

DEPARTMENT OF ELECTRICAL ENGINEERING EVALUATION CRITERIA AND PROCEDURES

A. Peer Evaluation Committee

The peer evaluation committee shall consist of all members of the department of the same or higher academic rank than that of the individual being evaluated, except that the latter shall not be a member.

B. Evaluation Criteria

The primary mission of the Department of Electrical Engineering is to sustain and strive to improve the total educational program of the department. This includes effective teaching, research, and service to the University, the community and the profession. The level of performance in, and balance between, these three areas will be judged by the peer evaluation committee in accordance with the following guidelines.

Evaluation of teaching will be based on the judgements of peers and of the chairman of the department. Items to be considered shall include, but not be limited to, the results of the "Student Evaluation of Teaching" process; interaction of the individual with students outside the classroom; development of courses and course materials; effectiveness in advising students.

Evaluation of research shall include, but not be limited to, consideration of the rate and quality of publication; technical reports and monographs; papers presented at professional meetings; effort toward and success in obtaining funding; quality of research performed by students under the individual's supervision.

Evaluation of other professional activities to be evaluated shall include, but not be limited to, services to the University, the profession and the community; recognition as a consultant; development of workshops; offices held and committee work in technical and academic societies; participation in government boards and panels; reviewing of papers, proposals and textbooks.

In addition it is expected that the individual shall have shown support for and helped implement the stated goals of the department. This implies sharing in the planning of courses and curricula; acceptance of departmental assignments, and participation in co-operative research and educational proposals.

C. The Peer Review Committee

In consideration of a promotion, the peer review committee shall consist of all tenured faculty of the department of higher rank than the candidate, except that for recommendation of promotion to assistant professor, the committee shall consist of all faculty of higher rank. In the consideration of a recommendation for tenure or continuing contract, the peer review committee shall consist of all tenured faculty of the same or higher academic rank than that of the candidate, except that the latter shall not be a member.

D. Promotion, Tenure and Continuing Contract Procedures

Promotion, tenure and continuing contract recommendations by the peer review committee will be made in accordance with the criteria established in part B of this document. The candidate may, if he or she wishes, submit references from former students, or other individuals, organizations or departments of the University.

Promotion to assistant professor presumes that the individual possesses potential which, when developed, will merit further promotion in rank, or the granting of tenure. The individual must have demonstrated an effort to maintain and improve his or her professional competence.

Promotion from assistant to associate professor implies that the individual has demonstrated high achievement in those areas required by the mission of the department, and shows high promise for continued development. The evaluation will be based upon information supplied by the individual, the peer committee, and sources within and outside the University.

Promotion from associate professor to professor requires a sustained record of significant accomplishment, a high level of recognition and maturity, and a professional reputation of more than local dimension. Information obtained from knowledgeable individuals outside the University will be evaluated, in addition to that supplied by the candidate, the peer committee, and other sources within the University.