

UB SCHOOL OF ENGINEERING AND APPLIED SCIENCES (SEAS)
CRITERIA AND PROCEDURES FOR GRANTING OF IN-HOUSE TITLE AS
INSTRUCTOR OF PRACTICE,
ASSISTANT PROFESSOR OF PRACTICE,
ASSOCIATE PROFESSOR OF PRACTICE
AND
PROFESSOR OF PRACTICE
Effective July 1, 2016

An in-house title is a descriptive title that is used to better describe a position. It should not be confused with the official UB payroll title. This series of in-house titles will be granted to people who fill positions as full time Lecturers in a department within SEAS on the UB State payroll. Once the in-house title is granted it is valid for the length of the person's employment.

I. CRITERIA

I.a Instructor of Practice

1. M.S. in a closely related field.
2. Possess appropriate professional licensure as needed.
3. Possess appropriate practice expertise as needed.

I.b Assistant Professor of Practice:

1. Ph.D. in a closely related field.
2. Possess appropriate professional licensure as needed.
3. Possess appropriate practice expertise as needed.

I.c Associate Professor of Practice:

1. Ph.D. in a closely related field.
2. Possess appropriate professional licensure as needed.
3. Possess appropriate practice expertise as needed.
4. Recommendation for change in in-house title from Assistant Professor of Practice to Associate Professor of Practice may be initiated no earlier than during the sixth year of full-time service as Assistant Professor of Practice, or equivalent years of full-time academic experience, if prior employment was not at the University at Buffalo.
5. Contribution to department instruction, industry engagement, industry standards of professional practice and/or experiential learning through activities such as:
 - leadership position in a professional society
 - achievement of national reputation as a leader in their field

- develop innovative teaching methods and pedagogic tools with specific emphasis in the practice of engineering
- supervise student projects
- advise students if the duties are so specified
- establish relationships between the department and industry or government
- contribute to the practice of engineering and/or industry
- active in consulting or other funded activity related to one's area of expertise
- secure funds or donations related to activities
- participate in meetings/panels at the national level related to engineering practice
- publications in conferences and journals relevant to engineering practice
- membership on education conference committees/editorial boards for practice-oriented outlets

I.d Professor of Practice:

1. Ph.D. in a closely related field.
2. Possess appropriate professional licensure as needed.
3. Possess appropriate practice expertise as needed.
4. Recommendation for change in in-house title from Associate Professor of Practice to Professor of Practice may be initiated no earlier than five years after granting of Associate Professor of Practice in-house title, or equivalent years of full-time academic experience, if prior employment was not at the University at Buffalo.
5. Contribution to department instruction, industry engagement, industry standards of professional practice and/or experiential learning through activities as described for the Associate Professor of Practice and in addition activities such as:
 - designation as a fellow of a professional society
 - recognition by the profession as a leader in setting industry standards
 - achieve international reputation as a leader in their field
 - participate in meetings/panels at the international level

II. EVALUATION PROCEDURES

II.a Instructor of Practice

1. Candidate submits current CV to Department Chair.
2. Department Chair compiles teaching evaluations and other relevant documentation about achievements, and submits CV and teaching evaluations and other documentation about achievements to the tenured faculty and the faculty who have been granted the in house title of Professor of Practice for review.
3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Professor or Practice to discuss and vote on the appointment.
4. Department Chair forwards dossier to Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.
5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommended for the in-house title.

II.b Assistant Professor of Practice:

1. Candidate submits current CV to Department Chair.
2. Department Chair compiles teaching evaluations and other relevant documentation about achievements, and submits CV and teaching evaluations and other documentation about achievements to the tenured faculty and the faculty who have been granted the in house title of Professor of Practice for review.
3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Professor of Practice to discuss and vote on the appointment.
4. Department Chair forwards dossier to Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.
5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommended for the in-house title.

II.b Associate Professor of Practice:

1. Candidate submits current CV to Department Chair. Sample publications and other evidence of achievements may also be submitted.

FINAL 8/22/2016

2. Department Chair compiles teaching evaluations and other relevant documentation about achievements, and submits CV and teaching evaluations and other documentation about achievements to the tenured faculty and the faculty who have been granted the in house title of Professor of Practice for review.
3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Professor of Practice to discuss and vote on the appointment.
4. Department Chair forwards dossier to Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.
5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommend for the in-house title.

II.c Professor of Practice:

1. Candidate submits current CV to Department Chair. Sample publications and other evidence of achievements may also be submitted.
2. Department Chair obtains at least one external letter of recommendation and 2 internal letters of recommendation. The CV, letters, teaching evaluations and other documentation about achievements are submitted to the tenured faculty and the faculty who have been granted the in house title of Professor of Practice for review.
3. Department Chair convenes a meeting of the tenured faculty and the faculty who have been granted the in house title of Professor of Practice to discuss and vote on the appointment.
4. Department Chair forwards dossier to the Associate Dean for Faculty Affairs along with the Chair's evaluation letter and recommendation, including the result of the department vote. The Chair's letter should indicate that a copy was given to the faculty member being recommended for the in- house title.
5. Associate Dean responds to Chair indicating whether the request to grant the in-house title has been approved and copies the faculty member being recommend for the in-house title.

III. MONITORING

1. It is the responsibility of each department to monitor the granting of initial in-house title and to determine when a person should be recommended for a change in in-house title.