review, to the Department Chair, and to the office of the Dean of Engineering.

(g) This sub-committee, joined by the Department Chair, shall constitute an *ad hoc* committee as appropriate to conduct a formal contract renewal review and prepare a report for each untenured faculty member in the year preceding the terminal year of that faculty member’s contract. This review will typically occur in the second year of employment. This report shall include an assessment of progress toward tenure and specific recommendations regarding areas of identified weakness. Copies of this review shall be delivered to the subject of the review, to the Department Chair, and to the office of the Dean of Engineering.

B.3. Awards Committee

(a) Membership  
Members of the Award committee shall be three CEE faculty members and a CEE staff member, all appointed by the Department Chairperson.

(b) Responsibilities

This committee shall (1) monitor the internal and external professional honors and awards that are announced by the University of Maryland, industry, the American Society of Civil Engineers (ASCE), and other professional organizations for achievements in education, research and service for faculty, staff and students; (2) identify potential CEE candidates for these honors and award from among eligible individuals; and (3) take the lead in preparing the dossier and documentations that are needed for nominating the candidates for those honors and awards.

B.4. Committee on Undergraduate Education (CUE)

(a) The CUE shall (1) actively promote improvements and monitor the quality of the undergraduate CEE curriculum; (2) deal with matters of undergraduate policy; (3) consider comments, recommendations, or grievances submitted by undergraduate students relative to undergraduate educational policies; (4) assist in student recruitment by developing and implementing methods of publicizing to prospective students the Department’s program and professional opportunities within civil engineering; (5) select and/or nominate undergraduate students for Department, A. James Clark School of Engineering, University of Maryland, and external scholarships and awards.

1. The CUE has specific responsibilities to address curriculum affairs related to ABET accreditation requirements. These include, but are not limited to (1) reviewing the CEE Mission Statement, program educational objectives, and student learning outcomes; (2) assessing the educational quality of the undergraduate program and curriculum; (3) distributing and collecting survey information and data; (4) analysis and interpretation of assessment information and data; (5) reviewing semester course evaluations from a program perspective; (6) ensuring that the CEE Mission Statement, program educational objectives, and student learning outcomes are published in the University of Maryland undergraduate catalog, the CEE web page, and elsewhere as appropriate.
2. Minor alterations/changes in undergraduate curricula and policies shall be reported directly to the Executive Committee for action. Major program changes shall be reported to the CEE Faculty Assembly for its recommendations and approval before being forwarded to the A. James Clark School of Engineering Programs, Courses, and Curricula (PCC) committee. The Chairperson of the Committee on Undergraduate Education is the person who signs the PCC forms as “department committee chair” for all proposals involving undergraduate courses.

(c) The CUE shall inform students regarding the Fundamentals of Engineering examination, graduate school opportunities, the Career Placement Office, and other matters relevant to CEE graduates.

(d) It is expected that the Chairperson of the Committee on Undergraduate Education shall act as the CEE Director of the Undergraduate Program. The Director of the Undergraduate Program shall coordinate and collaborate with Department, A. James Clark School of Engineering, and University of Maryland personnel for the recruitment of qualified students to the CEE undergraduate program.

B.5. Departmental Resources Committee

The Departmental Resources Committee shall assist and advise the Department Chairperson and/or Executive Committee on resource allocations with respect to computer and related equipment and software, hourly employees, laboratory and office space, instructional materials support, and designated research initiative funds.

# B.6. External Relations Committee

The External Relations Committee shall seek input from industry representatives and alumni of the CEE on the quality of the undergraduate program, the curriculum, the program learning objectives, and student learning outcomes.

* 1. Membership  
     In addition to the committee Chairperson, members of the External Relations Committee shall include at least two other CEE faculty members and two industry representatives, of which at least one of the industry representatives shall be a CEE alumnus.
  2. Responsibilities

This committee shall address the professional performance of CEE graduates as related to ABET accreditation requirements. These include, but are not limited to (1) establishing and maintaining a database on the professional growth of graduating seniors (2) seeking input and advice from constituencies regarding assessment techniques (3) establishing channels of communication among students, alumni, and employers; (4) promoting and presenting information to students on career guidance and professional opportunities; (5) organizing, sponsoring, and promoting seminars, workshops, job fairs, and other interactions among students, alumni, and employers; and (6) meeting with the presidents of the ASCE student chapter and Chi Epsilon at least once per year.

B.7. Faculty Development Committee

(a) The Faculty Development Committee shall (1) review course evaluations each semester from a teaching quality perspective, and establish methods for providing specific feedback to the CEE instructional staff and CEE as a whole, and provide recommendations for improvement, if appropriate; (2) conduct peer evaluations of teaching, including reviews required for all tenure and promotion decisions; (3) advise all CEE faculty members about worthwhile innovations in teaching and other professional opportunities, with a focus on developing and disseminating information to assist new faculty, adjunct instructors, and graduate teaching assistants in instructional activities.

(b) The Faculty Development Committee has specific responsibilities to address program outcomes and assessments related to ABET accreditation requirements. These include, but are not limited to (1) developing and describing the CEE program outcomes and the assessment process for the program outcomes; (2) documenting the assessment results and providing evidence that the results of the assessment are applied to further development and improvement of the CEE program, and (3) demonstrating the quality of achievement of each program outcome important to the mission of the institution and the objectives of the program.

B.8. Faculty Evaluation Committee

1. Membership

The Faculty Evaluation Committee shall consist of one assistant professor, one tenured or tenure track associate professor, and one professor. Each of these three individuals shall be elected by those members of the CEE Faculty Assembly sharing their rank. In order to best reflect University of Maryland Policies and Procedures on the rank, gender, and racial diversity of the department, each committee member is limited to one academic year term of office every four years. If there are not four persons in that rank so that the above term limit does not allow that rank to be represented during a given academic year, then for that year, that position on the committee shall be filled by a person from the one of the remaining two ranks which is more numerous. That person shall be elected by the CEE Faculty Assembly.

(b) The Faculty Evaluation Committee shall review the records of faculty members for purposes of recommending to the Department Chairperson annual merit salary increases. The records to be reviewed may include not just the faculty accomplishments of the previous year, but all recent years of service, as well as present and recent salaries.

B.9. Graduate Affairs Committee (GAC)

(a) The GAC shall (1) promote and monitor excellence in the graduate CEE program; (2) deal with matters of graduate policy, including graduate curricula; (3) consider comments, recommendations, or grievances submitted by graduate students relative to graduate educational policies, performance, and workloads; (4) approve admission and graduation requirements and standards prepared by the various technical groups; (5) on a non-exclusive basis, arrange and publicize lectures, seminars, and symposia for faculty and graduate students within and outside the CEE; (6) select and nominate students for Department, A. James Clark School of Engineering, University of Maryland, and external fellowship and assistantship awards.

(b) Minor alterations/changes in graduate curricula and policies shall be reported directly to the Department Chairperson and/or Executive Committee for action. Major program changes shall be reported to the CEE Faculty Assembly for its recommendations.

(c) The Chairperson of the Graduate Affairs Committee shall act as the CEE Director of Graduate Program, and shall have authority to act on all applications for admission to the CEE graduate program. The Department Chairperson shall sign off on all PCC forms that involve graduate courses.

1. Other Committees

In addition to the Standing committees listed above, Ad-Hoc committees may be constituted as deemed necessary by the Department Chairperson, Executive Committee, or CEE Faculty Assembly. These committees may be constituted at any time and shall report to the agent who established them.

D. Committee Meetings

Department committees meet as necessary. Written or electronic notice of all meetings shall be given by the committee Chairperson, normally one week in advance of the time of a proposed meeting. Minutes are submitted by the committee chairperson and are considered approved unless written amendment notice is filed by a committee member within seven days of the minutes submission date. Copies of approved minutes of all meetings shall be submitted to the Department Chairperson.

**Article IV. Appointment, Promotion, and Tenure**

1. Criteria for Tenure and Promotion

The factors to be considered in tenure and promotion fall into three general categories: (1) teaching and mentoring, (2) research, and (3) service. The first two categories overlap significantly and have the highest importance. There is also overlap in the evaluation of research and service since many types of professional service, such as service on editorial boards or peer-review panels, are also indicators of research performance. More specific criteria in the three general categories are given below.

(1) Teaching and mentoring

(a) Factors to be considered in evaluating the quality of teaching and mentoring should include:

- teaching evaluation by students

- teaching evaluation by peers

- advisement of undergraduate students

- development of new courses and enhancement/modernization of existing ones

- supervision of graduate students

- attainment of Ph.D. candidacy by doctoral advisees

- completion of M.S. theses and Ph.D. dissertations by advisees

- participation in thesis committees

- outreach educational activities, such as tutorials at conferences, or courses for the industry

(b) Tenure and promotion to the rank of Associate Professor.

The candidate should have established the foundations of a successful teaching track-record and of mentoring activities, demonstrating his or her ability to excel in the activities listed above. The supervision of doctoral students who have attained candidacy and have made substantial progress towards, or have already

completed, their PhD under the candidate's supervision is an important activity.

(c) Promotion to the rank of Professor.

The candidate should have established a strong track-record in teaching and graduate mentoring. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand. The candidate's achievements would normally include successful completion of doctoral dissertations by his/her advisees.

B. Research

(1) Factors to be considered in evaluating the quality of research and scholarship should include:

(i) Publication of research

- peer-reviewed papers in archival journals

- papers in refereed conference proceedings

- patents and other publications

(ii) External research grant funding

- peer-reviewed external grants and contracts, especially at the Federal level.

- a sustained funded program appropriate to the candidate's research interests

(iii) Other evidence of research

- journal citations and impact factors.

- participation in important decision-making research panels

- other forms of peer recognition of the importance of the candidate's research.

- graduation and placement of PhD students

Quality is an important factor in all of these categories. The mere presence or volume of activity

(such as the publication of several papers) is not, by itself, an indicator. The quality and

competitiveness of the journals and the quality and comprehensiveness of the papers themselves

are crucial. Unrefereed papers may be much weaker indicators of research accomplishments.

Multiple authorship of publications should be taken into account if other evidence suggests that a

major role in the research was played by authors other than the candidate and his/her own

advisees.

Although external research funding is important to sustain a research program, a large

volume of external funding is not a sufficient indicator of good research quality, nor is a

moderate volume of funding an indicator of mediocre research quality. The evaluation of

research funding must take into account what the candidate accomplished with the grants, as

well as the way in which the grants were awarded; grants awarded through peer-review are

definite indicators of research quality.

It is recognized that civil and environmental engineering research is broad in scope and

application.  Different sub-disciplines in the profession have different opportunities for

impact and citations of published materials.  As a result, conventional citation indices may

not capture the full impact of research.  While a high number of citations can signify high

impact, low citations may not necessarily indicate low impact.  The absolute number of

citations to a work is highly dependent on the size of the specific research field.  Citation

indices that measure both breadth and depth of research impact should be employed.

Tenure and promotion to the rank of Associate Professor, the candidate should have

established a successful research program, with high potential for influential

accomplishments. The candidate should have published in refereed journals and possibly in

premier refereed conference proceedings. The quality of the published papers should be

evident in the comments of the external evaluators. The candidate must have demonstrated

the ability to develop a sustainable and competitive research program.

Promotion to the rank of Professor, the candidate should have established a strong nationally

and internationally recognized research program evidenced by published results and external

grants, graduation and placement of PhD students, and should have received clear

recognition for the importance of his/her research accomplishments. Evidence of the

candidate's potential is not sufficient; the accomplishments must be clear and at hand, and

should include demonstration of leadership in research and excellent national or international

recognition.

C. Service

(1) Factors to be considered in evaluating the quality of service activities

should include:

- service to the Department

- service to the School of Engineering

- service to the campus

- service to the candidate's profession, such as to professional societies

- service as editor, associate editor, guest editor, or editorial board member of archival journals and major conference program committees

- service to the Federal, State, and local governments and the community

- interaction with industry and external research organizations

- participation in committees and in other service capacities, which should be accompanied by specific accomplishments.

(2) Tenure and promotion to the rank of Associate Professor.

A candidate's contributions to service activities should be apparent.

(3) Promotion to the rank of Professor.

A candidate's service should demonstrate that the candidate has become an

influential force in the Department and has made quantifiable substantial

contributions to his/her profession.

1. Criteria for Post-Tenure Faculty Evaluation

The CEE will follow the Clark School of Engineering Guidelines for Implementing the Current Post-Tenure Faculty Evaluation Policy.

Evaluation Criteria for Outstanding, Satisfactory, and Unsatisfactory Performance for Associate Professors will consist of the Department criteria for promotion to Professor. These factors fall into three general categories: (1) teaching and advising, (2) research, and (3) service. Specific details are provided in the Criteria for Promotion to the Rank of Professor.

Evaluation Criteria for Outstanding, Satisfactory, and Unsatisfactory Performance for Professors will also include the Department criteria for promotion to Professor, but with allowances for broader interpretations of the categories. These factors fall into three general categories: (1) teaching and advising, (2) research, and (3) service. Specific details are provided in the Criteria for Promotion to the Rank of Professor. Broader interpretations allow for faculty activities that contribute to the mission of the Department, the University, and the broader community. These can include leadership of centers or institutes of research, education, or service; University committee or organizational leadership; authorship and/or editorship of scholarly books, journals, or other information dissemination outlets; service to federal, state, and local agencies that promote engineering research and/or education, or integrate science and engineering into public policy and action.

1. Mentoring of Faculty

The CEE shall provide for the mentoring of each assistant professor and untenured associate professor by one or more members of the senior faculty other than the Department Chairperson. Mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable tenure and/or promotion decision.

**Article V Departmental Policies**

Specific policies on the operation and management of the CEE may be developed to best meet the mission of the Department. CEE policies must not be in conflict with UM System, University of Maryland, or A. James Clark School of Engineering policies and procedures. The Department Chairperson, the Executive Committee, or any CEE standing or ad-hoc committee may formulate proposed policies.

A proposed Departmental policy may

(1) result from interpretation of the existing University of Maryland Policies and Procedures; or,

(2) stipulate new policies and procedure regarding matters for which there is not stipulation in the University of Maryland Policies and Procedures.

A proposed policy shall be presented to members of the Executive Committee at least two weeks prior to a meeting of the Executive Committee. In case (1), policies shall be approved by two-thirds majority vote of the Executive Committee. In case (2), policies shall be approved by two-thirds majority vote of the Executive Committee and then presented to the CEE faculty at least two weeks prior to a meeting of the CEE Faculty Assembly. These policies shall be approved by two-thirds majority vote of the CEE Faculty Assembly. Approved policies may be amended by a two-thirds majority vote of the CEE Faculty Assembly. The Executive Committee shall maintain written and electronic copies of Departmental Policies and make them readily available to all CEE faculty members and staff, as appropriate.

A**rticle VI Amendments**

Proposed amendments to the Plan of Organization may be introduced by the Department Chairperson, Executive Committee, or by written petition signed by at least one-fourth of the members of the CEE Faculty Assembly. Proposed amendments to the Plan of Organization shall be placed on the agenda for the next regular meeting of the CEE Faculty Assembly, provided two weeks written notice of the text of the proposed amendment is given to all members of the CEE Faculty Assembly. Approval by two-thirds of the CEE Faculty Assembly of a recommended amendment shall constitute adoption of the amendment. Absentee ballots shall be valid, provided that the amendment as circulated remains unchanged by action of the CEE Faculty Assembly in the meeting. All aspects of this Plan of Organization and its proposed amendments shall be consistent with The University of Maryland Policies and Procedures.

**Article VII Ratification of Plan**

This Plan of Organization shall become effective when it has been approved by a two-thirds majority vote at a meeting of the CEE Faculty Assembly, and subsequently approved by the A. James Clark School of Engineering Council.