

# **CRITERIA FOR FACULTY EVALUATIONS**

## **Department of Civil and Environmental Engineering**

### **November 9, 1998**

#### **STATEMENT OF PURPOSE**

The University of Maine seeks to lead the people of Maine in recognizing new forces, opportunities and challenges in the country and the world and in preparing the people of this state to live as productive and responsible citizens. The university strives to fulfill these goals by being the state's center for learning, discovery and service to the public.

Consonant with the goal of the university, the goal of the Civil and Environmental Engineering Department is to provide high quality programs in civil and environmental engineering with the objectives of:

- preparing individuals to become professional practitioners of civil and environmental engineering;
- advancing the professional competence of civil and environmental engineers by means of graduate education;
- enabling practicing civil and environmental engineers apprised of current developments by means of continuing education;
- conducting research for the advancement of knowledge in the professions and in support of the educational programs;
- encouraging the implementation of research findings;
- serving the university, the local community, the State of Maine, and the nation through professional activities; and
- promoting and advancing the profession of civil and environmental engineering.

The purpose of this document is to provide criteria for evaluating faculty of the Department of Civil and Environmental Engineering with the objective of assessing individual contributions toward the attainment of departmental goals. It is intended that these criteria be used as guidelines indicating whether or not an individual performance is aimed toward achieving promotion and tenure. It is also expected that these criteria will be used as the common basis for making decisions concerning promotion, tenure and other university rewards and compensations.

#### **FRAMEWORK AND CRITERIA FOR EVALUATION**

The primary basis for evaluating faculty performance shall be the individual's contribution to the growth and development of the department, the university, and the profession.

The concept of "organized teamwork" is a basic principle upon which the evaluation of faculty performance is to be conducted. Diversity of faculty talents and interests is a strength, which is to be preserved and orchestrated for the betterment of the department, the university, and the individual.

The three categories for evaluating performance are teaching, research, and service. The criteria for evaluations within each category shall be identical for all faculty members, but it is not expected that all faculty attain the same level of performance in each category. In weighing an individual's contributions, recognition shall be given not only to the accomplishments achieved, but also to the constraints and the opportunities affecting the achievements as a

consequence of that individual being a member of the departmental team.

The strength of the department lies in the effective combination of teaching, research and service. Because it is unrealistic to expect the majority of Civil and Environmental Engineering faculty to demonstrate outstanding performance in all three areas, and yet a balance of talents and interests is necessary within the department, it is expected that criteria for promotion and tenure can be fully satisfied in a variety of ways, all within the judgmental jurisdiction of the peer committee.

Normally, faculty considered for promotion will demonstrate a high level of competence and activity in two areas (one of which will be teaching), and will demonstrate supporting capabilities in the third. However, it is also expected that from time to time the department will wish to consider favorably those unusual cases wherein a faculty member's efforts are concentrated in only one or two areas with a highly significant contribution made to the betterment of the department.

Promotion from assistant professor to associate professor and rewarding of tenure require that the unit member has demonstrated a high level of performance in areas consonant with the goals of the department. The unit member must show high promise for continued development. Normally, the evaluation of the performance will be based upon information and documentation supplied by the unit member, by the peer committee, and/or by other sources from within and external to the university.

Promotion from associate professor to professor requires a sustained record of accomplishment and a high level of recognition and maturity. The level of accomplishment will be determined from evaluation of the unit member's reputation among knowledgeable individuals external to the university as well as evaluation of information and documentation supplied by the unit member relevant to activities in teaching, research and service. Demonstrated leadership abilities are required.

## **Teaching**

The objectives of the department have their foundation on curriculum and the effective delivery of that curriculum to the students through teaching. These objectives are accomplished by providing the proper curriculum content and by the association of students with a faculty of professionals who are engaged in professional practice and/or are involved in research bearing on the solution of important civil and environmental engineering problems. The evaluation of the degree to which a faculty member effectively delivers the curriculum through the association with students is the quintessence of judgment. Evidence to make that judgment will come from the faculty member's peers, chair, and students through course evaluations.

Evidence indicative of teaching contributions may include but is not limited to the following:

- classroom instruction, preparation, and supervision;
- laboratory design, preparation, instruction, supervision, and other associated responsibilities;
- continuing education;
- supervision and evaluation of teaching assistants;
- supervision of research assistants
- student advising;
- coordination, supervision, and evaluation of student projects beyond regular course assignments;

- coordination and supervision of student activities directly related to the academic program;
- teaching of honors and special studies courses;
- experiments in teaching methods and teaching-oriented research;
- development of new courses and programs of study; and
- receipt of teaching awards.

## Research

Faculty involvement in research is recognized as an essential component of a high quality program.

Publication of research results in refereed journals is considered to be excellent evidence of research accomplishments, but it is not the only evidence which is acceptable. Sound research, carried out to its logical conclusion and transmitted to key user groups in a form convenient for their use, may be sufficient evidence of significant research accomplishments, provided that some form of appropriate review is conducted to establish research quality. Ideally, research results would be published both in professional journals and in user-oriented reports, as a means of enhancing technology transfer while at the same time utilizing the long-established peer review process.

Evidence indicative of research contributions may include but is not limited to the following:

- significant contributions to advancing cooperative research efforts within and outside the department
- publication of research results in recognized professional journals;
- publication of technical or user oriented reports;
- participation in writing textbooks or professional manuals and design guides;
- presentation of research results at professional meetings particularly invited presentations at national or international meetings;
- preparation of research proposals;
- receipt of research grants;
- receipt of research awards; and
- directing student research.

## Service

Service activities appropriate for the evaluation of faculty members are broadly defined to include service to the campus community and professional service to various levels of government, professional societies, and to the general public.

Evidence indicative of service contributions may include but is not limited to the following:

- serving on committees of the department, the college, or the university;
- serving as an engineering advisor or as a member of advisory committees at the national, state, or local level;
- participating in seminars and short courses designed to make information or expertise of the university available to the public;

- reviewing research proposals or technical manuscripts as part of the peer review process;
- participating as a member of accreditation teams or other program review committees;
- chairing/organizing sessions at professional meetings or conferences;
- serving as an advisor for student organizations;
- appropriate professional consulting activities;
- editing professional journals or newsletters; and
- serving on thesis committees.

## **EVALUATION PROCESS**

Evaluation of faculty in the Department of Civil and Environmental Engineering has been conducted by the Peer Committee for several years and will continue to be conducted in the following manner:

- 1) All untenured faculty are being reviewed every year, at the end of the academic year.
- 2) Tenured associate professors are being reviewed every two years.
- 3) Full professors are being reviewed every four years

All professors, assistant, associate and full, are being requested to submit an annual report at the end of each academic year. For that purpose, professors are being provided with the template below.

ANNUAL REPORT  
of  
NAME

INFORMATION FOR 199? - 9? ONLY  
(May 1 through April 30)

I. Teaching:

(a) *Courses taught (enrollments)*

(b) *New Courses and/or Curriculum Development*

(c) *Advising*

(1) *Undergraduates*

(2) *Student Organizations*

(d) *Graduate Thesis Committees (indicate which committees you serve as chairman)*

(e) *Other Academic*

II. Scholarship:

(a) *Journal Articles:*

(b) *Presentations, books, misc. reports, etc.*

(c) *Reviews*

(d) *Proposals Submitted - (use additional sheets as required)*

*Title:*

*Co-Investigator(s):*

*Submitted to:*

*Amount Requested:*

*Amount Awarded:*

*(e) Ongoing Funded Research - (use additional sheets as required)*

*Title:*

*Co-Investigator(s):*

*Supported by:*

*Amount:*

*Number of Students Involved:*

*(f) Research Conducted without Grant or Award*

*(g) Professional Organization Membership and Activities*

*(i) Other Scholarship*

### **III. University Services:**

*(a) Provide information about your contribution to departmental affairs, including committee memberships.*

*(b) Provide information about your contributions to College and University affairs, including committee membership.*

*(c) Please indicate your contributions to off-campus educational programs of the University, e.g., instruction, planning programs, originating ideas for educational efforts with certain groups and/or organizations, serving as advisor to off-campus students, or non-paid professional service.*

### **IV. Public Services**

*(a) Provide information on your professional contribution to the community (governmental committees and service).*

*(1) Talks presented*

*(2) Seminars and Workshops presented*

*(3) Other*

V. Consulting Activities

VI. Conferences/Institutes Attended

VII. Other

VIII. Summer Address and Planned Activities