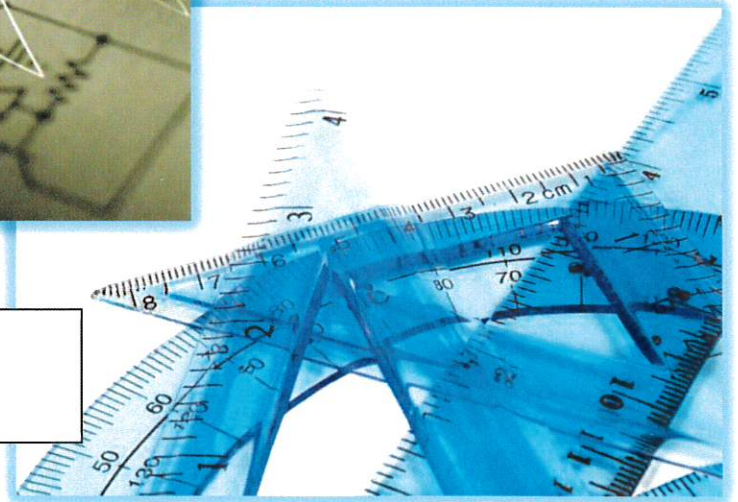UVU UTAH VALLEY UNIVERSITY

DEPARTMENT OF:

# ENGINEERING GRAPHICS & DESIGN TECHNOLOGY

- TEACHING
- SCHOLARSHIP

- SERVICE
- COLLEGIALITY

# Faculty tenure & rank criteria

June 1, 2011

Engineering graphics & design technology
Electrical automation & robotics technology
Pre-engineering
Mechatronics
Geomatics

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## Engineering Graphics & Design Technology Faculty Evaluation, Rank and Tenure Procedures

The Engineering Graphics & Design Technology (EGDT) department chair is required to conduct a yearly appraisal interview and provide a written evaluation of each faculty member's performance. Each full-time faculty member is required to develop an Annual Faculty Plan (AFP) and have it approved by the EGDT department chair. Data is then collected, including students' rating of instructor (SRI's) to show achievement of goals identified in the plan. An Annual Faculty Report (AFR) documenting plan accomplishments is then created by the faculty member. This report is then evaluated by the EGDT department chair and an assessment of "Above Expectation", "Meets Expectation", or "Below Expectation" is assigned.

The purpose of the following documents is to clearly define the process outlined above in sufficient detail to allow faculty members to write appropriate annual plans and reports and to help the department chair evaluate faculty plans and reports in an unbiased yet critical manner. This process then becomes the basis for all EGDT rank and tenure advancement.

The timeline outlined below identifies the due dates for each part of the evaluation and tenure/advancement request process. It is suggested that where possible, faculty members strive to complete the required documents as soon as possible before the deadlines.

## EGDT Faculty Evaluation, Rank & Tenure Timeline:

July 31          Annual Faculty Report (AFR) is due to EGDT department chair *(for previous academic year)*

August 20      Annual Faculty Review and Evaluation completed by the EGDT chair

August 30      Annual Faculty Plan (AFP) is due to EGDT department chair *(for upcoming academic year)*

Sept 7          Final Review and signing of AFP with faculty member and EGDT department chair

Sept 15        Request for Tenure Review and/or Rank Advancement *(per University Policy)*

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# Engineering Graphics & Design Technology Rank Schedule

**Assistant Professor (Typical Rank for Initial Hire)**
**(EGDT, EART, MECH)**
- Minimum of a Master's Degree with 4 years professional industry experience in a related discipline

**(Pre-Engineering, Geomatics)**
- Minimum of a Master's Degree with 4 years professional experience in the related discipline or a PhD with a minimum of 1 year professional industry experience in the related discipline
- Graduate degrees must be in a related discipline as determined by the selection committee

**Associate Professor (Rank Awarded when Candidate Successfully Attains Tenure)**
- Record of Teaching, Service, and Scholarly Work with a minimum achievement of "Good" in each category as defined in the EGDT RTP Evaluation Criteria
- Exemplary achievement in at least one of the areas of Teaching, Service, and Scholarly Work as defined in the EGDT RTP Evaluation Criteria
- Demonstrate the use of "Engaged Learning" techniques *(as defined by UVU engagement policy)*

**Professor**
**(EGDT, EART, MECH)**
- Minimum of a Master's Degree with 4 years professional industry experience in a related discipline
- Minimum of 5 years teaching experience as a Tenured Associate Professor
- Continued record of Teaching, Service, and Scholarly Work with "Exemplary" achievement in at least two of the areas, one of which must be Teaching. The remaining area shall be rated no less than "Excellent" as defined in the EGDT RTP Evaluation Criteria.
- Professional achievement, recognition, or professional licensure on a state, regional or national level. Candidate will work closely with their Department Chair and RTP Committee for determination of acceptable levels of professional achievement.

**(Pre-Engineering, Geomatics)**
- Minimum of a PhD. with 1 year professional industry experience in a related discipline
- Minimum of 5 years teaching experience as a Tenured Associate Professor
- Continued record of Teaching, Service and Scholarly Work with "Exemplary" achievement in at least two of the areas, one of which must be Teaching. The remaining area shall be rated no less than "Excellent" as defined in the EGDT RTP Evaluation Criteria.
- Professional achievement, recognition, or professional licensure on a state, regional or national level. Candidate will work closely with their Department Chair and RTP Committee for determination of acceptable levels of professional achievement.

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# ANNUAL FACULTY PLAN
Academic Year 2011-2012

NAME: _____

DATE: _____

Your Annual Faculty Plan should consist of a goal sheet in each of the three areas of faculty assessment: Teaching, Scholarly Work, and Service. The objective is to set goals that will help you improve your effectiveness as a faculty member.

**YOUR ANNUAL FACULTY PLAN IS DUE TO YOUR DEPARTMENT CHAIR BY**
**\*\*\* AUGUST 30 \*\*\***

Faculty Member _____

Department Chair _____

Date Signed _____

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## ANNUAL FACULTY PLAN
### Teaching Goals

A.      I want these goals to count for _____ % toward my evaluation.

B.      Detailed teaching goals:

C.      I will evaluate the results of these goals in the following way:

D.      To utilize the knowledge I have gained from achieving these goals, I will….

E.      To accomplish these goals, I will need…. *(resources)*

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# ANNUAL FACULTY PLAN
## Scholarship Goals

A.    I want these goals to count for _____ % toward my evaluation.

B.    Detailed scholarship goals:

C.    I will evaluate the results of these goals in the following way:

D.    To utilize the knowledge I have gained from achieving these goals, I will….

E.    To accomplish these goals, I will need…. *(resources)*

# ANNUAL FACULTY PLAN
## Service Goals

A.      I want these goals to count for _____ % toward my evaluation.

B.      Detailed service goals:

C.      I will evaluate the results of these goals in the following way:

D.      To utilize the knowledge I have gained from achieving these goals, I will….

E.      To accomplish these goals, I will need…. *(resources)*

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# ANNUAL FACULTY PLAN
## Academic Year 2010-2011

NAME: _____

DATE: _____

Your completed report should be given to your supervisor as soon as possible after your last term of teaching for the academic year, but no later than July 31.

Complete the tables for Teaching, Scholarship, and Service. Content for the first column (Goal Statement) should be copied from your Annual Faculty Plan on which you are reporting. Complete the Accomplishment Statement cell by summarizing what was accomplished for each goal and quantifying the effort involved. Complete the Utilization Statement cell by summarizing how you utilized your accomplishment to help yourself or others.

*All pertinent documentation should be placed in Appendices following the reporting tables and referenced in your Accomplishment Statement.*

Supplemental documents should be kept in your office files in case they are requested later. Finally, write an overall self-evaluation of your performance.

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# Annual Faculty Report on Teaching Goals

Percent of Overall Evaluation: ___%

| # | Goal Statement | Accomplishment Statement | Utilization Statement |
|---|----------------|--------------------------|------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

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## Annual Faculty Report on Scholarship Goals

Percent of Overall Evaluation: ___%

| # | Goal Statement | Accomplishment Statement | Utilization Statement |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

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## Annual Faculty Report on Service Goals

Percent of Overall Evaluation: ___%

| # | Goal Statement | Accomplishment Statement | Utilization Statement |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

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# Self-Evaluation

Name_____          Academic Year 2010 - 2011

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**Faculty Peer/Supervisor Evaluation**
*Instructional Delivery*

Evaluation of _____ Evaluated by _____

Course _____ Section _____ Semester/Term _____ _____

Year

Evaluator: Attend one class period taught by the faculty member listed above.

1= Poor     5= Excellent

| The Instructor... | | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| 1. | Provided overview of planned content | □ | □ | □ | □ | □ |
| 2. | Was prepared for class and well organized | □ | □ | □ | □ | □ |
| 3. | Clearly explained the required tasks and their instructions | □ | □ | □ | □ | □ |
| 4. | Seemed genuinely concerned about student learning | □ | □ | □ | □ | □ |
| 5. | Addressed student questions and comments appropriately | □ | □ | □ | □ | □ |
| 6. | Assessed understanding of content | □ | □ | □ | □ | □ |
| 7. | Interacted and engaged conducive to learning | □ | □ | □ | □ | □ |
| 8. | Effectively used technology, visual aids, examples, handouts, etc. | □ | □ | □ | □ | □ |
| 9. | Demonstrated command of the subject matter | □ | □ | □ | □ | □ |
| 10. | Tied presented material together at the conclusion of the period | □ | □ | □ | □ | □ |
| **Points (add each column)** | | — | — | — | — | — |
| **Totals** | | _____ /50= □ | | | | |
| **Comments** | | | | | | |

Evaluator Signature _____ Date_____

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**Faculty Peer/Supervisor Evaluation**
*Course Design and Management*

Evaluation of _____     Evaluated by _____

Course _____     Section _____     Semester/Term _____  _____

Year

Evaluator: Review all available course materials and data for the course and faculty member     listed above

1= Poor      5= Excellent

| The Instructor… | | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|
| 1. | Outlined objectives (COMET) are thoroughly communicated and addressed throughout course materials. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. | Sufficient and appropriate content materials (visual and audio aids, etc.) are used to address different student learning styles. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. | Various teaching methods are planned and utilized to present the course materials. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. | Course materials are arranged and addressed in an appropriate sequence, utilizing a syllabus and schedule following department standards. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. | The course utilizes appropriate evaluation methods on an appropriate schedule to assess student progress | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6. | Each class session has an appropriate lesson plan or daily production schedule. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7. | The course uses engaged learning activities as appropriate. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8. | Students are kept informed of grades, progress in a timely fashion and all student issues are addressed promptly. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. | Instructor maintains office hours and allows for student access appropriately. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. | Any change to course content or the syllabus is communicated to the students in a timely manner. | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Points (add each column)** | | — | — | — | — | — |
| **Totals** | | _____ /50= ☐ | | | | |
| **Comments** | | | | | | |
| | | | | | | |

Evaluator Signature _____     Date_____

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## Department Chair Review

Faculty Member: _____

Date of Evaluation: _____

1. <u>Teaching Review</u>

2. <u>Review of Scholarship/Creative Work</u>

3. <u>Review of Service Work</u>

4. <u>Overall Review</u>

Signatures:

Faculty Member: _____     Date_____

Department Chair: _____     Date_____

# Teaching

**College of Technology & Computing**
**EGDT RTP Committee Evaluation Criteria**

Name: _____

Signature: _____

Department: _____

Academic Year: _____

**Instructions:**
1  Check criteria from Table 1
2  Use the Worksheet area to calculate percentage of criteria
3  Supply additional data, documentation, or proof as required
4  Submit form along with other documentation to the RTP committee for review when required

## Table 1 - Teaching Evaluation Criteria

| # | Criteria | | Category | Max % | % Value |
|---|----------|---|----------|-------|---------|
| 1 | Student Evaluations (For each class per semester) | ✓ | Average 4.5 + | 25% | 25% |
| | | ✓ | Average 4.0 - 4.49 | | 20% |
| | | ✓ | Average 3.5 - 3.99 | | 15% |
| 2 | Peer Evaluations (minimum 2 required per year) | ✓ | Average 9 + | 25% | 25% |
| | | ✓ | Average 8 - 8.9 | | 20% |
| | | ✓ | Average 7 - 7.9 | | 15% |
| | | ✓ | Average 6 - 6.9 | | 10% |
| 3 | Course Development | 📖 | Lectures / Assignments / Tests | 50% | 1 hour = 2% |
| 4 | Workshops & Conferences | ✓▤ | Workshop / Conference - Applied | 25% | 1 hour = 5% |
| | | ✓▤ | Workshop / Conference - Theory | | 1 hour = 2.5% |
| 5 | Teaching Awards / Recognitions | ✓ | UVU Faculty Excellence Award | 25% | 25% |
| | | ✓ | All other teaching awards/recognitions | 10% | 10% |
| | | ✓ | Advise Student w/State or National Recognition | 10% | 10% |
| 6 | Other | 📖 | To be pre-approved by the RTP Committee | | |

### Worksheet

No item may exceed maximum percentage

| | |
|---|---|
| | = |
| | = |
| | = |
| | = |
| | = |
| | = |
| | = |
| hrs X 2 = | |
| hrs X 5 = | |
| hrs X 2.5 = | |
| | = |
| | = |
| | = |

Total Percentage = _____

| Rating | |
|--------|---|
| Exemplary = | 90 - 100% |
| Excellent = | 80 - 89% |
| Good = | 70 - 79% |
| Average (Minimum) = | 60 - 69% |
| Poor (Below Min.) = | 50 - 59% |

**Key to Symbols:**
⊕  Record of hours worked or class credit hours required
✓  Transcript, receipt, certificate, evaluation record, or other proof required
$  Pay voucher or other record of hours worked required
✎  Written explanation / summary of experience and benefits in the classroom required
▤  Training program or agenda showing hours attended required
📖  Log of time in study, research, preparation, testing, service, etc. required

**RTP Committee Chair Signature:** _____  **Date:** _____