

FORM 8

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

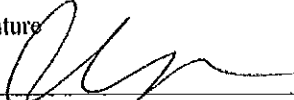
Department/Office: **Mechanical Engineering**

Department Chair: Ratneshwar Jha
Print


Signature


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

Date Sent to Dean/Supervisor: Sep 24, 2018

Signature 

Dean/Supervisor:

Date 9/25/18 Approved Y P/N

Add'l Admin: 

Provost/designee:

Y/P/N

3/17/19 Y P/N

President/designee:

Y/P/N

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

Mechanical Engineering Program's Interpretation and Weighting of Recontracting Criteria for Non-Tenured Teaching Faculty

Approved Unanimously by the Mechanical Engineering Faculty, September 24, 2018

2.4. Department Responsibilities (from MOA)

2.41. Statement Interpreting and Weighting Evaluation Criteria: Each year, by October 1, and before the evaluation of candidates, 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 Mechanical Engineering Department may serve as a member of the Mechanical Engineering T&R Committee.

3 CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The Mechanical Engineering (ME) program within the College of Engineering is committed to sustaining and furthering the development of its faculty members. We believe it is important that faculty aspiring to tenure develop a strategy that fulfills requirements set forth in the College and University MOA.

Consistent with the Rowan University Memorandum of Agreement, recontracting and tenure are based on teaching effectiveness, scholarly activity (professional development for instructors) and service to the university and profession. Teaching is regarded highest, followed by scholarly activity / professional development and service. 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 of Mechanical 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.

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 of the 2018-19 Recontracting and Tenure Memorandum of Agreement (R&T MOA). 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, student surveys, and other valid methods of assessing teaching effectiveness. 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.

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, lecturer's performance in professional development will be evaluated at the time of recontracting.

Professional development is used by lecturers to maintain currency in Mechanical 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 to improve teaching and learning;
- Attendance at seminars and teaching workshops;
- Development of educational tools and media;
- Development of a new course or laboratory experiences;
- Authoring peer-reviewed conference presentations, papers and books;
- Authoring published articles (non-peer-reviewed);
- Awarding of funds to support engineering coursework and/or engineering clinic projects;
- Award of patents;
- Other activities approved by the Mechanical Engineering department.

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 1.2A of the 2018-19 Recontracting and Tenure Memorandum of Agreement (R&T MOA, June 2018). 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.