

FORM 8

Departmental Office: UNIVERSITY OF CALIFORNIA - SAN DIEGO

Department Chair: DR. P. M. ...

Signature

*[Handwritten Signature]*

Date

Approved

Dean/Supervisor: \_\_\_\_\_

Y/P/N

Add'l Admin: \_\_\_\_\_

*[Handwritten Signature]*

9/22/17

Y/P/N

Provost/designee: \_\_\_\_\_

Y/P/N

President/designee: \_\_\_\_\_

Y = Approved

P = Approved pending modifications

N = Not approved

SUGGESTED TIMETABLE

DATE

Departmental approval, sent to Dean/Supervisor: \_\_\_\_\_

September 25 (earlier if possible)

Dean provides feedback regarding criteria \_\_\_\_\_

October 9

Approved Unanimously by the Mechanical Engineering Faculty, October 4, 2010

## 2.4 Department Responsibilities (from MOA)

2.4.1 Statement Interpreting the Criteria: Each year by October 1 and before evaluation of

faculty a statement interpreting the criteria to be utilized in evaluating candidates for recontracting

## 3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Mechanical Engineering (ME) program within the College of Engineering is committed to sustaining and furthering the development of its faculty members. We believe it is important that faculty aspiring to tenure develop a strategy that fulfills requirements set forth in the College and University MOA.

Consistent with the Rowan University Memorandum of Agreement, recontracting and tenure are based on teaching effectiveness, scholarly activity (professional development for instructors) and service to the university and profession. Teaching is regarded highest, followed by scholarly activity / professional development and service.

The Department of Mechanical Engineering uses six criteria as the basis for assessing faculty in the areas of teaching, scholarship and service as required for recontracting. The specific criteria used for recontracting and tenure are as follows:

3. Candidate statement of scholarly activities.
4. Candidate statement of contributions to the Department, College and University.
5. Candidate statement of contributions to the engineering profession.
6. Candidate statement of goals regarding plans for future professional development.

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 Section 4.1 of the Rowan University Promotion Document.

Evidence of teaching quality includes developing a working knowledge of pedagogical

## CRITERIA FOR SCHOLARLY ACHIEVEMENT

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 learning experience at all levels of coursework.

Scholarship and research activity is recognized in three general categories: traditional technical engineering scholarship, research scholarship in engineering education, and the scholarship of real-world problem for a client or other sponsor. All forms of scholarly activities must be externally validated and extend beyond works performed as part of completion of the faculty member's dissertation research.

Faculty members at the assistant professor level and above are expected to develop a self-supporting program of scholarly achievement that involves students directly. Both traditional technical and educational scholarship must be validated through a balance of peer-reviewed publications, conference proceedings, presentations, technical reports, technical bulletins and external funding. Directly involving students in these scholarly activities is strongly encouraged.

Receipt of awards for scholarly activity may also serve as external validation. Examples of these awards include but are not limited to faculty/student outstanding paper and presentation posters, organizations and sponsors.

In the event that there is no documented and verifiable link to a sponsor, and that publication/dissemination is impractical, such as a letter from a client sponsor may be used to validate the scholarship of practice.

Because the engineering clinics represent an essential hallmark of the Rowan Mechanical Engineering Program, all faculty members are expected to participate in developing meaningful student projects, obtaining external funding to support these projects (at the assistant professor level and above) and disseminating the results. These projects may involve basic or applied

working directly with a sponsor on technical projects. Funding for this activity may come in the form of government grants, industry support, or other external validation of this type of scholarship should be done as described previously.

## CRITERIA FOR PROFESSIONAL SERVICE

All faculty members are expected to engage in and share the activities of professional practice

as necessary.

## INSTRUCTORS

Scholarly achievement is replaced by professional development for instructors. Professional

development is provided for instructors in Mechanical Engineering and associated engineering as it pertains to the rank. Professional development can include relevant activities of the following types:

Active participation in professional organizations, including giving presentations at conferences and meetings, as well as serving on committees;

- Engaging in the scholarship of teaching;

- Attendance at seminars and teaching workshops;

Other activities approved by the Mechanical Engineering department

Although typically considered scholarly activity, the following activities are also valued in maintaining distinction in the rank:

- Authoring peer-reviewed conference presentations, papers and books;
- Authoring published articles (non-peer-reviewed);
- Award of patents.