

FORM 8

SIGNATURE SHEET FOR EVALUATIVE CRITERIA

APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

Department/Office: _____

Department Chair/Head: Stephanle Farrell

Signature [Handwritten Signature]

Academic Year (circle): 15-16 16-17

Signature 17-18 18-19 19-20

Date Sent to Dean/Supervisor: 09.20.2018

Signature [Handwritten Signature]
Dean/Supervisor:

Date 9/25/18

Approved

Y / P / N

V / D / N

President/designee: _____

Y / P / N

Y = Approved

P = Approved pending modifications

N = Not approved

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 carries a caveat 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.

Dean provides feedback regarding criteria

October 9

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

November 1

ExEEd

The Department of Experiential Engineering Education Interpretation of Recontracting Criteria for Lecturers

Approved by 9-0 vote of the ExEEd Faculty, September 20, 2018

~~DEPARTMENT RESPONSIBILITIES (SECTION 2.41) UNIVERSITY TOR MOA~~
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Statement Interpreting the Criteria (Section 2.41): Each year, by the date specified in the University Tenure and Recontracting MOA and before evaluation of candidates, each department (including part-time faculty and staff) will prepare and formally ratify a statement interpreting the criteria to be utilized in evaluating candidates for recontracting.

Role of Chairperson (Section 2.41): The Chair of the Experiential Engineering Education Department serves as a member of the ExEEd Ad Committee and its executive committee.

TERMINAL DEGREE STATEMENT

Professional track faculty members such as lecturers are required to have at minimum a master's degree in engineering or closely related field.

The Experiential Engineering Education Department evaluates a candidate for recontracting and promotion in the areas of teaching, service and professional development based on evidence presented in a dossier that includes:

1. Classroom observations, scores on student evaluations, and candidate responses
2. Candidate self-appraisal of teaching performance, leadership instruction, developing
3. Candidate statement of service to the profession

ExEEd is committed to maintaining and enhancing its collaborative and inclusive community that strives for equity and inclusion of a diverse community of students, faculty and staff. All faculty members are responsible for helping to ensure that these goals are achieved.

be the focus of professional service and professional development.

The Department does not use numerical metrics or a scoring system when assessing candidates

Interpretation of the Criteria (Section 2.41) University TOR MOA

unnecessary. However, the Department recognizes the ranked importance of teaching, service and professional development.

CRITERIA FOR TEACHING EFFECTIVENESS

development and improvement of innovative engineering programs are essential. The

recontracting and tenure memorandum of agreement (July 1987, June 2017).

Evaluation of teaching effectiveness shall emphasize student learning outcomes. Evaluation

includes assessment of teaching in engineering clinics and core courses, laboratory and

Evidence of teaching quality includes developing a working knowledge of pedagogical techniques and incorporating appropriate technology into the spectrum of undergraduate and graduate courses.

CRITERIA FOR PROFESSIONAL SERVICE

A faculty member shall engage in and share the activities of professional practice and service to

the needs of the Experiential Engineering Education Department, followed by service activities that benefit the College, the University, and the engineering profession. Lecturers shall not participate in personnel/peer committees. However, Lecturers may participate in general

PROFESSIONAL DEVELOPMENT

The Letter of Agreement for Non-tenured Teaching Faculty (August 2018) states that "lectures are expected to remain current in their fields of teaching and expertise"; therefore, lecturer's

and general engineering, or it pertains to the courses they teach. Professional Development includes relevant activities of the following types:

2. Assisting faculty and students with scholarship;

5. Authoring published articles (non-peer-reviewed);

6. Award of patents;
7. Successful completion of college courses;
8. Successful completion of continuing education courses;
9. Attendance at seminars, workshops, and engineering education conferences; and
10. Other activities approved by Experiential Engineering Education Department.