

FORM 8

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

Department/Office: Chemical Engineering Department /Rowan Hall 312

Department Chair: Mariano J. Savelski

Signature

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

Date Sent to Dean/Supervisor: 09/20/2017

Signature

Date

10/20/17

Approved

Y / P / N

Dean/Supervisor:

Y / P / N

Add'l Admin:

3-10-18

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**

## **Chemical Engineering Department's Interpretation and Weighting of Recontracting and Tenure Criteria**

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Approved unanimously by the Department on September 19, 2017.

### **2.4 Department Responsibilities**

2.41 Document Interpreting and Weighting Evaluation Criteria: Before the evaluation of candidates and by the specific date as prescribed in the MOA for the particular academic year, the Department (including part-time faculty and staff) will prepare or review and then formally ratify a document interpreting the evaluation criteria to be utilized in evaluating candidates for recontracting.

2.44 Role of Chairperson: The Head of the Chemical Engineering Department serves as a member of the Chemical Engineering T&R Committee.

## **2 TERMINAL DEGREE STATEMENT**

The terminal degree for the faculty at Assistant Professor or above in the Chemical Engineering Department is a doctorate in Chemical Engineering or a related field.

## **3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING**

The Department of Chemical 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:

1. Classroom observations, scores on student evaluations, and candidate responses
2. Candidate self-appraisal of professional (teaching) performance
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

The Department does not use numerical metrics or a scoring system when assessing faculty for recontracting and tenure; therefore, a mathematical weighting of the areas of teaching, scholarship, and service is unnecessary. The Department ranks scholarly and creative activities first, followed by teaching effectiveness, and then professional service. However, the Department recognizes the importance of achieving well-balanced and significant contributions in all three areas, and an externally validated record of research accomplishments by the time the candidate is applying for tenure.

## **CRITERIA FOR TEACHING EFFECTIVENESS**

The candidate is expected to demonstrate teaching effectiveness through the use of evidence-based instructional strategies that promote student learning. The characteristics of teaching effectiveness are provided in Section 4.1 and Appendix A section 1.12 of the *Rowan University Promotion Document*.

Evaluation of teaching effectiveness will emphasize student learning outcomes. Evaluation includes assessment of engineering core courses and clinics, laboratory and curriculum development, and effectiveness of teaching as measured by peer review, outcomes assessment, student surveys, and other valid methods of assessing teaching effectiveness. Evidence of teaching quality is to be provided from undergraduate and graduate courses.

## **CRITERIA FOR SCHOLARSHIP AND CREATIVE ACTIVITY**

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.

An Assistant Professor shall be actively engaged in scholarship and research. This faculty member is expected to publish in high quality refereed journals/publications and to be continually seeking and obtaining external funding to support their research efforts. Demonstration of progress in research will be evident from the quantity and quality of refereed publications. There should also be an appropriate number of high quality professional presentations, invited talks, and research seminars. The candidate should have a successful record of proposals submissions and awards from extramural funding. The awards received should be commensurate with needs of the faculty to sustain a nationally recognized research program. The application for and receipt of patents and proprietary inventions is an important contribution; however, does not replace the need for external funding to support the research activities of the faculty member. Especially important is the active role of students in his/her/their research and the financial support, mentoring, and supervision of graduate and postdoctoral students. There may be other items deemed to be appropriate measures of scholarly achievement by the candidate in consultation with his/her/their department head. 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. A well-funded and nationally recognized research program is expected by the time the faculty seeks 5<sup>th</sup> and 6<sup>th</sup> year recontracting.

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 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 review 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 University T&R MOA.

## **CRITERIA FOR PROFESSIONAL SERVICE**

All faculty members are expected to engage in and share the activities of professional practice and service to the Department, College, University and Profession. The nature of this activity is provided in Sections 4.3 and 4.4, and Appendix A sections 1.3 and 1.4 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 Department and College is considered the most important. Supporting letters from peers should be provided as necessary.