

**FORM 8**

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

Department/Office: Mechanical Engineering \_\_\_\_\_

Department Chair: Ratan Jha Ratan Jha  
Print

*R. Jha*  
Signature

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

Date Sent to Dean/Supervisor: Oct 23, 2019 \_\_\_\_\_

Signature *S. Farrell*  
Dean/Supervisor:            Stephanie Farrell

Date  
10/23/19

Approved  
Y / P / N

Add'l Admin: *[Signature]*  
Provost/designee:

11/29/20

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.

<b>SUGGESTED TIMETABLE:</b>	<b>DATE</b>
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 and Tenure Criteria for Tenure-Track Faculty**

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Approved by the Mechanical Engineering Faculty, October 23, 2019

### **1. Criteria for Evaluation of Candidates for Recontracting and Tenure**

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 of the 2019-20 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.

## **CRITERIA FOR SCHOLARLY ACHIEVEMENT**

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. The characteristics of scholarly achievement are provided in Appendix A of the 2019-20 R&T MOA.

Scholarship and research activity is recognized in three general categories: traditional technical engineering scholarship, research/scholarship in engineering education, and the scholarship of practice. The scholarship of practice involves applying technical engineering skills to solve a real-world problem for a client or a sponsor. 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.

Faculty members at the assistant professor level or above are expected to develop a self-supporting program of scholarly achievement that involves graduate and undergraduate students directly. Scholarship must be validated through a balance of peer-reviewed publications, conference proceedings, presentations, technical reports, technical bulletins, and external funding. Directly involving students in these scholarly activities is strongly encouraged.

Receipt of awards for scholarly activity may also serve as external validation. Examples of these awards include but are not limited to faculty/student outstanding paper, oral presentation, poster presentation, outstanding research awards given through professional societies or other relevant organizations and sponsors.

In the event that there are documented confidentiality agreements with a sponsor and external publication/dissemination is impractical, evaluative letters from project sponsors may be used to validate the scholarship of practice.

Because the engineering clinics represent an essential hallmark of the Rowan Mechanical Engineering Program, all faculty members are expected to participate in developing meaningful student projects, obtaining external funding to support these projects (at the assistant professor level and above), and disseminating the results. These projects may involve basic or applied research. They may also enable the faculty member to pursue the scholarship of practice by working directly with a sponsor on technical projects. Funding for this activity may come in the form of government grants, in-kind support, or corporate sponsorship. The external validation of this type of scholarship should be done as described previously.

## **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 of the 2019-20 R&T MOA. 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.

### **2.4. Department Responsibilities (from 2019-20 Recontracting and Tenure Memorandum of Agreement)**

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.