

Tenure and Promotion Guideline – Department of Mechanical Engineering

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 full time 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.

Lecturer Title Series (75 Teaching/25 Other)

Promotion to Senior Lecturer

The guiding criteria of the regular title series in teaching should be applied to lecturer title series faculty which can directly promote undergraduate teaching. Other assigned duties which are rather indirectly related to undergraduate teaching but help promote undergraduate teaching are available in the criteria of regular title series. The following provides the guiding criteria.

Teaching (75%)

- 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 undergraduate 100, 200 and 300 level courses. Exception can be made for other level courses upon request and approval by Provost (AR 2:9 VI-A)
- Student letters to demonstrate a candidate's quality of teaching.
- Teaching awards or other formal acknowledgments of teaching excellence at various levels.
- Valued contributions to the educational mission of the Department and University will be taken into account.

Other Teaching Related Activities including Professional Development (25%)

- Introduction of new courses and/or new effective teaching techniques, including distance learning methods.
- Authoring new textbooks and study guides for publication will be an unusual but significant activity.
- Mentoring or involvement with student organizations and student extra-curricular activities as well as undergraduate student projects.
- Professional licensure in order to qualify for teaching design courses is preferred.
- Professional development (e.g., takes education courses, attends educational conference and workshops, and networking/collaborating with other academic institutions).
- Participation in educational conferences as panelist or paper author/presenter.

Approved by Mechanical Engineering faculty on November 3, 2010

Approved by Dean Thomas Lester on November 8, 2010