

**DEPARTMENT OF MECHANICAL AND
AEROSPACE ENGINEERING
COLLEGE OF ENGINEERING
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY**

1. Introduction

This document is the Department of Mechanical and Aerospace Engineering policy for reappointment, tenure and promotion (RTP). This policy was developed in accordance with University RTP Policy (PS 09-10), and the College of Engineering RTP Policy, which govern and supersede the department policy. Therefore, the department policy is limited to providing a more detailed description of the requirements and, if necessary, additional assessment criteria deemed essential by the department. The department policy at no time will, explicitly or implicitly, abate the requirements approved by the College or the University.

The aim of the RTP process is to evaluate the professional development of each faculty in the three core areas of instruction and instructionally-related activities; research, scholarly and creative activities; and service. Through the RTP process the department should guide, retain, and reward its valued teacher-scholars; sustain excellence in its instructional and research programs; provide service to the University, the community and the profession; fulfill its mission; and create and advance knowledge. The review procedure should also be used as an instrument to encourage continuous improvement and professional growth at each step of the RTP process. To be effective the RTP process must be fair, transparent, and participatory. Finally, the central thrust of the faculty review should be on the quality of performance, with measurable effects on academic and professional growth.

2. RTP Areas of Evaluation and Review

Faculty shall be evaluated in the following areas:

- Instruction and instructionally-related activities
- Research, scholarly, and creative activities (RSCA)
- Service

Due to the nature of the mechanical and aerospace engineering disciplines, their curricula and the fast pace of change in related technologies, job market for graduates, globalization and international competitions, the faculty member is expected to stay current in the profession.

2.1 Instruction and Instructionally-Related Activities

The Department of Mechanical and Aerospace Engineering values instruction and instructionally related activities. An MAE faculty member is expected to teach courses, develop new course and laboratory materials, and supervise student research projects. Furthermore, the department expects each faculty to incorporate his/her research results to update the curriculum to reflect emerging MAE knowledge. Section 2.1 of the College RTP policy will be used as basis for faculty evaluation. In addition, the department's evaluative areas should include:

- Peer evaluations of instructional activities including classroom visits by members of the department RTP committee
- Class GPA as compared to department norms
- Consideration of questions from Student Evaluation forms
- Development of educational or instructionally related materials (e.g., textbooks, monographs, lab manuals, software, notes)
- Other curricular innovations

2.2 Research, Scholarly, and Creative Activities (RSCA)

Research and scholarly activities are critical to the development of the faculty in the MAE Department, as well as, expanding the student learning experience by engaging them in the research and publication process. Every member of the MAE faculty is expected to develop an ongoing research program, make significant contributions to the development and dissemination of new knowledge, and have evidence of success in the research community through a peer review process. Section 2.2 of the College RTP policy will be used as basis for faculty evaluation. In addition,

the department's evaluative areas should include:

- Research awards, recognitions and honors by professional societies or inclusion in citation index
- Conference and seminar presentations and invited talks
- Technical/industrial reports, patents awarded, and recognitions and honors by government agencies and industry
- Involvement in joint and multidisciplinary/interdisciplinary research on and off campus
- Regional, national, and international research awards and recognitions.

2.3 Service

As stated in Section 2.3 of the College RTP Policy.

3. Responsibilities

As stated in Section 3 of the College RTP Policy.

4. Timelines for RTP Process

As stated in Section 4 of the College RTP Policy.

5. Review Criteria

5.1 Reappointment

As stated in Section 5.1 of the College RTP Policy.

5.2 Tenure

As stated in Section 5.2 of the College RTP Policy.

5.3 Promotion to Associate Professor

As stated in section 5.3 of the College RTP Policy.

5.4 Promotion to Professor

Promotion to the rank of professor is the highest academic honor that the University awards to its own faculty and consequently the standards for evaluation are much higher than to associate professor. The candidate must substantially have exceeded the minimum contributions required for the rank of associate professor. Since promotion to Associate Professor, the individual should demonstrate continuing adherence to all of the standards as stated in sections 2.1-2.3 above and in the College's RTP policy, in particular section 5.4.

5.5 Early Tenure or Early Promotion

As stated in Section 5.5 of the College RTP Policy.

6. Steps in the RTP Process

As stated in Section 6 of the University RTP Policy.

7. Additional Processes

As stated in Section 7 of the University RTP Policy.

8. Changes to RTP Policy

Changes to the MAE RTP Policy may occur as a result of

- Changes in the CSU-CFA Collective Bargaining Agreement (CBA), as well as changes in the University RTP Policy and/or Procedures.
- Amendments approved by the majority vote of the MAE tenured and probationary faculty, and approval of the College Faculty Council, College Dean, and the Provost.