

Mechanical Engineering Department

Evaluation Criteria

Peer Committee

The peer committee will be made up of all tenured full professors when promotions to full professor are being considered. The committee shall be made up of all tenured full and associate professors when promotions to associate professor and/or granting tenure are under consideration. If promotions to assistant professor are to be considered, the peer committee will consist of all faculty holding the rank of assistant professor and above. Prior to the start of any electronic communication and meeting planning for peer evaluation any member of the peer committee who has a conflict of interest that could impact their objectivity is expected to recuse themselves from all deliberations.

Evaluation Criteria

The faculty member should have demonstrated the ability and willingness to support and work for the goals and objectives of the department. This implies sharing in the planning of the undergraduate and graduate courses and curricula, departmental committee assignments, cooperative research proposals, and promoting mutual support among all department members.

The three categories for evaluating performance are teaching, research, and service. The primary responsibility of the Department of Mechanical Engineering is to teach effectively and participate in the research mission of the University. Faculty considered for promotion will demonstrate more than a satisfactory level of activity in at least two areas, one of which will be teaching. Research and other forms of professional activity are normal functions expected of faculty members. A satisfactory level of performance in teaching and these other functions will be determined by the peer committee based on the following guidelines.

Promotion from instructor to assistant professor presumes that the unit member possesses potentiality which, when developed further, will merit promotion in rank or the granting of tenure. The unit member must have demonstrated interest in maintaining and improving his or her professional competence.

Promotion from assistant to associate professor implies that the unit member has demonstrated creative performance in those areas required by the mission and goals of the department. The unit member must show high promise for continued development. The unit member must be an effective teacher and should also show high promise through research, contributions to the current literature, and participation on departmental, college and university committees.

Promotion from associate to full professor implies that the unit member has demonstrated ability and scholarship of high order. The unit member must be an effective teacher. The professor should have a national reputation among his or her peers and he or she should have a reputation for making creative contributions to scholarship in his or her field. The professor should also demonstrate maturity through significant

research and contributions to the current literature, leadership, and participation on departmental, college and university committees, and cooperation with other departments, colleges, universities or agencies. A professor is expected to mentor junior faculty in areas of teaching and research.

Persons appointed at the rank of associate professor or full professor without tenure will be evaluated for tenure on the basis of the criteria for promotion to associate professor or professor respectively.

Teaching

Teaching effectiveness will be based on the evaluation of the faculty member's peers and student input. Evidence of effective teaching includes:

- Direct classroom observation of instruction by senior faculty and department chair
- Signed student comments
- Numerical values from course evaluations.

Numerical values of teaching evaluations are expected to be comparable to the departmental mean with appropriate recognition of trends associated with types of classes and instructional style. Other evidence indicative of teaching contributions may include:

- innovation in laboratory and classroom demonstration
- curriculum development
- supervision of teaching assistants
- supervision of research assistants
- supervision of student projects beyond regular course assignments
- supervision of student activities directly related to the academic programs
- teaching in the honors program
- experimental teaching methods and pedagogical research
- development of new courses
- authoring and reviewing textbooks or professional manuals
- development of continuing and distance education courses
- participation in teaching and pedagogical development activities

The department considers advising an essential activity for all faculty members. The effectiveness of advising both undergraduate and graduate students will be considered in all evaluation processes.

Research

Faculty are expected to be involved in research as an essential part of their activities and responsibilities. Even though publication of research results in refereed journals is often considered to be the premier evidence of high quality research accomplishments, it is not the only evidence of accomplishment that is acceptable or considered.

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

- publication of research results in refereed professional journals
- presentation of research results at national or international conferences
- research proposal preparation
- reviewing technical manuscripts
- receipt of externally funded research grants
- receipt of research awards
- inventions that lead to patents
- directing student research
- cooperative research efforts with other university departments

Service

Service contributions appropriate for a faculty member may include but is not limited to the following:

- service on departmental, college and university committees
- service on advisory committees at the national, state or local level
- participation in seminars and short course offerings
- reviewing research proposals
- participating as a member of an accreditation or program review team
- organizing and chairing sessions at professional meetings
- service as an advisor for student organizations
- consulting activities
- service on editorial boards for professional journals and newsletters
- service on thesis committees
- community speaking engagements
- mentoring junior faculty on University and other procedures

When criteria change tenure track faculty members scheduled to be evaluated for tenure in the next three years will have their choice of evaluation on the new or old criteria. Typical annual workload expectations of a faculty member are shown in the attached table. The table is intended to provide guidance regarding the departmental expectations rather than a checklist.

Ongoing Evaluation Process

Peer evaluation of the faculty in the Department of Mechanical Engineering is conducted by the Peer Review Committee as described above. The committee should include all faculty at the same rank or above the rank of the faculty member under consideration. The schedule is as follows:

- All untenured faculty are reviewed annually at the appropriate times.
- Tenured associate professors are reviewed every four years.
- Tenured full professors are reviewed every four years.

All faculty members are required to submit a complete annual report at the end of each fiscal year. During the post tenure review faculty who demonstrate efforts beyond the satisfactory level and have significant activities that can be characterized as either Exceptional Activities or Activities Associated with Development of a Culture of Excellence would be expected to receive a rating of above average.

Typical Annual Faculty Workload

Premise –

- Faculty appointments in Mechanical Engineering are 50% teaching, 50% research.
- Additional responsibilities are administrative, outreach and service.
- That an effective equivalency can be created between these activities
- The definition of research is work that can be published in refereed journals, results in patents, supports graduate teaching and increases the scientific background and technological know-how of the university and the university's industrial partners
- All activities assume an averaging over time, typically a three year moving average best represents continuous activity

	Teaching	Research	Service/Outreach
Satisfactory Activities	Teach 2 courses per semester (3 courses per year prior to tenure)	Each year a minimum of one refereed journal paper appears in print	Serve on 1 committee with significant university involvement
	Support departmental curriculum continuity and development	Present 1 paper at a national conference. A refereed conference is strongly preferred if available in the area of research.	Chair and serve on departmental committees
	Mentor new faculty	Mentor a graduate student	Advise undergraduate students
	Participate in teaching cells or peer teaching reviews	Serve as a journal paper reviewer	Review research proposals
	Support development of new teaching methods and tools	Submit a research proposal	
Exceptional Activities	Write an Undergraduate Text	Publish 3 or more refereed papers	Serve on faculty senate
	Advise a large scale undergraduate competition design project	Graduate 2 or more graduate students with thesis/dissertation	Perform outreach for visibility of UMaine in secondary education
	Submit an educational research proposal	A highly cited or high impact paper	Chair a university-wide committee
	Lead accreditation efforts for department	Write chapter for an edited volume	
		Advise visiting scholars/post-doctoral researchers	Promoting the engineering profession and registration efforts
Activities Associated with development of a culture of excellence		Patent a device or method	Graduate coordinator
	Host a national teaching methods conference or workshop	Develop a multi-disciplinary Research Center	Development activities leading to funding for a chaired professor
	Host a regional or national undergraduate design competition	Edit a peer reviewed journal	Host or organize a national conference
		Publish a monograph or text	Mentor or lead a business spin-off

Some activities can be traded off in the above matrix on a set basis of equivalency. Tenured faculty have the option of substituting teaching for research if desired.

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