

**CIVIL ENGINEERING & APPLIED MECHANICS
DEPARTMENT PERSONNEL PROCEDURES**

(2003-2004 Academic Year)

The Department of Civil Engineering and Applied Mechanics follows the basic promotion, retention and tenure criteria outlined in the administrative manual and the policies of the College of Engineering & Computer Science.

A. Teaching Effectiveness

Teaching effectiveness shall be evaluated by examination of the student evaluation of faculty poll, which is administered at the college level, by classroom visitations, by conversations with students, by discussions with faculty members other than those designated for classroom visitation who may have observed the performance of the faculty member being evaluated and by the review of materials such as course outlines, explanation of teaching methods, exams, etc., submitted by the faculty member.

In order to provide students with an opportunity to contribute to the evaluation process beyond the student poll, the chair shall observe regular office hours and shall be available to students during those hours. Students who cannot be present during the scheduled office hours may make an appointment at other hours.

The Chair and one or more members of the Department Personnel Committee or their designee shall visit the classroom of the faculty member being evaluated. The required written reports of the visitation shall address the following aspects of the faculty member's performance.

1. Organization and clarity of presentation.
2. The appropriateness of the material presented in relation to the course objectives.
3. Interactions with the students.
4. Manner in which the class was conducted (promptness, effective use of class time, control of classroom, etc.).
5. Significant strengths noted.
6. Significant weaknesses noted.

If more than one senior tenured faculty are designated to evaluate a faculty member's classroom performance they should, when possible, visit different classes. They shall have the option of submitting a joint report or individual reports. A joint report is deemed preferable. The report shall be distributed as prescribed by Section 612.5.2.c.(2) (iii) of the Administrative Manual. Each classroom visit shall be in accordance with prior arrangements made with the faculty member being evaluated.

B. Professional Qualifications

For those faculty who are being considered for appointment or tenure and/or promotion to the rank of Associate or Full Professor, the possession of a doctorate is normally required. However, on rare occasions, the requirement for the doctorate may be waived if it can be demonstrated that the faculty member is functioning within his or her discipline at the doctoral level as evidenced by: publications, previous and current research, outstanding advanced professional engineering design work, awards and honors from professional societies for professional accomplishments, professional registration, and contributions to graduate and undergraduate education in the form of curriculum development, the nature and level of courses taught and theses supervised. The

faculty member may provide the Chair with the names of distinguished persons in his or her discipline from whom the Chair can solicit recommendations.

C. Contribution to the Field of Study

All publications (either in print, or whose acceptance is confirmed) of the faculty member under consideration are evaluated. For the purpose of this evaluation, the term “publication” will be defined as below:

The Department of Civil Engineering and Applied Mechanics of the College of Engineering and Computer Science views publications as the process by which creative professionals make available to other professionals the results of their studies, experience, and research in their own field of competence (in this case Civil Engineering & Applied Mechanics) in such a form that it remains open to critical evaluation and commentary as well as providing a base upon which further progress can be built by others in the field. Accordingly, this department does not view professional activity as falling within the category of publication unless the results are preserved in a generally accessible form which conveys a contribution to knowledge in the field. While the form of preservation might be in printed journals, textbooks, or reports, it is recognized that it might also be embodied in other accessible forms such as video tapes, engineering drawings, patents, computer programs, or machine-readable data bases.

As with all professional activity, publication by a candidate for a personnel decision is subject to critical evaluation and weighting by the candidate’s colleagues and by the administrators and committees acting upon the decision. While an important refereed publication in a prestigious professional journal would obviously carry great weight, it is recognized that a significant professional contribution might also be made in an originally unrefereed form. Accordingly, the department does not consider appropriate to summarily exclude such publication from consideration in the personnel process. On the other hand, reviews and letters to the editor which in and of themselves do not make a contribution to knowledge would not come under this department’s definition of publication.

Since prestigious publication sometimes involves a long delay between submission and appearance in permanent form the department does not consider it appropriate to hold up promotion, for instance, until actual release in print or other permanent form. Thus, credit for publication would be considered if firm acceptance for publication is confirmed and the material is made available for evaluation.

The University personnel policies speak of “continuing personal and professional growth.” Accordingly this department places a greater weight on recent publications than on those of long ago. Nevertheless, it is not considered appropriate to completely exclude from consideration important work which was accomplished prior to the previous promotion.

In conclusion, it should also be noted that professional activity which is inadmissible for consideration as publication under this policy (such as consulting which does not result in output available to the public) is still to be considered and evaluated under other categories of professional accomplishment.

D. Contribution to the University and Community Service

Evidence of the faculty member’s contribution to the university and community as outlined in the Administrative Manual shall include, but not be limited to:

1. The enumeration of accomplishments such as active memberships on committees, boards, etc., provided by the faculty member.
2. Comments from faculty and students concerning the quality of the work performed by the faculty member being evaluated (work in faculty affairs, student advisement and community service to be included).
3. Positions of responsibility held by the faculty member such as chairing committees, subcommittees, ad hoc committees or boards.
4. Any reports, drawings, computer programs, video tapes, etc., prepared by the faculty member pursuant to university or community service.
5. Any letters of commendation that might be received.

E. Professional and Personal Responsibilities

The senior tenured faculty have all been asked to observe, where possible, the work of probationary faculty and faculty being considered for promotion.

The knowledge gained shall be shared and discussed in a closed meeting of the senior tenured faculty. Specifically the discussion shall consider those personal and professional responsibilities outlined in Section 604 of the Administrative Manual.