Retention, Tenure and Promotion (RTP) Criteria
of the
Department of Engineering Science

The University RTP Policy specifies expectations from a SSU faculty member, probationary or being considered for promotion, in broad and general terms in the following four categories:
- I. Teaching Effectiveness
- II. Scholarly and Professional Activities
- III. University Service, and,
- IV. Public Service.

This document specifies expectations in the above categories specifically for the faculty members of the Department of Engineering Science within the University guidelines. It also specifies additional expectations for promotion from Assistant Professor to Associate Professor and Associate Professor to Professor level. At the end, it specifies the supporting documents that need to be part of the RTP document.

The Engineering Science Department will follow these criteria in its employment of the university-wide RTP guidelines. This document is meant to be used in conjunction with the document outlining current university-wide RTP policies. Nothing in this document shall contravene the university-wide procedures.

I. Criteria for Teaching Effectiveness:

1. Teach a wide spectrum of undergraduate and graduate courses to meet the needs of the department.
2. Actively participate in developing instructional laboratories related to the undergraduate and graduate courses and wherever possible make use of the laboratories in the courses with no explicit laboratory component.
3. Supervise and guide undergraduate students on their senior design projects and graduate students on their theses or design projects.
4. Demonstrate excellence in teaching through a combination of metrics including student evaluations, peer evaluations and compelling self-evaluation. The expectation is that student evaluations average better than 3.75 in RTP-evaluated courses. Any criteria where scores are below 3.75 needs to be addressed in self-assessment, and future performance improvements.
5. Demonstrate a commitment to improving student outcomes beyond the classroom. For example having help sessions for students, monitoring their performance closely and mentoring, etc.
6. Peer observation of the courses must have at least 'good' rating in each category and 'very good' overall.
7. Collaborate with the local industries to strengthen the academic programs, for example, utilizing the expertise of adjunct faculty to develop labs, teach labs and/or courses, revise curriculum, design student projects, etc.

II. Criteria for Scholarly and Professional Activities:

1. Develop a research program to support the areas of interest to the department. This may include, among other things, developing necessary research laboratories (shared by instructional laboratories), writing grant proposals to obtain external/internal funding from a variety of public and private sources, writing and publishing papers, etc.
2. It is expected that over the period of six probationary years, the faculty member would have published at least two papers in recognized refereed journals and presented at least two papers in the related professional conferences. Multi-author papers will be weighted proportionately.
3. Involve undergraduate and graduate students in one's research.
4. Design senior design projects for undergraduate students, help identify and define master's projects and theses, supervise and guide students in completing these projects, preparing reports and, possibly, publishing the results in appropriate conference proceedings and/or journals.
5. Work towards developing collaboration with the local industries to stimulate their interest in research and utilize their expertise to strengthen and support research activities at SSU.

III. Criteria for University Service:

A. Development of the Department
   a. Actively participate in keeping the BS and MS curriculum current and in developing new program(s) as and when desired.
   b. Advise and mentor undergraduate and graduate students assigned by the department.
   c. Actively participate in designing and implementing strategies to recruit students at bachelor's as well as master's level. This may include activities such as participating in MESA program, meeting with high school/JC counselors, visiting high schools, organizing activities to attract participation by the high school students, advising Engineering Science Student Club, developing collaboration with institutions abroad, etc.
   d. Actively participate in planning for accreditation of the BSES program, maintaining accreditation once it is granted, program assessment, etc.

B. Service in the School-wide and Campus-wide Committees
   It is considered important to contribute to the School and University through service in the School-wide and Campus-wide Committees. It is expected that during the first half of the probationary years the faculty member's focus will be more on service to the department and less on School and University. But during the second half of the probationary years, the faculty member's service to School and University will increase to be proportionate to the service to the department.

IV. Criteria for Public Service:

Giving voluntary service to the community (beyond SSU and academics) for the benefit and welfare of the community. Some examples of community service are: speaking at community organizations, preparing and holding community-accessible events such as "Engineering

Science Fair", serving on local nonacademic committees and advising, volunteering for teaching in schools, coaching, etc.

Expectations for Promotion from Associate Professor to Professor:

For promotion from Associate Professor to Professor, the faculty member will be expected that after being appointed to the rank of Associate Professor, the faculty member would have (i) published at least two papers in recognized refereed and presented at least two papers in the related professional conferences, (ii)actively sought funding from external agencies for research and/or curriculum and laboratory development, (ii) been a good mentor to his/her junior colleagues, (iii)displayed leadership role in developing the department and moving it to excellence, and, (iv)displayed leadership in developing industry collaboration.

Expected Supporting Documents:

The faculty member must address each point in the above four categories and submit supporting documents as evidence of the contributions and accomplishments. It is strongly recommended that a candidate going through the RTP process keep a folder (accessible only to the department RTP committee) that contains copies of research articles (published or submitted), grant proposals, proposals for collaboration or partnership etc. Alternatively, these documents may be maintained by the candidate on-line through his/her web site.