

Tenure and Promotion Guidelines – Department of Mechanical Engineering

Approved March 31, 2010

General Guidelines

In tenure and promotion considerations, the Faculty of the Department of Mechanical Engineering bases its recommendation on the candidate's performance in teaching, research, and service. All faculty members are expected to contribute to the mission of the Department and the University by demonstrating a sustained commitment to undergraduate and graduate student education; by achieving broadly recognized research excellence; and by serving the mechanical engineering community and the general public. The following guidelines, established in accordance with GR VIIA.6, are intended to assist the members of the Faculty of Mechanical Engineering in evaluating candidates for tenure and promotion, as well as to assist candidates in understanding the factors to be considered in their evaluation.

Assessment methods for Regular Title Series (45T/45R/10S)

Teaching and Advising Evaluation Factors

- A detailed teaching portfolio including a statement on teaching and advising philosophy, samples of teaching materials and assignments, student and course evaluations.
- A record of teaching both undergraduate and graduate courses.
- Student letters to demonstrate a candidate's quality of teaching and advising.
- External reviewers' letters.
- Introduction of new courses and/or new effective teaching techniques, including distance learning methods.
- Authoring new textbook will be unusual but significant.
- Teaching awards or other formal acknowledgments of teaching excellence at various levels.
- Mentoring or involvement with student organizations and student extra-curricular activities as well as undergraduate student projects.
- Constitute valued contributions to the educational mission of the Department and University will be taken into account.
- Seeking professional licensure in order to qualify for teaching design courses.

Research Evaluation Factors

- A candidate must show both the effort and the ability to attract sufficient research funding to initiate and maintain the candidate's research program.
- Results of research efforts should be published in venues regarded as selective by peers in the candidate's discipline. Journals, proceedings and conferences are appropriate, in each case with an established reputation for high quality. Journal impact factor and citation indices can serve as evidence of quality, if applicable.

- Collaborative research with colleagues and students is encouraged. At the same time, the candidate is expected to show evidence of scholarly independence and initiative.
- Mentoring graduate students to graduation.
- The Department will seek the opinions of external reviewers who are regarded as the experts in the candidate's discipline.
- Invited seminars at major academic institutions, industrial and governmental laboratories, keynote and invited talks at conferences and workshops
- Advising postdoctoral scholars and research staff members
- Research awards and other formal acknowledgments by peers at regional, national, and international levels.
- Patents, software in public use, partnership development with industries and academic institutions and other technology transfer based on innovative research.

Service

- Evidence of undergraduate and graduate student recruiting, advising and course coordination.
- Committee work at the Department, College and University levels.
- Contributions to the peer-review process through reviewing, editorships, conference organization, and consulting activities.
- External reviewers' letters

Assessment for tenure and promotion to Full Professor shares the same assessment guidelines and methods but the expectation of impact and recognition is greater. In particular, promotion to Full Professor requires that a faculty member has realized the professional promise implicit in the awarding of tenure in every aspect of the Department and University mission: teaching, research and dedicated service. Consistently effective teaching activities (broadly understood); and excellent nationally and internationally recognized research program and dedicated service extending beyond the University are necessary.

The above guidelines and methods are intended to supplement, but not replace, the procedures described in the University of Kentucky Administrative Regulations (AR 2:1, 2:2) for regular title series and (AR 2:1, 2:2, 2:4) for special title series.

Approved by Dean Thomas Lester on April 20, 2010