



## Post-Tenured Faculty Evaluation

According to Lamar University Manual of Administrative Policies and Procedures MAPP 02.02.37 Performance Evaluation of Tenured Faculty (PETF) will be conducted at least once every five (5) years after the date the faculty member was granted tenure or completed a previous comprehensive performance evaluation. For the post-tenured faculty evaluation, tenured faculty applicants shall provide the faculty review portfolio which includes evidence of success for each of the three (3) categories of Teaching, Scholarly / Creative Accomplishment, and Service.

### Purpose of PT Review:

1. Evaluate and affirm individual is making contribution consistent of those expected from a tenured faculty member in the College of Engineering
2. Provide guidance for contributing and meaningful faculty development, when needed.
3. Develop plan for near term improvement if performance is below expectation

### Guidelines

1. The post-tenure review includes annual performance reviews by the department chair, peer review committee of tenured faculty members at the same rank or higher, with appropriate credentials.
2. CV
3. Other documentations

All tenured faculty are expected to demonstrate the highest ethical and professional standards in the areas of teaching, research, and service.

## TEACHING

### Course Development and/or Revision

- Development of new courses (if any) within the department or college (meets expectations or above expectations depending on the quality of instruction)
- Developing innovative methods or learning activities to present material and engage students in learning (either above expectations or exemplary depending upon the nature of methods developed)
- Revision of instructional materials and/or developing laboratory experiments (meets expectations or above expectations depending upon the amount and nature of the revisions)

- Facilitating student learning outside the classroom, e.g., assignments, reviews, special projects (meets expectations or above expectations depending upon the nature of efforts put forth by the faculty member.)

## **Teaching Ability**

**Peer Evaluation** based on classroom observations to assess the following aspects of teaching should be included.

- Presenting classroom material in a clear and logical manner at an appropriate level
- Providing a classroom and laboratory environment that facilitates learning (applies if course is lab based)
- Promoting critical thinking and problem solving
- Facilitating student participation/interaction
- Reviewing techniques to emphasize or clarify important points and concepts
- Using classroom technology that is efficient and appropriate to the content

## **RESEARCH / SCHOLARLY / CREATIVE ACCOMPLISHMENT**

Minimum requirements: At least one of the following must be accomplished.

- Peer-reviewed journal papers or peer-reviewed conference proceedings as author or co-author in appropriate number and quality.
- Peer-reviewed abstracts and poster presentations as author or co-author are also considered and will contribute to post tenure review process.
- Submission of external grant proposals as PI or CoPI are also considered and will contribute to the post tenure review process.
- **Publication of Books, Chapters in Books, Technical Reports, and Lab Manuals**
  - Author or co-author of a book (meets expectations or above expectations depending upon nature of the contribution to the work)
  - Author or co-author of a book chapter (meets expectations or above expectations depending upon the nature of the work and/or number of chapters)
  - Author or co-author of technical reports/ lab manuals (meets expectations or above expectations depending upon nature of the contribution to the work)
  - Peer-reviewed abstracts and poster presentations as author or co-author are also considered and will contribute to post tenure review process.

- **Publication in Non-Peer-Reviewed Venues**
  - Author or co-author in a popular, reputable magazine, teacher education publication (meets expectations)
- **Presentations (Oral/Poster) at Conferences**
  - Author or co-author of presentation at professional conference (regional/state/national/international) (meets expectations or above expectations depending on the number and nature of conference)
- **Professional Development Activities**
  - Organizing professional/academic conferences or workshops (above expectations)
  - Pursue external fellowships and engage in research collaborations with institutions, organizations, industry, or national labs (above expectations)
- **Research in Progress**
  - Field work undertaken with the intent to acquire knowledge, skills or publish results (either meets expectations or above expectations depending upon the nature of the field work, location, time in field, etc.)
  - Lab work, data collection and/or data processing done with the intent to publish results (meets expectations or above expectations depending upon the nature of the work)
- **Creative Activity**
  - Development of creative methods of engineering education, including development of computer programs/apps or imaginative approaches (either meets expectations or above expectations depending upon the quality of the material)

## **SERVICE**

Tenured faculty are expected to assume additional leadership roles and responsibilities within the department, college, or university levels.

- **University and/or College**
  - Serving as Chair of standing University or College Committee (either meets expectations or above expectations depending upon the nature and amount of work involved and/or number of committees chaired)
  - Serving on standing University or College committees (meets expectations)
  - Serving on ad hoc committees (either ‘meets expectations’ or ‘above expectations’ depending upon the number of committees)

- Involvement in University fund-raising and/or in-kind donation (above expectations)
- Attendance at University functions (i.e., student recruiting events, student orientations) (meets expectations)

- **Profession**

- Editor or co-editor of a refereed academic journal (exemplary)
- Editorial board member of a refereed academic/scientific journal (above expectations)
- Officer in professional society (i.e., ASEE, AIChE, IEEE, ASME, etc.) (exemplary)
- Participation in professional/academic societies (either meets expectations or above expectations depending upon the nature of the participation)
- Organizing/chairing at professional conferences, workshops, or other events (meets expectations or above expectations depending upon the nature of a conference and/or event)

## **Department**

- Serving in departmental committees as a chair/member/coordinator (meets expectations)
- Preparation of proposals for new academic program (above expectations)
- Consistent attendance and participation in departmental meetings (meet expectations)
- Acquiring/maintaining facilities and technology used in teaching or research (meets expectations or above expectations depending upon the nature of the equipment or facilities)
- Raising funds for scholarships and endowments or contributing funds to scholarships and endowments (above expectations)
- Formal academic advising and mentoring (meets expectation)
- Serving on ad hoc committees at the department levels (meets expectations)
- Participation in Department outreach, recruitment, and orientations (meets expectations)

## **Students**

- Mentoring student organizations – (either meets expectation or above expectations depending upon the nature of mentorship, time spent with students, etc.)
- Mentoring students to participate in competitions and conferences (above expectations)
- Developing and involving in summer camp programs (above expectations)

## **Community**

- Assistance at other schools and universities (i.e., judging, reviewer for Academic Challenge) (above expectations)