

Miami University
School of Engineering and Applied Science
Department of Engineering Technology
General Expectations for Tenure
May 16, 2002

The Engineering Technology Department is committed to providing the candidate with as much helpful information and guidance as is practicable and these Guidelines are offered as part of that commitment. Candidates are required to meet the criteria enumerated in the Miami University Policy and Information Manual (MUPIM) in order to garner a positive recommendation for tenure.

MUPIM 7.4.E provides:

In order to secure and retain the most qualified faculty available the following all-University criteria, as demonstrated by suitable evidence, shall be used to make tenure judgments:

- 1. continuing achievement in high quality teaching and professional fulfillment of academic advising responsibilities;*
- 2. research, scholarly and/or creative achievement of high quality and its prospective continuation;*
- 3. continuing productive service as a professional to the department, the division, their respective campuses, the University, the professions, or society; and,*
- 4. professional collegiality within the department, regional campus, division, and University community. Collegiality is not congeniality, but rather a quality manifested by behaviors such as willingness to serve on committees and perform work necessary to departmental operation, willingness to provide guidance and help to colleagues in their professional duties, respect for the ideas of others, and the conduct of one's professional life without prejudice toward others. The criterion of collegiality is evaluated only at the departmental level. Concerns respecting collegiality should be shared as promptly as possible with the individual whose behavior is questioned. Notice of uncollegiality must be given in writing no later than the next annual evaluation of the staff member's performance prepared after occurrence of the behavior considered uncollegial.*

It is difficult, if not impossible, to suggest quantitative guidelines for what is a qualitative assessment. Nonetheless, we have endeavored to do so. These Guidelines are aids rather than substitutes for the professional judgment of the candidate's colleagues. Thus, legalistic or formalistic interpretation or application of these Guidelines must be avoided. Achievement of the quantitative standards set forth in these Guidelines does not ensure a positive recommendation for tenure, as tenure is primarily a qualitative assessment. Similarly, there may be cases that do not meet the quantitative standards set forth in the Guidelines, which merit a positive recommendation for tenure.

This document presents a summary of the Engineering Technology Department's general expectations for tenure consistent with the MUPIM criteria. This is not a comprehensive statement; the candidate should also refer to the following documents:

- Miami University Policy and Information Manual, Section 7.4
- Department's governance document
- Department's Teaching Evaluation Plan

- SEAS Guidelines for Annual Evaluations.

The order of significance is selected by the faculty member. For regional campus faculty, the usual emphasis in descending order of significance shall be teaching and academic advising; professional activities (service); research, scholarly, and/or creative achievement. Collegiality will be evaluated at the department level.

1. Expectations in Teaching

MUPIM Criteria: Continuing achievement in high quality teaching and professional fulfillment of academic advising responsibilities

Working in consultation with a mentor, the department P&T committee, and the chair, candidates for tenure are expected to demonstrate high quality teaching and academic advising through the following:

Required Activities:

- Abiding by Miami University's Statement of Good Teaching Practices and other university policies regarding teaching as presented in MUPIM
- Demonstrating evidence of high quality teaching using measures outlined in the department's Teaching Evaluation Plan
- Teaching a variety of courses as needed by the department
- Developing and teaching creative and effective labs
- Providing accurate, pro-active academic advising to students
- Demonstrating currency in the field through the material covered in the course and teaching methods employed

Desired Activities:

- Contributing to curriculum development including revising existing courses, developing new courses, revising exiting programs, and developing new programs
- Demonstrating continuous improvement of teaching methods and materials
- Teaching at all levels within your assigned program
- Showing initiative and taking leadership in improving the teaching and learning within the department

2. Expectations in Professional Activities (Service)

MUPIM Criteria: Continuing productive service as a professional to the department, the division, their respective campuses, the University, the professions, or society.

Working in consultation with a mentor, the department P&T committee, and the chair, candidates for tenure are expected to demonstrate high quality service through the following:

Required Activities:

- Steady, constructive service to the department including active participation on departmental committees and special assignments
- Performing campus, divisional, or university service

- Actively participating in the Engineering Technology Industrial Advisory Council.

Desired Activities:

- Demonstrating ownership of a specific project or area of interest that serves the department
- Serving students in different ways such as career advising, advising student organizations, summer Phone-A-Thons, judging in Science Day, Service-Learning activities, Tech Challenge, etc.
- Providing community and public service
- Professional service such as paper reviews, officers in technical meetings, professional/technical presentations, conference session moderator, etc.

3. Expectations in Research, Scholarly, and/or Creative Achievement

MUPIM Criteria: Research, scholarly and/or creative achievement of high quality and its prospective continuation

Working in consultation with a mentor, the department P&T committee, and the chair, candidates for tenure are expected to demonstrate high quality scholarship, research, and/or creative achievement. Both the scholarship of discovery and the scholarship of teaching are considered appropriate topics of research. Candidates for tenure are expected to engage in high quality scholarly activities in their field, which will be demonstrated through the following. Note that although required activities must be demonstrated, both required and desirable activities are important.

Required Activities:

- Publishing in refereed journals or other peer-reviewed works including selective refereed conference proceedings—may be focused on scholarship of teaching and/or scholarship of discovery
- Demonstrate currency in your field through effective engagement of scholarship and teaching

Desirable Activities:

- Submitting proposals for funding
- Publishing books, professional reviews, technical notes, lab manuals, and other refereed writings
- Presenting at conferences
- Securing internal or external funds/grants for equipment, scholarship/research work, or special projects or events
- Develop and offer high-quality continuing education courses and workshops
- Professional certification
- Consulting
- Patents

4. Collegiality

MUPIM Criteria: Professional collegiality within the department, regional campus, division, and University community. Collegiality is not congeniality, but rather a quality manifested

by behaviors such as willingness to serve on committees and perform work necessary to departmental operation, willingness to provide guidance and help to colleagues in their professional duties, respect for the ideas of others and the conduct of one's professional life without prejudice towards others. The criterion of collegiality is evaluated only at the departmental level.

Engineering Technology Expectations: The MUPIM criteria sufficiently outline expectations for collegiality.