

Scholarly Activity Performance Standard

A. Introduction

In an effort to identify the kinds of scholarly activities that the Integrated Engineering Department values professionally for annual reviews of tenure-track faculty (according to the Boyer Model), the following activity/achievements have been classified into three Value Categories:

B. High Value

1. Publication in peer-reviewed venues (journals or conference proceedings)
2. Present a short course or an online course in connection with a conference by invitation or request
3. Publication of a book/chapters/sections or commercial publication of lab manual
4. Formal collaborative undergraduate research characterized by regular meetings that will result in dissemination (no faculty credit for student's work)
5. Implementation results of faculty/student scholarly activity or projects (must have evidence – honors thesis or other public documentation)
6. Receive an external research grant award
7. Completion of a terminal degree thesis or dissertation (with approved advisor) OR completion of professional licensure
8. Participation in projects that result in the implementation of the results in industry
9. Pedagogical research leading to successful ABET accreditation
10. Other activity/achievements deemed (by the Department Chair) to be of similar caliber

C. Medium Value

1. Publication in non-peer reviewed or government document
2. Oral or poster presentation at scholarly/professional venue
3. Evidence of ongoing research
4. Apply for an external grant award or fellowship (with pending approval/denial)
5. Formal work on a terminal degree thesis or dissertation (with approved advisor) or major progress toward licensure (e.g., FE Examination)
6. Referee an article in a journal or online venue

7. Submission of an article for publication (with subsequent rejection OR pending approval/rejection)
8. Formal review of text or lab manual (by request of publisher)
9. Receive scholarly award or other scholarly recognition
10. Develop a course that results in dissemination (presenting it at a conference, for example)
11. Conducting a workshop or formal training OR serving as a guest lecturer in a colleague's class
12. Integration of rapidly evolving, substantially changing information and technology into the program curriculum for courses and/or laboratory activities
13. Other activity/achievements deemed by the Department Chair to be of similar caliber

D. Low Value

1. Publishing in professionally related journals or magazines to inform or educate the public
2. Formal written professional consultation/informal documented consultation
3. Be nominated for a scholarly award or other recognition (without receiving award or recognition)
4. Documented participation in a grant or proposal writing effort
5. Review of an article in a journal or online venue
6. Participation in a workshop or formal training
7. Work with students who present a paper/poster at professional meetings OR developing and supervising student projects in Capstone courses
- 8.* Completing course work or participating in a conference to advance one's knowledge in one's discipline or maintain PE licensure
9. Engaging in scholarly activity that results in the development or improvement of curriculum
10. Developing assessment criteria, methods or materials
11. Reviewing, investigating, creating, or applying software applications in new ways
12. Consultation or serving as an expert witness on legislation or other issues of public concern
13. Participating in interdisciplinary research or educational activities
14. Give a departmental or CARAT seminar presentation
15. Other activity/achievements deemed by the Department Chair to be of similar caliber

E. Standard Performance

The Integrated Engineering Department has decided that the annual rating level of SP (Standard Performance) for its faculty be defined as:

- a) One item from High Value; or

- b) Two items from Medium Value; or
- c) One item from Medium Value and two items from Low Value.

Also, outstanding (uncounted) activity/achievement levels in the High Value Category during any year may be carried over into the next year (though each activity/achievement may be counted only once). For example, if two High Value activity/achievements are accomplished in one year, then one of those may be counted the next year.

F. Effective Date

These policies will be mandatorily effective for the Integrated Engineering Department beginning January 1, 2010. However, individual Department members may elect to adopt them sooner.

G. Disclaimer

The Integrated Engineering Department establishes, with this document, a minimum annual level of scholarly activity/achievements with the understanding that achieving a minimum annual level of scholarly activity may not guarantee a positive three-year review or recommendation for tenure/promotion.

Service Performance Standard

A. Introduction

In an effort to identify examples of the kinds of service activities that the Department of Integrated Engineering values professionally for annual reviews of tenure-track faculty according to the Boyer Model, the following kinds of activities/achievements have been classified into three Value Categories:

B. High Value

These service activities generally require 15 hours (or more) per year of commitment time:

1. Chairing any Departmental, College, or University committee
2. Serving on any hiring committee
3. Serving as Engineering Club advisor [due to the planning time commitment]
4. Serving in an official position for a regional or national professional society, or for a state entity (such as USHE or USOE).
5. Accompanying students to regional, national or international conferences where students' original or collaborative work is presented
6. Serving on the Faculty Senate
7. Serving on an LRT Committee (at any level)
8. Other activities/achievements deemed by the Department Chair to be of similar caliber.

C. Medium Value

These service activities generally require 5 hours (or more) per year of commitment time, but less than 15 hours:

1. Serving on the Provost's Retention Committee
2. Serving on the College Recruitment and Retention Committee
3. Serving on the Departmental Recruitment and Retention Committee
4. Serving on the Department Curriculum Committee
5. Serving on the Undergraduate Research Committee
6. Serving as a course coordinator for a Departmental course
7. Service in the SUU community (including other SUU committees)
8. Service as a supervisor of a student club or organization
9. Other activities/achievements deemed by the Department Chair to be of similar caliber

D. Low Value

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

1. Membership in a professional organization (AIAA, ASEE, ASCE, ASME, ASM, ASTM, IEEE, etc.)
2. Be nominated for a service award or other professional recognition
3. Serve as a supervisor of a group preparing for a non-technical competition
4. Engineering-related service in the non-SUU community
5. Serving as a Science Fair judge
6. Serving on the University Finance Committee
7. Serving on the University Honors Committee
8. Other activities/achievements deemed by the Department Chair to be of similar caliber

E. Standard Performance

The Integrated Engineering Department has decided that the annual rating level of *SP (Standard Performance)* for its faculty shall be defined as:

- a) One item from **High Value**; or
- b) Two items from **Medium Value**; or
- c) One item from **Medium Value** and two items from **Low Value**.

Also, an outstanding (uncounted) performance in the High Value Category during any year may be carried over into the next year only (each service activity may be counted only once). For example: if two High Value service activities are accomplished in one year, then one of those could be counted as meeting the requirement in the next year. Carry over may be for only one year.

F. Effective Date

These policies will be in effect for the Integrated Engineering Department beginning January 1, 2010. However, individual Department members may elect to adopt them sooner.

G. Disclaimer

The Integrated Engineering Department establishes, with this document, a minimum annual level of service activity for its faculty. This is done with the understanding that achieving a minimum annual level of service activity at the Departmental level may not guarantee a positive three-year review or recommendation for tenure/promotion at higher level(s).