

FORM 8

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

Department/Office: Civil & Environmental Engineering

Department Chair: Kausar Jahan

Kausar Jahan
Signature

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

Date Sent to Dean/Supervisor: 9/12/18

Signature: <u><i>[Signature]</i></u>	Date: <u>9/25/18</u>	Approved: <u>(X) P / N</u>
Dean/Supervisor: _____	_____	Y / P / N

Add'l Admin: <u><i>[Signature]</i></u>	Date: <u>3/17/19</u>	Approved: <u>(Y) P / N</u>
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:	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

Civil and Environmental Engineering Department's Interpretation and Weighting Criteria of Recontracting Criteria for Lecturers

Approved Unanimously by the Civil and Environmental Engineering Faculty

September 17, 2018

2.4 Department Responsibilities

2.41 Statement Interpreting the 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 and formally ratify a statement interpreting the criteria to be utilized in evaluating candidates for recontracting.

2.44 Role of Chairperson: The Head of the Civil and Environmental Engineering can serve as a member of the Civil and Environmental Engineering T&R Committee.

2. TERMINAL DEGREE STATEMENT

The terminal degree for the faculty at lecturer level in the Civil and Environmental Engineering department is an M.S. or Ph.D. in Civil and Environmental Engineering or equivalent.

3. CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Department of Civil and Environmental 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 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 professional development
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

Civil and Environmental Engineering 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. Contributions to equity, diversity and inclusion can be part of teaching and advising, scholarly activity, and/or service. Outputs and impacts of a faculty members' efforts to promote equity, diversity and inclusion are encouraged to be part of the promotion and tenure dossier.

In this document the term "faculty" refers to lecturer.

9/14/2018

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 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 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 and graduate courses

PROFESSIONAL DEVELOPMENT

The Letter of Agreement for Non-tenured Teaching Faculty (August 2018) states that "*lecturers are expected to remain current in their fields of teaching and expertise*"; therefore, scholarly achievement is replaced by professional development for lecturers. Professional development is used by lecturers to maintain currency in Civil & Environmental Engineering and general engineering as it pertains to the courses they teach. Professional Development includes relevant activities of the following types.

1. Active participation in professional organizations, including giving presentations at conferences and meetings, as well as serving on committees;
2. Assisting faculty and students with scholarship;
3. Authoring peer-reviewed papers and books;
4. Authoring published articles (non-peer-reviewed);
5. Award of patents;
6. Active participation in mentoring programs to enhance diversity
7. Successful completion of college courses;
8. Successful completion of continuing education courses;
9. Attendance at seminars; and
10. Other activities approved by the CEE department.

CRITERIA FOR PROFESSIONAL SERVICE

All lecturers 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 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. Service to the department and College is considered the most important followed by the University and the engineering profession.