

EXPANSION OF CRITERIA AND EXAMPLES FOR TENURE AND PROMOTION

Department of Engineering and Physics

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II.B. General Criteria for Tenure and Promotion

The general criteria revolve around the breadth of four separate and distinct areas of emphasis, namely: 1) collegiality, 2) teaching, 3) scholarship, and 4) service. The candidate must successfully show competence in all four of these areas as evaluated by faculty of the engineering and physics department in agreement with university guidelines.

Examples of Collegiality, Teaching, Scholarship, Service

The Engineering and Physics Department believes that the following clarifications do not define the four (4) major components of Tenure or Promotion but enhance insights into the department's expectations for the applicant. The following clarifications also do not imply that all, or even the majority, of the examples denoted must be included for an application of Tenure or Promotion to result in a successful conclusion.

The four (4) major components, along with examples, include:

1) Collegiality

This constitutes a self-defining, and broad term encompassing the interactions within, and external to, the university setting. The following list delineates typical activities viewed by the department that exhibit and demonstrate collegiality:

The following activities exemplify what the department views as typical collegiality types of interactions:

- Attend Department Meetings
- Attend CAS Faculty Meetings
- Attend Provost Faculty Meetings
- Attend University Meetings
- Lead or Participate in Spiritual Formation Activities
- Teach class for another faculty member (example: health difficulties)
- Guest Lecture for a course for which you are not teacher of record
- Team Teaching a course
- Support ACU, by attending, athletic events, concerts, campus discussion events, etc.
- Attend Summit
- Participate in Adams Center events.
- Attend Abilene focussed community events.

- Co-teach an Honors Colloquium
- Any other activity that involves collegiality

The faculty member needs to document collegiality by soliciting several letters of collegiality for their portfolio both from the department and from various sources at ACU. Any documentation of collegiality, other than letters, is helpful, but not required.

2) Teaching

The applicant should possess a strong grasp of the subject material. The applicant should be able to effectively communicate with students in the form of a) answering students' questions, b) effective class meetings, c) effective assessment strategies, d) a general overall concern for student welfare, and e) well written syllabi. The following two lists delineate typical activities viewed by the department that exhibit and demonstrate teaching:

List 1 (required) Activities:

- Turning in all syllabi to the department by the end of the first week of classes.
- Teach or arrange alternative experiences for all scheduled classes unless negotiated in writing with the department chair.
- Turn in semester grades by the deadlines.
- Grade, or insure grading by a competent grader, of all student work.
- Turn in Goals and Reflections in a timely manner
- Schedule and attend a departmental annual evaluation
- Solicit observations of your teaching.

List 2

Other indicators of excellence in teaching might include:

- Student opinion surveys (i.e. end of course student evaluations)
- Peer-to-peer reviews on instruction
- Pedagogical improvements
- Teaching awards
- Reflections that lead to changes in teaching
- Write and Submit new course requests for university approval
- Development of new curriculum for a course or curriculum innovations
- Becoming an ACU Master teacher through the Adams Center Program
- Be asked to team teach a course by someone else from another department.
- Implementation of teaching strategies from your own research or gained through working with the Adams Center

3) Scholarship

The primary evidence of scholarly activity involves the development of new results, communicating those results to the scientific/engineering community, and recognition by the scholarly community of the candidate's expertise in his or her discipline. Faculty members in the Engineering and Physics Department have a wide variety of research interests. The quantity of scholarly works, by research interest, may vary significantly by field within engineering and physics. There is no minimum number of peer-reviewed achievements required for tenure or rank of Associate Professor. **Rank of Professor requires that there must be at least one peer-reviewed achievement in the form of a peer-reviewed publication or success in gaining external funding.** Below are seven broad categories and specific examples of each; it is not expected that a candidate will exhibit scholarly activity that falls under each of these seven categories.

a) Publications: Published or accepted for publication (meaning they have successfully passed the peer-review stage) peer-reviewed publications, as an author or co-author, of an article in a scholarly journal, an article in conference proceedings, chapters contributed to a book, a book or monograph itself, or any similar type of work. Citations of a department member's publication helps demonstrate the relevance of the publication.

b) External Funding: Applying for or receiving a grant to conduct research, to travel to present results at a conference, to undergo professional development, or external funding to conduct research at another research institution. External funding may also be in the form of consultation fees. External funding of these types that enable opportunities for ACU students will be viewed departmentally as superior due to fostering the mission of the university.

c) External Accreditation: External accreditation is in its very nature a peer reviewed process. Documenting significant contributions toward external accreditation is viewed as scholarship by the department.

d) Talks: Contributed or invited talks at regional, national or international professional or scientific meetings; colloquia or seminars presented at ACU or other institutions; educational talks or presentations at public schools; or talks presented to scientific or industry collaborators.

e) Research products: This includes development and release of software, design or construction of experimental apparatus, design or implementation of research based curriculum or pedagogy, or consultation on scientific or engineering projects. Also included is supervision of the research of others, particularly undergraduate students.

f) Other recognition of expertise: Any other recognition of a candidate's expertise in his or her field by peers, including the receipt of awards; refereeing scientific publications or talks; editing a scientific journal or other publication; serving as an external reviewer for grants, projects, exams, or programs; developing standards or examination content for external governmental or professional bodies; providing expert consultation to administrative or legislative bodies; or selection for a leadership role in an external

scientific or professional society. Trade publications, related to the field encompassed by the department, that publish a department member's work, demonstrates a level of expertise in the field.

g) Internal Funding: Applying for or receiving an ACU internal grant to promote scholarship proves a valuable way to develop a scholarship portfolio which hopefully provides opportunity for external support. Applying for or receiving a grant to conduct research, to travel to present results at a conference, to undergo professional development, or external funding to conduct research at another research institution is viewed by the department as scholarship.

h) Industry Partnerships: Professional work done with external companies is an important aspect of scholarship that demonstrates expertise. This includes consulting, contract work, arranging internships, finding corporate sponsors for clinic projects, securing donations of equipment or materials, and mentoring students for the work environment.

4) Service

Activities might include, but are not limited to, participation in: a) university committees, b) departmental or college committees, c) church-related interactions, d) departmental or university leadership, e) community service, or f) club or service club interactions.

To demonstrate a pattern of service the applicant must include at least three solicited letters from the following lists:

Required:

- Applicant must include one letter from the department chair or engineering executive director regarding service to the department, college, or university. (letter should list specific committees or service activities the applicant participated in that support the department, college, and/or university)
- Applicant must include one letter from a colleague on campus regarding service to the department, college, or university. (letter should list specific committees or service activities the applicant participated in that support the department, college, and/or university)

At least one additional letter from the following list of service areas must also be included

- Church minister or elder (letter should list specific committees or service activities the applicant participated in that support the mission of the church)
- Community leader (letter should list specific committees or service activities the applicant participated in that support the community)
- Professional organization leader (APS, IEEE, SPS, TSPE, AAPT, ASME, AAPT, etc.).
- Student club officer of a sponsored club.
- Leader in a professional service club (Example: Rotary, Abilene Women's Club, etc.)