The HCDE criteria for promotion and tenure stem from three sources:

- HCDE Amplification of UW Faculty Code Criteria for Promotion and Tenure
- The UW Faculty Code
- The College of Engineering Standards and Criteria for Promotion

HCDE Amplification of the UW Faculty Code Criteria for Promotion and Tenure

Criteria for Promotion and Tenure
The UW Department of Human Centered Design & Engineering seeks to maintain and enhance its reputation as one of the strongest Human Centered Design & Engineering units in the country. Toward this end, it upholds high standards in teaching, research, and professional service.

Teaching
Effectiveness of classroom teaching is a fundamental criterion for promotion and tenure within the Department. The quality of teaching can be difficult to ascertain, but the Department uses such measures as student evaluations, surveys of graduates, and a rigorous peer review system (including classroom visitation and self-assessment).

The field of Human Centered Design & Engineering is evolving rapidly. Thus, another important measure of teaching effectiveness is the updating of existing courses and the development of new courses and programs that support our goals.

Other significant components of teaching effectiveness are individual instruction (which includes offering directed research groups, HCDE496/596) and supervision of undergraduate and graduate students. In the case of graduate students, faculty are expected to effectively supervise doctoral students and serve on doctoral committees so that students are successfully launched into their professional lives.

Research
The Department looks for outstanding intellectual achievement in academic research. The Department values various forms of research and scholarship equally, including empirical research on human subjects, speculative and theoretical work, creative synthesis of previous research, the creation of innovative and important systems and technologies, and pedagogical research and scholarship. This research is valued according to the quality of work and the degree to which it advances the state of the art in the field.

A key measure of research excellence is publication in important, refereed, archival professional journals (whatever the medium of delivery of the journal) and peer reviewed proceedings. Ability to attract funding, in particular peer-reviewed awards from prestigious funding agencies, is also direct evidence of successful scholarship and research. Presentations and proceeding publications at key national conferences are another important measure. Books, book chapters, and technical reports are also regarded as important research achievements when there is evidence of the impact of the work. Significant impact or influence on the directions of the field is another indication of high quality.
The objective assessment of a faculty member’s research by eminent individuals in the field is another important indicator of quality research. This assessment may come about through published commentary and reviews of the faculty member’s work and through letters solicited specifically for the promotion and tenure process.

**Professional Service**
Professional service is valued as a significant contribution to the field of Human Centered Design & Engineering and therefore is both a reflection and a contributor to a faculty member’s reputation.

Valued professional service includes presentations at meetings and forums, service to professional organizations as well as local, national, and international committees, consulting, and teaching of professional-development seminars.

**Sustained Level of Activity**
The Department looks for evidence of a commitment to sustained activity in teaching, research, and service.

**UW Faculty Code: Promotion &Tenure**
UW Guidelines for Evaluating Research/Scholarship, Teaching, & Service Activities

For the more current UW information on promotion and tenure, faculty should read chapters 24 (promotion) and 25 (tenure) of the UW Faculty Code, found here:
http://www.washington.edu/admin/rules/policies/FCG/FacCodeTOC.html

**College of Engineering**
COE Standards and Criteria for Promotion

For the more current College of Engineering information on promotion and tenure, faculty should read the College of Engineering Promotion and Tenure Toolkit, found at:
http://www.engr.washington.edu/mycoe/faculty/pt-toolkit.html#criteria