FACULTY ANNUAL REVIEW CRITERIA AND PROCEDURES
FOR POST TENURE REVIEW

DEPARTMENT OF ENGINEERING TECHNOLOGY AND INDUSTRIAL DISTRIBUTION

A key element in the annual review process will be one of mentoring and encouraging faculty in addition to the evaluative component. The department head conducts an annual review of each faculty member in accordance with University Rule 12.01.99.M2, section 2.5., resulting in a written evaluation. That evaluation is to be signed by the faculty member and the department head and then submitted to the Dean's office. As part of the review process the department head will collect a faculty progress report submitted in writing by each faculty member along with results of consultation with the faculty member's program coordinator.

Faculty performance will be assessed in two broad categories: I. teaching, and II. research and/or design, service, and professional outreach. Considering two categories rather than the typical three (teaching, research and service) allows the department to emphasize education-related activities while at the same time recognizing and encouraging faculty accomplishments in the enhancement areas stated in category II above. All faculty are expected to contribute effectively to the academic program of the department and to participate in activities that enhance the department's professional capability and stature.

The performance indicators listed below are to be used as general guidelines. For the purposes of post tenure review the faculty member should have satisfactory performance in I. the area of teaching and II. one or more of the areas of research and/or design, service and professional outreach, as outlined below. It should be noted that for those faculty working towards tenure and/or promotion, the criteria outlined in the College of Engineering document “Annual Review, Intermediate Review & Promotion and Tenure of Faculty,” (revised February 2011 and approved by the Dean of Faculties) will be applied during the annual review process.

I. TEACHING
- Documented numerical ratings by students
- Peer review of classroom presentation
- Peer review of course syllabi, content and materials
- Undergraduate subjects taught
- Graduate subjects taught
- Advisor on student projects
- Development of new courses/laboratories or major revision of existing course
- Textbooks or educational software developed and published
- Papers on education, new curricula, new laboratories and teaching methods published in recognized journals
- Other institutions using educational materials developed
- Graduate students directed and graduated

II. RESEARCH and/or DESIGN, SERVICE AND PROFESSIONAL OUTREACH
A. Research and/or Design
• Refereed Journal articles published or accepted
• Refereed conference papers published or accepted
• Patents issued, applied for, licensed
• Significant innovative designs in operation
• Software systems in use in industry or elsewhere
• Design methods and criteria in use in industry or elsewhere
• Externally funded research projects and number of graduate students supported
• Cooperative university/industry research projects
• Joint research projects in collaboration with, other faculty (inside and outside engineering)
• Original contributions to research books, monographs and handbooks
• Citations in scholarly journals and/or textbooks

B. Service
• On-campus and off-campus meetings with prospective students
• Service on departmental, college, university or system committees and task forces
• Administrative leadership roles at Texas A&M
• Professional service to the local community
• Leadership and participation in developing interdisciplinary and/or multi-faculty centers, laboratories or programs
• Advisor to student organizations
• Field trips

C. Professional Outreach
• Extension, continuing education and short courses developed and taught
• Papers reviewed for technical societies and journals
• Government, professional society, industry, and other technical and advisory committees, including leadership roles
• Organization of regional, national and international technical conferences
• Service on accreditation teams and boards
• Consultancies with industry and government agencies
• Periods spent in industry
• On-site supervision of student interns
• Study leaves at other universities
• Collaborative activities with other universities; state, national and international
• Leadership positions, including committee chairs, in professional societies
PROCESS TO REVIEW PERFORMANCE CRITERIA

The performance criteria as outlined above will be reviewed annually by the departmental Tenure and Promotion Committee, with input solicited from the entire faculty. Modifications to the criteria will be made on an as needed basis.

DEPARTMENTAL REVIEW COMMITTEE

For the purpose of post tenure review, the Tenure and Promotion Committee will serve as the "Departmental Review Committee" to review cases of unsatisfactory performance. The committee will report to the department head. In the event the department head and the review committee both determine the faculty member's performance to be unsatisfactory, the department head will submit to the Dean's office notification that the faculty member's performance has been found to be unsatisfactory.