

Miami University
School of Engineering and Applied Science
Department of Engineering Technology
General Expectations for Promotion to Full Professor
Approved by ENT Department April 22, 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 promotion to full professor.

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 promotion to full professor 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 promotion to full professor, as promotion to full professor 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 promotion to full professor.

This document presents a summary of the Engineering Technology Department's general expectations for promotion to full professor consistent with the MUPIM criteria. The document serves as a guide for tenured ENT faculty to achieve promotion. It supersedes other ENT documents regarding promotion. 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

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 promotion to full professor are expected to demonstrate high quality teaching and academic advising. High quality teaching and instructional development is demonstrated by a balance of several of the following:

- 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, study guides, case studies, and software tools
- Providing accurate, pro-active academic advising to students
- 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
- Participating in the assessment activities in 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 the department P&T committee, and the chair, candidates for promotion to full professor are expected to perform high quality in service, demonstrated by a balance of several of the following

- Consistent and 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
- Demonstrating leadership of a specific project or area of interest that serves the department

- Providing high quality advising to students
- Demonstrated leadership in the mentoring of junior faculty
- Internal consulting or work experiences that directly benefit the university, division, or department
- Providing community and public service related to the discipline
- Participation in accreditation committees or visits
- 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

The primary focus on the Department of Engineering Technology is teaching. However there are avenues for creative endeavor, research, and scholarship. Often significant publications result from the innovative application of new technologies. Journal articles discussing new or emerging trends in a given technical or professional discipline, or publications are encouraged. Both the scholarship of discovery and the scholarship of teaching are considered appropriate topics of research. Candidates for promotion to full professor are expected to engage in high quality scholarly activities in their field, which will be demonstrated by a balance of several of the following:

- Publishing in books, refereed journals or other peer-reviewed works. This includes selective refereed conference proceedings—may be focused on scholarship of teaching and/or scholarship of applied technology
- Published reviews of books, papers, and other scholarly works related to the discipline
- Patents and copyrights obtained while in faculty status
- Software and hardware, even if not published or patented. It is recognized that development of hardware and software often requires substantial effort and may ultimately result in other forms of scholarship such as copyrights, patents, and scholarly publications
- Invited scholarly lectures and presentations of research or scholarship
- Internal and external grants, especially applied research, that contributes to the advancement of one's discipline
- Invitation and contribution to technical articles in books, encyclopedias, etc.
- Activities as an editor or referee for a technical journal.

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.