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

Department/Office: Biomedical Engineering

Department Chair/Head: Mark Byrne
Print

Signature

Academic Year (circle): (15-16) 16-17 17-18 18-19 19-20

Date Sent to Dean/Supervisor: _____

	Signature	Date	Approved
Dean/Supervisor:		9/29/15	(Y) / P / N
Add'l Admin:			Y / P / N
Provost/designee:		10/21/15	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:	**DATE**
Departmental approval, sent to Dean/Supervisor:	**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
2.41. Statement Interpreting the Criteria: Each year, by October 1, 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.

2 TERMINAL DEGREE STATEMENT

The terminal degree for faculty at the assistant professor level or above in the Biomedical Engineering program is a Ph.D. in Biomedical Engineering, engineering equivalent, or closely related engineering field of study. The preferred terminal degree for Instructors is also a Ph.D. in Biomedical Engineering, engineering equivalent, or closely related engineering field of study, but an M.S. degree is acceptable for Instructors with exceptional experience.

3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Department of Biomedical Engineering within the College of Engineering strongly believes that its success is strongly tied to sustained excellence of its faculty members in the primary areas of teaching, research, and service. The Department of Biomedical Engineering has five criteria which uses the Candidate's record and his/her statement of self-appraisal interpreting that record as the basis for assessing faculty in the areas of teaching, creative scholarship, and service as required for recontracting. The specific criteria used for recontracting and tenure are as follows:

1. Teaching effectiveness and performance based on classroom observations, scores on student evaluations, candidate responses, and candidate self-appraisal of professional (teaching) performance.
2. Scholarly activities and achievement, including publications and seeking/obtaining external funding for scholarly activities.
3. Contributions to the Department, College and University.
4. Contributions to the engineering profession.
5. Candidate statement of goals regarding plans for future professional development.

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 Section 4.1 of 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 effectiveness of teaching as measured by peer review, outcomes assessment and student surveys. Evidence of teaching quality includes developing a working knowledge of pedagogical techniques and incorporating appropriate technology into the spectrum of undergraduate courses, graduate courses, and workshops.

CRITERIA FOR SCHOLARLY ACHIEVEMENT

Each faculty member is expected to maintain currency within his/her 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 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 practice. The scholarship of practice involves applying technical engineering skills to solve a 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 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, oral presentation, poster presentation, outstanding research awards given through professional societies or other relevant organizations and sponsors.

In the event that there are documented confidentiality agreements with a sponsor and external publication/dissemination is impractical, evaluative letters from project sponsors may be used to validate the scholarship of practice.

Because the engineering clinics represent an essential hallmark of the Rowan Biomedical 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 research, or be a more formal engineering design sequence. They may also enable the faculty member to pursue the scholarship of practice by working directly with a sponsor on technical projects. Funding for this activity may come in the form of government grants, in-kind support, or corporate sponsorship. The 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 and service to the Program, College, University and Profession. The nature of this activity is provided in Section 4.3 and 4.4 of 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.

INSTRUCTORS

Scholarly achievement is replaced by professional development for instructors. Professional development is used by instructors to maintain currency in Biomedical Engineering and general engineering as it pertains to the courses they teach. Professional development could 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;
- Successful completion of continuing education courses;
- Attendance at seminars and teaching workshops;
- Other activities approved by the Biomedical Engineering department.

Although typically considered scholarly activity, the following activities are also valued as maintaining currency in the field.

- Authoring peer-reviewed papers and books;
- Authoring published articles (non-peer-reviewed);
- Awarding of patents.