

APPENDIX I

SIGNATURE SHEET FOR EVALUATIVE CRITERIA
 APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

Department/Office: Electrical and Computer Engineering

Department Chair/Head: Robi Polikar

Print

Robi Polikar
Signature

Academic Year (circle):

15-16

16-17

17-18

18-19

19-20

Date Sent to Dean/Supervisor: September 12, 2016

Signature

[Signature]

Dean/Supervisor:

Date

Approved

Y/P/N

Add'l Admin:

[Signature]

Provost/designee:

3/29/17

Y/P/N

President/designee:

Y/P/N

Y = Approved

P = Approved pending modifications

N = Not approved

For P or N decisions, the departmental committee should be provided with the reasons for non-approval, as well as suggested changes to the criteria within a reasonable time to ensure timely approval for first year candidates.

DIRECTIONS: Sign each line and print or stamp name below the line. This signature page must accompany the evaluative standards throughout the entire approval process, and serves as a record that all levels have contributed to the approval process. After all levels have approved the evaluative standards, this cover page and the criteria shall be duplicated, and a copy sent to the Senate office for archiving. The original criteria packet is returned to the Department/Office.

SUGGESTED TIMETABLE:

Departmental approval, sent to Dean/Supervisor:

DATE

September 25 (earlier if possible)

Dean provides feedback regarding criteria

October 9

Final administrative approval and forwarding to Senate, Department, and Dean

November 1

2.4 Department Responsibilities

2.4.1 Role of Chairperson or Department Head: The Department Head of the Electrical and Computer

Engineering Program serves as an ex-officio member of the Departmental Tenure Committee. The

Department Head does not chair the committee, and does not vote on the committee's evaluation of

candidates for promotion, and is not involved in the committee's discussion of candidates.

separate evaluation of the candidate based on the candidate's portfolio and the committee discussions. Department Head's evaluation letter becomes part of the candidate's portfolio, and is then provided to the College T&R Committee, the Dean, the Senate and the Provost to assist their evaluation of the candidate.

2 TERMINAL DEGREE STATEMENT

The terminal degree for the faculty at assistant professor or above in the Electrical and Computer

Engineering program is a Ph.D. in Electrical or Computer Engineering or related areas. The

preferred terminal degree for all doctoral degree programs in the Ph.D. in Electrical or Computer Engineering

is a Ph.D. in Electrical or Computer Engineering. Other terminal degrees may be accepted on a case-by-case basis.

other academic experience.

3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Department of Electrical and Computer Engineering at Rowan University strongly

believes that its success is strongly tied to sustained excellence of its faculty members in

the primary areas of research, teaching and service. In striving to realize this vision, it is important that

faculty aspiring for tenure develop an appropriate strategy that fulfills requirements set forth by

developed to provide an additional layer or set of criteria as a foundation for an overarching

development plan.

Consistent with the Rowan University Memorandum of Agreement, recontracting and tenure are

contingent on the candidate's performance in the areas of research, teaching and service.

To ensure that research, teaching and service are given equal weight, the Department has

research equally, followed by excellence in service.

The Department of Electrical and Computer Engineering uses Candidate's record and his/her

statement of self-assessed performance that respond to the following areas as the basis for

assessment of performance in research, teaching and service. The Department's criteria for

recontracting and tenure are as follows:

1. Research: The candidate must have a strong record of research and publication in the field of

Electrical and Computer Engineering. The candidate must have a strong record of research and

publication in the field of Electrical and Computer Engineering. The candidate must have a

strong record of research and publication in the field of Electrical and Computer Engineering.

2. Teaching: The candidate must have a strong record of teaching and service. The candidate

must have a strong record of teaching and service. The candidate must have a strong record

of teaching and service. The candidate must have a strong record of teaching and service.

3. Service: The candidate must have a strong record of service. The candidate must have a

strong record of service. The candidate must have a strong record of service. The candidate

must have a strong record of service. The candidate must have a strong record of service.

- external funding for scholarly activities;
- 3. Contributions to the Department, College and University;
- 4. Contributions to the engineering profession;
- 5. Candidate statement of goals and plans for future professional development in all of the aforementioned four areas.

CRITERIA FOR TEACHING EFFECTIVENESS

Assessment of teaching effectiveness reveals a faculty member's ability and commitment to the enterprise of teaching. Activities consistent with continuous development and improvement of innovative engineering programs are essential. The characteristics of teaching effectiveness are provided in the Rowan University Promotion Document.

Evaluation of teaching effectiveness will emphasize student learning. Evaluation includes assessment of engineering core courses and clinics, laboratory and curriculum development, and evidence of teaching quality includes developing a working knowledge of pedagogical techniques and incorporating appropriate technology into the spectrum of undergraduate courses.

CRITERIA FOR SCHOLARLY ACHIEVEMENT

Each faculty member is expected to maintain currency within their chosen field and contribute to the knowledge base within that field. It is expected that such efforts will address the Department and College missions of providing students with a leading edge educational experience.

Scholarship and research activity is recognized in three general categories: traditional technical engineering research and scholarship, research/scholarship in engineering education, and the scholarship of practice. Traditional research can be quantified (numerically) as well as the quantitative norms utilized in the profession such as refereed journal papers, refereed

books, and refereed technical reports that contribute to the engineering field should also be quantified by those norms mentioned above. The scholarship of practice involves applying technical engineering skills to solve a real-world problem for a client or other external sponsor, and can be quantified by the number, scope and funding levels of the projects supported by the external sponsor, the outcomes of the faculty member's publication or dissemination efforts, as well as any other element of objective information that indicates the impact of works performed as part of completion of the faculty member's dissertation research.

An Assistant Professor shall be actively engaged in scholarship and research and is expected to demonstrate progress in research will be evident from the quantity and quality of efforts. Demonstration of progress in research will be evident from the quantity and quality of

proceedings (all peer reviewed), along with a high quality of professional presentations. The candidate should have a successful record of proposals, awards and external funding. The

Faculty members are expected to develop a self-supporting and sustained program of scholarly

proceedings, presentations, technical reports, technical documents and external funding. Delivery involving students in these scholarly activities is strongly encouraged

Receipt of awards for scholarly activities must also come as external validation. Examples of these

relevant organizations and sponsors.

In the event that there are documented confidentiality agreements with a sponsor and external

validate the scholarship of practice.

grants, in-kind support, or corporate sponsorship. The external validation of this type of scholarship should be done as described previously.

It is expected that an Assistant Professor will have a scholarly development plan addressing

future research and scholarship efforts. This plan should be consistent with the general area(s)

of focus that the faculty member was hired for and in consultation with their Department

input is used. Is provided in the College of Engineering Promotion Document.

CRITERIA FOR PROFESSIONAL SERVICE

provided in the Rowan University Promotion Document. Due to the multi-faceted nature of

service, it encompasses a wide range of activities. While examples are provided in the Promotion Document, many dimensions of service exist and are worthy of recognition if a

professional or societal contribution is made. However, service to the Program and College is considered the most important. Supporting letters from peers should be provided as necessary.