


FORM 8

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


Department/Office: **Chemical Engineering**

Department Chair: Mariano J. Savelski
Print


Signature


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

Date Sent to Dean/Supervisor: 09/14/2018

Signature 
Dean/Supervisor:

Date
9/25/18

Approved
 Y / P / N

Add'l Admin: 
Provost/designee:

3/17/19

Y / P / N
 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 |

Chemical Engineering Department's Interpretation and Weighting of Recontracting Criteria for Non-Tenured Teaching Faculty

Approved unanimously by the Department on September 14, 2018.

Non-tenured Teaching Faculty (hereinafter referred to as Lecturer) have the primary responsibility of teaching. Duties and responsibilities should not include scholarship or research activities.

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 Recontracting and Tenure Memorandum of Agreement 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 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Department of Chemical Engineering uses six criteria as the basis for assessing Non-Tenured Teaching Faculty in the areas of teaching, service, and professional development as required for recontracting. The specific criteria used for recontracting 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 contributions to the Department, College and University
4. Candidate statement of contributions to the engineering profession
5. Candidate statement of professional development activities
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; therefore, a mathematical weighting of the areas of teaching, service, and professional development is unnecessary. However, the Department ranks teaching effectiveness first, followed by service activities, and then professional development.

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 Appendix A section 1.1 of the 2017-19 Recontracting and Tenure Memorandum of Agreement (R&T MOA, June 2017).

Evaluation of teaching effectiveness will emphasize student learning outcomes. Evaluation includes assessment of engineering core courses, 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 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 Appendix A sections 1.3 and 1.4 of the 2017-19 Recontracting and Tenure Memorandum of Agreement (R&T MOA, June 2017). Due to the multi-faceted nature of service, it encompasses a wide range of activities. However, lecturers' service activities should primarily contribute to the needs of the Chemical Engineering Department, followed by service activities that benefit the College, the University, and the engineering profession. Lecturers shall not participate in personnel/peer committees (T&R, Promotion, Sabbatical Leave). However, lecturers may participate in general University affairs or on curriculum or assessment committees.

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 performance in professional development will be evaluated at the time of recontracting.

Professional development is used by lecturers to maintain currency in Chemical Engineering and general engineering as it pertains to the courses they teach. Professional Development includes relevant activities of the following types:

1. Successful completion of continuing education courses to enhance the primary function of teaching;
2. Attendance of teaching seminars/workshops, and engineering software training as needed to enhance the lecturer's primary function of teaching, and its delivery; and
3. Other activities approved by the ChE department.