

**APPENDIX I
SIGNATURE SHEET FOR EVALUATIVE CRITERIA
APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES**

Department/Office: Electrical and Computer Engineering

Department Chair/Head: Robi Pollikar

Print

Robi Pollikar
Signature

Academic Year (circle):

15-16

16-17

17-18

18-19

19-20

Date Sent to Dean/Supervisor: September 12, 2016

Signature

[Handwritten Signature]

Date

Approved

Y/P/N

Dean/Supervisor:

Add'l Admn:

[Handwritten Signature]

3/29/17

Y/P/N

[Handwritten Y/P/N]

Provost/designee:

Y/P/N

President/designee:

Y = Approved	P = Approved pending modifications	N = Not approved
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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

Electrical and Computer Engineering Interpretation of Recontracting and Tenure Criteria.
Approved by the Electrical and Computer Engineering Faculty – September 2016

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.

2.44 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 T&R Committee. The Department Head does not chair the committee, and does not vote on the committee's evaluation of the candidate; however, the Department Head participates in the committee discussion, and writes a 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 Instructors is also a Ph.D. in Electrical or Computer Engineering (or equivalent) but an M.S. degree is acceptable for Instructors with exceptional industrial or other academic experience.

3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Department of Electrical and Computer 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 research, teaching and service. Therefore, we believe it is important that faculty aspiring for tenure develop an appropriate strategy that fulfills requirements set forth by the College and University guidelines. In addition, departmental guidelines described herein are 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 based on teaching effectiveness, scholarly activity and service to the university and profession. In general, we value – and therefore weigh – excellence in both teaching and scholarship / research equally, followed by excellence in service.

The Department of Electrical and Computer Engineering uses Candidate's record and his/her statement of self-appraisal interpreting that record in the following areas as the basis for assessing faculty in teaching, scholarship and service as required for recontracting and tenure.

1. Classroom observations, scores on student evaluations, and any other objective metric of professional teaching performance;

2. Scholarly activities, including refereed journal 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 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 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.

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 fundamental (theoretical) or applied and be quantifiable by norms utilized in the profession such as refereed journal papers, refereed conference publications, external grants obtained to support the research, etc., as listed in the Rowan University Promotion Document. Educational research that contributes 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 relevant objective measure that indicates the impact of the work done. 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.

An Assistant Professor shall be actively engaged in scholarship and research and is expected to publish in refereed journals and to be continually seeking external funding for their research efforts. Demonstration of progress in research will be evident from the quantity and quality of refereed publications. There should be an appropriate balance of journal papers and conference

proceedings (all peer reviewed), along with a high quality of professional presentations. The candidate should have a successful record of proposals, awards and extramural funding. The application for and receipt of patents and proprietary inventions is also an important contribution.

Faculty members are expected to develop a self-supporting and sustained 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 or poster presentation award, 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 Electrical and Computer Engineering Program, all faculty members are expected to participate in developing meaningful student projects, obtaining external funding to support these projects, and disseminating the results. These projects may involve basic or applied research. 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.

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 Head/Dean. The application for tenure must include letters of recommendations from recognized experts in their field(s) of study. The procedure by which the experts are solicited, and how their input is used, is provided in the College of Engineering Promotion Document.

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 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