


FORM 8

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


Department/Office: DEPARTMENT OF BIOMEDICAL ENGINEERING

Department Chair/Head: MARK BYANE 

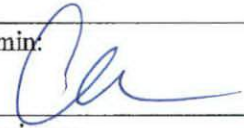
Academic Year (circle):      Print      Signature


   15-16      16-17      17-18      18-19      19-20

Date Sent to Dean/Supervisor: 9/20/19

Signature       Date 9/20/19      Approved Y/P/N

Dean/Supervisor: Stephanie Farrell      \_\_\_\_\_      Y/P/N

Add'l Admin:       \_\_\_\_\_      Y/P/N

Provost/designee:       \_\_\_\_\_      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

## **Biomedical Engineering Program's Interpretation and Weighting of Recontracting Criteria for Lecturers**

Approved Unanimously by the Biomedical Engineering Faculty, September 20, 2019

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### **2.4. Department Responsibilities**

2.41. Statement Interpreting the Criteria: Each year, by September 25, 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 TERMINAL DEGREE STATEMENT**

The preferred terminal degree for Lecturers is a Ph.D. in Biomedical Engineering, engineering equivalent, or closely related engineering field of study, but an M.S. degree is acceptable for Lecturers with exceptional experience.

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

The Department of Biomedical 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 teaching, research, and service. The Department of Biomedical Engineering has four criteria which uses the Candidate's record and his/her statement of self-appraisal interpreting that record 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 for lecturers are as follows:

1. Teaching effectiveness and performance based on classroom observations, scores on student evaluations, candidate responses, and candidate self-appraisal of professional (teaching) performance.
2. Professional Development
3. Contributions to the Department, College and University.
4. Contributions to the engineering profession.
5. 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 1.1 of the *Rowan University Recontracting & Tenure Memorandum of Agreement*.

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 PROFESSIONAL DEVELOPMENT**

Professional development is used by lecturers to maintain currency in Biomedical Engineering and general engineering as it pertains to the courses they teach. The characteristics of professional development are provided in Appendix A Section 1.2B of the *Rowan University Recontracting & Tenure Memorandum of Agreement*. 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 and scholarship in engineering education;
- Successful completion of continuing education courses;
- Attendance at seminars and teaching workshops;
- Activities recognized as maintaining standing within engineering;
- Other activities approved by the Biomedical 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 Program, College, University and Profession. The nature of this activity is provided in Appendix 1.3 and 1.4 of the *Rowan University Recontracting & Tenure Memorandum of Agreement*. 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.