

Southern Utah University
College of Engineering and Computational Sciences
Department of Engineering and Technology
Department Evaluation Criteria

I. Introduction

According to the Faculty Evaluation, Promotion, and Tenure policy, SUU Policy 6.1, each Department at Southern Utah University will create and maintain a document containing Department Evaluation Criteria (DEC). According to the Policy, each DEC describes “standards and expectations for Promotion and Tenure and Good Standing for Non-Tenure-Track, Tenure-Track, Tenured Faculty, and Academic Administrators.” This document contains the DEC for the Department of Engineering and Technology.

II. Department P&T Committee

The Department P&T Committee is established to provide guidance to faculty and the department regarding promotion and tenure and is the first level of faculty evaluation for all promotion and tenure activities. The Department P&T Committee will consist of qualified faculty (as per SUU Policy 6.1) elected by faculty members of the department. The committee's primary roles are:

- a. Evaluating faculty during the P&T cycle
- b. Maintaining the P&T department 'standards', which includes:
 - i. keeping department policy aligned with university policy
 - ii. maintaining the spreadsheet and/or other documents that define department 'standards' for promotion and tenure
 - iii. maintaining a set of document templates that are used during the P & T process including: a FEC template, a promotion/tenure package template.
 - iv. initiate and draft any changes to this policy and provide oversight of the faculty review and approval process for such changes through department approval.

The committee does not have the power to change this policy except in the cases outlined below. Changes to this policy will start in the committee and can be refined to the satisfaction of the committee. Once the committee approves, changes are then brought to the department for discussion and approval. The committee has the power, without the approval of the department faculty to:

- i. Update form templates to align with policy changes (either at the department or university level)
- ii. Maintain the “standards” documents based upon faculty activities and feedback from the department chair
- iii. Administrative and minor changes to the policy that have been deemed ‘non-controversial’ based upon discussions in department meetings.
- iv. Updates to this policy required to align with the university P & T policy.

III. Faculty Mentorship

Faculty mentors and mentees will be assigned and monitored by the department chair in alignment with university policy 6.1.

IV. Instructions for Application

When developing your portfolio for submission, thoroughly read SUU policy 6.1. A Faculty portfolio should highlight and showcase knowledge, skills, and abilities as they relate to the areas of evaluation. Cite supporting evidence that reflects your best efforts across all three domains as referenced in Policy 6.1—Teaching, Scholarship/Creative, Service/Leadership. Evidence from classified or proprietary projects should document the achievement to the extent possible within the classified/proprietary constraints. It is up to the faculty to justify and provide evidence stated in the submission.

V. Evaluation Process

Evaluations will be within guidelines established by Southern Utah University Policies and Procedures, specifically Policy 6.1 and the College of Engineering and Computational Sciences. The Department Promotion and Tenure Committee will be the first level of evaluation.

VI. Reporting

- a. ALL faculty, regardless of NTT, TT and Rank must submit an annual Faculty Engagement and Contribution (FEC) Report. The report should document Teaching, Service/Leadership, and Scholarly/Creative activities relative to the DEC requirements, college and university mission as outlined in SUU Policy 6.1 (section IV.G.4.h).
- b. Faculty applying for tenure and/or rank advancement must submit documentation that shows achievement of all of the required activities. Additionally, all FEC Reports and required documents outlined in SUU Policy 6.1 must be submitted. Faculty may also submit supporting and clarification documentation associated with the activities cited in the application.
- c. Faculty with advanced rank (Tenured Associate and full professors and NTT Associate Professors) must submit a Five-Year-Review summary document every five years. This review includes documentation that shows achievement of all of the required activities. Additionally, all FEC Reports and required documents outlined in SUU Policy 6.1 must be submitted. Faculty may also submit supporting and clarification documentation associated with the activities cited in the summary document.

VII. Faculty Engagement and Contribution Criteria

All faculty are required to conduct activities from all three faculty engagement areas (Teaching, Scholarship/Creative, Service/Leadership) each year. While the focus for a given year may vary over the course of several years, approximately $\frac{3}{4}$ of tenured and tenure-track faculty effort should be focused on Teaching, while Scholarly/Creative and Service/Leadership activities make up the other $\frac{1}{4}$. Non-Tenure-Track (NTT) faculty should primarily focus on teaching with only minor effort devoted to service. NTT are not required to conduct scholarly activity, but must maintain currency in their field of expertise. The mentor and department chair should advise the faculty mentee on activities that are reasonably attainable, and that will result in a favorable 3-year review, tenure and/or rank advancement.

Activities are divided into three main categories, Teaching, Scholarship/Creative, Service/Leadership as defined in SUU Policy 6.1. Yearly activity should generally follow the breakdown mentioned above. However, for the awarding of Tenure and/or Rank Advancement, the Required Activities for each promotion over the entire time period is tenure/promotion requirement. Thus, there is flexibility in year-to-year activities. The Mentor should take great care in assisting faculty in their yearly planning that efficiently works towards the 3-year review, tenure and/or rank advancement. The "E & T Department Activity" lists provided in Appendices A, B and C can be used as a reference for selecting valued activities to be conducted in the pursuit of tenure and/or rank advancement. Faculty should reference the lists as preparation for the annual Alignment Integration Meeting (AIM), including the use of High, Medium and Low values associated with activities to gauge appropriate level of effort of various activities. The mentor is primarily responsible for advising the faculty member as to expectations for receiving a favorable reviews. The Department Chair is primarily responsible for conducting the AIM and working with the faculty member to ensure that expectations are clear and understood.

Note: Reference Appendices A, B and C for activities listed in the "High," Medium," and "Low" value activities for each category.

Tenure and/or Rank Advancement Benchmarks (Tenure-Track Faculty)

a. Tenure and Assistant Professor to Associate Professor.

Tenure-track faculty must have completed the required activities noted below and meet years-of-service requirements outlined in SUU Policy 6.1 before applying for tenure. These activities are considered the MINIMUM acceptable effort for each category, and must be completed since appointment. Faculty are encouraged to complete additional activities to ensure a robust application package can be assembled at the appropriate time.

i. TEACHING:

1. Implement an evidence-based teaching change in at least one course, assess its impact, and present the result to the department or equivalent entity/venue.
2. Arrange and complete (receive) one teaching peer evaluation per year. At least two of the total required peer evaluations must be conducted by evaluators from outside the department, and two from within the department.
3. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.

ii. SCHOLARSHIP/CREATIVE:

1. Complete two high-value activities AND one medium-value activity OR an equivalent combination¹ from the scholarship/creative list.

iii. SERVICE/LEADERSHIP:

1. Complete one high-value activity AND two medium-value activities OR an equivalent combination¹ from the service/leadership list.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

b. Associate Professor to Full Professor

Tenure-track faculty must have completed the required activities noted below and meet years-of-service requirements outlined in SUU Policy 6.1 before applying for rank advancement from associate to full professor. These activities are considered the MINIMUM acceptable effort for each category, and must be completed since advancement to associate professor. Faculty are encouraged to complete additional activities to ensure a robust application package can be assembled at the appropriate time.

i. TEACHING:

1. Implement an evidence-based teaching change in at least one course, assess its impact, and present the result to the department or equivalent entity/venue.
2. Arrange and complete (receive) one teaching peer evaluation every other year.
3. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.
4. Complete one additional high-value activity AND one additional medium-value activity OR an equivalent combination¹ from the teaching list.

ii. SCHOLARSHIP/PROFESSIONAL:

1. Complete two high-value activities AND two medium-value activities OR an equivalent combination¹ from the scholarship/creative list.

iii. SERVICE/LEADERSHIP:

1. Complete two high-value activities AND one medium-value activity OR an equivalent combination¹ from the service/leadership list.
2. Conduct (provide) at least two peer evaluations of other faculty.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

c. Post-Tenure Benchmarks

Tenured faculty must complete the required activities listed below for each review period outlined in SUU Policy 6.1. These activities are considered the **MINIMUM** requirements for each category, and must have been completed since the previous review. Tenured faculty are encouraged to conduct additional activities to ensure robust review documentation is available at the appropriate time.

i. TEACHING

1. Implement an evidence-based teaching change in at least one course, assess its impact, and present the result to the department or equivalent entity/venue.
2. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.

ii. SCHOLARSHIP/CREATIVE:

1. Maintain and currency in their field of expertise, and document how this has been achieved.
2. Complete one high-value activity AND one medium-value activity or equivalent combination¹ from the scholarship/creative list.

iii. SERVICE/LEADERSHIP:

1. Complete two high-value activities AND one medium-value activity OR an equivalent combination¹ from the service/leadership list. At least one of the high-value activities completed must involve department-level service.
2. Conduct (provide) at least three peer evaluations of other faculty, subject to department needs.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

VIII. Non-Tenure-Track Rank Advancement Benchmarks

a. Lecturer to Assistant Professor.

Non-tenure-track faculty must complete the required activities listed below, and meet the years-of-service requirement listed in SUU Policy 6.1 before applying for advancement to Assistant Professor. These activities are considered the **MINIMUM** requirements, and must be completed since appointment. Faculty are encouraged to conduct additional activities to ensure a robust application package can be assembled at the appropriate time.

i. TEACHING:

1. Implement an evidence-based teaching change in at least one course, and present the result to the department or equivalent entity/venue.
2. Arrange and complete (receive) one teaching peer evaluation every year. At least one of the required peer evaluations must be conducted by an evaluator from outside the department, and two from within the department.
3. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.

ii. SCHOLARSHIP/CREATIVE:

1. Complete one medium-value activity or equivalent combination¹ from the scholarship/creative list.

iii. SERVICE/LEADERSHIP:

1. Complete one medium-value activity or equivalent combination¹ from the service/leadership list.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

b. Assistant Professor to Associate Professor

Non-tenure-track faculty must complete the required activities listed below, and meet the years-of-service requirement listed in SUU Policy 6.1 before applying for advancement to Associate Professor. These activities are considered the **MINIMUM** requirements, and must be completed since advancement to assistant professor. Faculty are encouraged to conduct additional activities to ensure a robust application package can be assembled at the appropriate time.

i. TEACHING:

1. Implement an evidence-based teaching change in at least one course, and present the result to the department or equivalent entity/venue.
2. Arrange and complete (receive) one teaching peer evaluation every other year. At least one of the total required peer evaluations must be conducted by evaluators from outside the department, and one from within the department.
3. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.
4. Complete one additional high-value activity AND one additional medium-value activity OR an equivalent combination¹ from the teaching list.

ii. SCHOLARSHIP/CREATIVE:

1. Maintain and currency in their field of expertise, and document how this has been achieved.

iii. SERVICE/LEADERSHIP:

1. Complete one high-value activity AND one medium-value activity or equivalent combination¹ from the service/leadership list.
2. Conduct (provide) at least two peer evaluations of other faculty, subject to department needs.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

c. Post Associate Professor Rank-Advancement Benchmarks

Non-tenure-track associate professors must complete the required activities listed below for each 5-year post-promotion period, and complete regular reviews as outlined in SUU Policy 6.1. These activities are considered the MINIMUM requirements for each category, and must have been completed since the previous 5-year review. Non-tenure-track faculty are encouraged to conduct additional activities to ensure robust review documentation is available at the appropriate time.

i. TEACHING

1. Implement an evidence-based teaching change in at least one course, and present the result to the department or equivalent entity/venue.
2. Review and reflect on feedback from student evaluations each year, document the reflection, and discuss the results with the mentor or department chair.

i. SCHOLARSHIP/CREATIVE:

1. Maintain and currency in their field of expertise, and document how this has been achieved.
2. Complete one high-value activity AND one medium-value activity or equivalent combination¹ from the scholarship/creative list.

ii. SERVICE/LEADERSHIP:

1. Complete two high-value activities AND one medium-value activity OR an equivalent combination¹ from the service/leadership list. At least one of the high-value activities completed must involve department-level service.
2. Conduct (provide) at least three peer evaluations of other faculty, subject to department needs.

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

Appendix A: Teaching Activities

COLLEGE OF ENGINEERING AND COMPUTATIONAL SCIENCES DEPARTMENT OF ENGINEERING & TECHNOLOGY		
FACULTY PROMOTION & TENURE TEACHING ACTIVITIES		
ACTIVITY		ACTIVITY DESCRIPTION
High-Value Activities (Continuous Improvement Items) <i>These activities generally require more than 10 hours per year of commitment time.</i>		
T.H-1	Implement an evidence-based teaching change	Changes in classroom practice, effects of program restructuring, new content or curricula, a new understanding of students, use of the flipped classroom model, encourage cooperative learning, communication with colleagues, etc.
T.H-2	Assess the impact of a continuous improvement item using an appropriate methodology	Set goals, identify ways to improve, and evaluate changes in a sort of continuous feedback loop.
T.H-3	Complete a peer review of teaching	Use a pre-meeting, observation, and post-class evaluation
T.H-4	Evaluate the students' feedback survey and prepare a report	Implement an evidence-based change
T.H-5	Attend a half-day CETL workshop	Implement an evidence-based change
T.H-6	Review teaching evaluations based on department standard	Implement an evidence-based change
T.H-7	Complete a significant formative assessment of student learning	Implement an evidence-based change
T.H-8	Attend a CETL teaching circle that meets multiple days	Implement an evidence-based change
T.H-9	Other continuous improvement efforts	Implement an evidence-based change
Medium Value Activities (Teaching-related Items) <i>These activities generally require more than 7 hours per year of commitment time.</i>		
T.M-1	Review one teaching-related conference or journal paper	Must be a conference on education
T.M-2	Provide a peer review of teaching	With a pre-meeting, observation, post-class evaluation, and written report to faculty member

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

T.M-3	Nomination for the ASEE Rocky Mountain Section Teaching award	Both nominator and nominee for compiling documentation
T.M-4	Attend a half-day CETL workshop	Without implementing a evidence-based change
T.M-5	Other teaching-related efforts	Without implementing a evidence-based change
Low-Value Activities (Workload Items) <i>These activities generally require more than 7 hours per year of commitment time.</i>		
T.L-1	Teaching overload	
T.L-2	New preparation for a course	A three-hour course
T.L-3	Preparation for a three-hour course	Last taught five or more years ago
T.L-4	Significant revamp or addition of a course taught recently	Creating a course pack, new lecture notes, etc.
T.L-5	Formalized faculty mentoring for students	
T.L-6	Mentor a student project	
T.L-7	Other workload efforts	

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

Approved by Department:

Appendix B: Scholarship/Creative Activities

COLLEGE OF ENGINEERING AND COMPUTATIONAL SCIENCES DEPARTMENT OF ENGINEERING & TECHNOLOGY		
FACULTY PROMOTION & TENURE SCHOLARSHIP/CREATIVE ACTIVITIES		
ACTIVITY		ACTIVITY DESCRIPTION
High-Value Activities <i>These activities generally require more than 10 hours per year of commitment time.</i>		
S.H-1	Publication in peer-reviewed venues	Research published in journals or conference proceedings (Accepted + Dept. Presentation)
S.H-2	Formal collaborative undergraduate research (faculty-student)	The research will result in dissemination (Accepted + Dept. Presentation)
S.H-3	Publication of a book, chapter, section or commercial lab manual	Accepted by Publisher
S.H-4	Earning an academic degree thesis or dissertation such as, M.Sc. or Ph.D.	Approved by Advisor
S.H-5	Earning a State's license, such as FE, PE, etc.	Be awarded
S.H-6	Earning a professional certification, such as PMP, VE, CCE, LEED, etc.	Be awarded
S.H-7	Present an online short course	In connection with a conference by invitation or request (Formal and Documented)
S.H-8	Conducting a workshop or formal training for SUU faculties and staff	Formal and Documented
S.H-9	Presentation at a national or international professional meeting or conference	Formal and Documented
S.H-10	A Funded External Grant submission or participation	In projects over \$40,000 (Principal or Co-Principal Writer) OR director of a multi-year project involving over \$100,000 in funding (Documented + Dept. Presentation)
S.H-11	Implementation results of faculty/student scholarly activity or projects	Documented + Dept. Presentation
S.H-12	Formal review of a college/department program by request	Documented + Dept. Presentation
S.H-13	Pedagogical research or work in a successful ABET accreditation (Principal Writer)	Formal and Documented

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

S.H-14	Develop a course that results in the dissemination	Presenting it at a conference, for example (Formal and Documented)
S.H-15	Publication in non–peer-reviewed or government document	Formal and Documented
S.H-16	Developing assessment criteria, methods or materials	Formal and Documented
S.H-17	Other continuous improvement efforts	
Medium Value Activities <i>These activities generally require more than 7 hours per year of commitment time.</i>		
S.M-1	Present an oral or poster at a conference.	Research published at scholarly/creative venue (Accepted + Dept. Presentation)
S.M-2	Publish an article	Article published in a non-refereed journal or other print or electronic medium (Registration Letter)
S.M-3	Work with students who present a paper/poster	At professional meetings (Accepted + Dept. Presentation)
S.M-4	Work with students who present a paper/poster.	At a non-refereed journal or other print or electronic medium (Registration Letter)
S.M-5	Publish a book chapter	Accepted by Publisher
S.M-6	Book review for a publishing company	Accepted by Publisher
S.M-7	Formal work on a terminal degree thesis or dissertation such as, M.Sc. or Ph.D.	Attend Certificate
S.M-8	Maintain State's license OR professional certification	Be awarded
S.M-9	Present an online workshop or presentation	Formal and Documented
S.M-10	Conducting a workshop or formal training OR serving as a guest lecturer in a colleague's class	Formal and Documented
S.M-11	A Funded External Grant submission or participation	In projects less than \$40,000 (Principal or Co-Principal Writer) OR director of a multi-year project involving less than \$100,000 in funding (Documented + Dept. Presentation)
S.M-12	Professional consultation report which is submitted in writing to a client that has a local impact	Documented + Dept. Presentation
S.M-13	Engaging in scholarly activity that results in the development or improvement of curriculum	Documented + Dept. Presentation

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

S.M-14	Referee an article in a journal or online venue OR review a text or lab manual by request of the publisher	Formal and Documented
S.M-15	Review an article or five abstracts in a journal, conference or online venue.	Formal and Documented
S.M-16	Contributor for national accreditation or accreditation review	Formal and Documented
S.M-17	Develop pedagogy that results in dissemination (presenting at a conference, CARAT, etc.)	Formal and Documented
S.M-18	Reviewing, investigating, creating, or applying software applications in new ways	Formal and Documented
S.M-19	Publishing in professionally related journals or magazines to inform or educate the public	Formal and Documented
S.M-20	Receive scholarly award or other scholarly recognition	Formal and Documented
S.M-21	Be nominated for a scholarly award	Formal and Documented
S.M-22	Other continuous improvement efforts	

Low-Value Activities

These activities generally require more than 7 hours per year of commitment time.

S.L-1	Participating in a conference or scholarly/creative venue	Registration Letter
S.L-2	Developing and supervising student projects in Capstone courses	Accepted + Dept. Presentation
S.L-3	Book chapter review for a publishing company	Accepted by Publisher
S.L-4	Attending training course for preparation of State's license OR professional certification	Accepted + Dept. Presentation
S.L-5	Present any online related-venue	Formal and Documented
S.L-6	Presentation at a state, local or regional professional meeting or conference	Formal and Documented
S.L-7	Review three abstracts in a journal, conference or online venue	Formal and Documented
S.L-8	Participating in interdisciplinary research or pedagogical or educational activities	Formal and Documented
S.L-9	Any other recognition (without receiving award or recognition)	Formal and Documented

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

Approved by Department:

S.L-10	Other continuous improvement efforts	
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¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

Approved by Department:

Appendix C: Service/Leadership Activities

COLLEGE OF ENGINEERING AND COMPUTATIONAL SCIENCES DEPARTMENT OF ENGINEERING & TECHNOLOGY		
FACULTY PROMOTION & TENURE SERVICE/LEADERSHIP ACTIVITIES		
ACTIVITY		ACTIVITY DESCRIPTION
High-Value Activities <i>These activities generally require more than 10 hours per year of commitment time.</i>		
V.H-1	Chairing any Departmental, College, or University committee	
V.H-2	Serving on a hiring committee at any level	
V.H-3	Serving as an official faculty mentor	
V.H-4	Serving as a student club advisor	Related to his/her field of expertise or a field of interest
V.H-5	Performing administrative assignment	At the Department, Center, College, or University level
V.H-6	Serving in an official position for a regional or national professional society or for a state entity	Such as the Utah System of Higher Education (USHE) or Utah State Board of Education (USOE)
V.H-7	Reviewing proposals for funding in nationally or internationally recognized entity	Such as NSF, Coulter Foundation, etc.
V.H-8	Accompanying students at regional, national or international conferences	Where students' original or collaborative work is presented
V.H-9	Serving on the Faculty Senate	
V.H-10	Other activities/achievements	Deemed by the mentorship team and the Department Chair to be of similar caliber

Medium Value Activities <i>These activities generally require more than 5 hours and less than 10 hours per year of commitment time.</i>		
V.M-1	Serving as a committee member at the College or University level	Such as the Retention Committee, Curriculum Committee, Undergraduate Research Committee, etc.
V.M-2	Serving as a course coordinator for a Departmental course	

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair

V.M-3	Service in community	
V.M-4	Service in the faculty P&T mentorship team	Related to his/her field of expertise or a field of interest
V.M-5	Service as a technical advisor/supervisor of a student club or organization	
V.M-6	Participating in activities for alumni relations and fundraising	
V.M-7	Reviewing peer-reviewed journals, textbooks, etc.	Count only once in either Service or Scholarly Activity
V.M-8	Holding office in professional organizations	Where students' original or collaborative work is presented
V.M-9	Serving as a Sterling Scholar Judge	Recruiting and considerable time commitment 12-20 hours typical
V.M-10	Serving as a Science Fair judge	
V.M-11	Other activities/achievements	Deemed by the mentorship team and the Department Chair to be of similar caliber

Low-Value Activities

These activities generally require less than 5 hours per year of commitment time.

V.L-1	Serving as a committee member at the Department level	Such as the P&T Committee, Curriculum Committee, Strategic Plan Committee, etc.
V.L-2	Membership in a professional organization	Such as AIAA, ASEE, ASCE, ASME, ASM, ASTM, IEEE, etc.
V.L-3	Be nominated for a service award or other professional recognition	
V.L-4	Serve as a supervisor of a group preparing for a non-technical competition	
V.L-5	Engineering-related service in the non-SUU community	
V.L-6	Consulting for the community, companies, other institutions, or government agencies	
V.L-7	Disseminating scholarly findings to the media	
V.L-8	Developing external relationships with companies, communities, or government entities	
V.L-9	Other activities/achievements	Deemed by the mentorship team and the Department Chair to be of similar caliber

¹Any combination of activities a faculty wishes to substitute for the required activities must be approved by the department chair