



- Facilitating student learning *outside the classroom*, e.g., assignments, reviews, special projects (meets expectations or above expectations depending upon the nature of efforts put forth by the faculty member.)  
\*All faculty members should respond to student e-mails and inquiries in a timely (i.e., within one day during the week) and respectful manner, and all faculty members are expected to hold regular office hours.
- Other (value varies from ‘meets expectations’ to ‘exemplary’ depending upon the nature of the work/effort. e.g., community engagement projects; bringing in special guest speakers from off campus) (rating varies depending upon nature of activities))

### Teaching Ability

*A Peer Evaluation based on classroom observations to assess the following aspects of teaching should be included.*

- Presenting classroom material in a clear and logical manner
- Presenting classroom material at an appropriate level
- Providing a classroom and laboratory environment that facilitates learning (if there is a lab component)
- Promoting critical thinking and problem solving
- Facilitating student participation/interaction, where appropriate
- Using repetition or review techniques to emphasize or clarify important points and concepts
- Using classroom technology that is efficient and appropriate to the content
- Making efficient use of instructional time (punctuality)

## ***SCHOLARLY AND/OR CREATIVE ACCOMPLISHMENT***

All tenure-track faculty are expected to demonstrate the highest ethical and professional standards with research.

### Minimum requirements:

- Annual one peer-reviewed journal paper or two peer-reviewed conference proceedings: Author or Co-author (Meet the expectation). Peer-reviewed journal manuscripts/paper are expected to get tenured and promoted. The paper proceedings are alone not acceptable without journal publications for tenure and promotion process.
- Annual and/or consistent submission of internal and/or external grant proposals (Meet the expectation): PI or Co-PI (Meet the expectation).

The below criteria will be considered as extra accomplishments.

### Research Awards

- Recipient of an award for excellence in scholarship or research (national/international/regional, state, college) (exemplary)
- Recipient of an award for excellence in scholarship or research (regional, state, college) (exemplary)

### Peer-Reviewed Publications

- Author or co-author in a professional, peer-reviewed journal (above expectations, or exemplary if more than one article)
- Author or co-author of a book (exemplary)

Revised proposed date: 2/5/2024.



- Editor or co-editor of a refereed academic journal (exemplary)
- On the editorial board for a refereed academic journal (above expectations)
- Officer in professional academic organization (exemplary)
- Participation in professional/academic societies (either 'above expectations' or 'exemplary' depending upon the nature of the participation)
- Member of professional/academic organization (meets expectations)
- Organizing a conference or professional event (either 'above expectations' or 'exemplary' depending upon the nature of a conference and/or an event)
- Organizing sessions at professional/academic conferences (above expectations)
- Chairing/moderating sessions at professional/academic conferences (above expectations)
- Organizing workshops (above expectations)
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- Other (score varies depending upon nature of work)

Community

- Community service on the behalf or the Department or University (meets expectations)
- Assistance at other schools and universities (e.g., judging, reviewer for Academic Challenge) (above expectations)
- Other (score varies depending upon nature of work)

Revised proposed date: 2/5/2024.

- Providing a classroom and/or laboratory environment that facilitates learning (apply if course is lab based)
- Promoting critical thinking and problem solving
- Facilitating student participation/interaction, where appropriate
- Using repetition or review techniques to emphasize or clarify important points and concepts
- Using classroom technology that is efficient and appropriate to the content
- Making efficient use of instructional time (punctuality)

All tenured faculty are expected to demonstrate the highest ethical and professional standards with research.

Minimum requirements:

- Annual peer-reviewed journal paper or peer-reviewed conference proceeding: Author or Co-author (Meet the expectation).
- Peer reviewed abstracts and poster presentations are also considered and will contribute to tenure and promotion process
- Annual or consistent submission of internal and/or external grant proposal (Meet the expectation): PI or Co-PI (Meet the expectation).

The below criteria will be considered as extra accomplishments.

Research Awards

- Recipient of an award for excellence in scholarship or research (national/international) (exemplary)
- Recipient of an award for excellence in scholarship or research (regional, state, college) (exemplary)

Peer-Reviewed Publications

- Author or co-author in a professional, peer-reviewed journal (above expectations, or exemplary if more than one article)
- Author or co-author of a book (exemplary)
- Other (score varies depending upon nature of work)

Publication of Books, Chapters in Books, and Development of Lab Manuals

- Author or co-author of a book (either 'above expectations' or 'exemplary' depending upon nature of the contribution to the work)
- Author or co-author of a chapter in a book (either 'meets expectations' or 'above expectations' depending upon the nature of the work and/or number of chapters)
- Author or co-author of lab manuals (either 'meets expectations' or 'above expectations' depending upon nature of the contribution to the work)
- Other (score varies depending upon nature of work)

Publication in Non-Peer-Reviewed Venues

- Author or co-author in a popular, reputable magazine (meets expectations)
- Publication of articles in popular press and newsletters (meets expectations)
- publishing in teacher education magazines (meets expectations)



- other (score varies depending upon nature of work)

Presentations (Oral/Poster) at Conferences

- Author or co-author of presentation at professional conference (national/international) (either ‘meets expectations’, or ‘above expectations’ if more than one presentation at conference (either

expectations’, or ‘above expectations’ if more than one. \* Must actually give the presentation to receive



(above expectations)

- Serving as lab coordinator (which includes hiring, managing, and instruction of lab instructors) (above expectations)
- Serving in departmental committees as a chair/member/coordinator (meets expectations)
- Preparation of proposals for new academic program (exemplary)
- Preparation of curriculum forms for new courses (above expectations)
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According to Academic Policy Statement 980204 Performance Evaluation of Tenured Faculty (PETF) (Revised May 4, 2022), PETF will be conducted for the five (5) most recent years. For the post-tenured faculty evaluation, tenured faculty applicants shall provide the faculty review portfolio which includes the evidence of success for each of the three (3) categories such as Teaching, Scholarly and/or Creative Accomplishment, and Service.

All tenured faculty are expected to demonstrate the highest ethical and professional standards with teaching.

IDEA Scores (based on Summary Evaluation Scores for all academic semester; spring, summer (if applicable), and fall)

- Median of 4.0 or higher

Course Development and/or Revision

- Development of *new (if any) courses* (above expectations)
- Developing on-line (meets expectations or above expectations depending upon nature of course)
- Developing *innovative methods* or learning activities to present material and engage students in learning (either above expectations or exemplary depending upon the nature of methods developed)
- Revision of instructional materials and/or developing laboratory experiments (meets expectations or above expectations depending upon the amount and nature of the revisions)
- Teaching independent/*directed study courses as needed by students* (above expectations or exemplary depending upon the number and nature of such projects, i.e., supervising/supporting a capstone project)
- Facilitating student learning *outside the classroom*



Revised proposed date: 2/5/2024.

- number of committees)
- Involvement in University fund-raising and/or in-kind donation (above expectations)
- Attendance at University functions (i.e., All faculty members are expected to attend at last one graduation ceremony each year or new student convocation) (meets expectations)
- Building liaison (meets expectations)
- Other (score varies depending upon nature of work)

#### Profession

- Editor or co-editor of a refereed academic journal (exemplary)
- On the editorial board for a refereed academic journal (above expectations)
- Officer in professional academic organization (exemplary)
- Participation in professional/academic societies (either 'above expectations' or 'exemplary' depending upon the nature of the participation)
- Member of professional organization (meets expectations)
- Organizing a conference or professional event (either 'above expectations' or 'exemplary' depending upon the nature of a conference and/or event)
- Organizing sessions at professional/academic conferences (above expectations)
- Chairing/moderating sessions at professional/academic conferences (above expectations)
- Organizing workshops (above expectations)
- Other (score varies depending upon nature of work)

#### Department

- Serving as Chair or Coordinator of Programs (e.g., the Construction Management Program Coordinator) (above expectations)
- Serving in departmental committees as a chair/member/coordinator (meets expectations)
- Preparation of proposals for new academic program (exemplary)
- Development of curriculum forms for new courses (above expectations)
- Leading and participation in recruiting events (meet expectations)
- Consistent attendance and participation in departmental meetings (meet expectations)
- Acquiring/maintaining facilities and technology used in teaching or research (either above expectations or exemplary depending upon the nature of the equipment or facilities)
- Raising funds for scholarships and endowments or contributing funds to scholarships and endowments (above expectations)

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Community

- Community service on the behalf or the Department or University (meet expectations)
- Assistance at other schools and universities (e.g., judging, reviewer for Academic Challenge) (above expectations)
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