

Mechanical Engineering Department

Department-specific Guidelines and Clarifications to the College of Engineering and Science Tenure and Promotion Guidelines

Teaching

The required indicators for effective and innovative teaching are given in the college guidelines. Additional specific guidelines may include but are not limited to participation in program assessment process, continuous quality improvement process and teaching with course learning outcomes aligned with ABET accreditation criteria, development of new courses, course development grants, and solicited letters of evaluation from students or research advisees.

Given that the Department's programs involve extensive student laboratory experiences, the Department recognizes that preparation, maintenance, and updating of the laboratory equipment and curricula can require extensive effort on the part of the faculty member.

Scholarship/Research

Regarding the balance between discipline-specific and pedagogical work, the Department recommends that at least one fourth of the Scholarship/Research accomplishments be discipline specific. Faculty members are expected to maintain currency in at least one disciplinary area.

In preparation of his or her dossier, a faculty member may wish to address the significance of publications by remarking on author order, publication quality, impact factor, article acceptance rates, and rigor of review processes. The college P&T guidelines document lists publication types and relative importance. Table 1 from the college guidelines is revised for ME faculty as shown below. Also given in the table are ME-specific examples.

Service

The Department encourages junior faculty to maintain a lighter load in service in order to emphasize their Teaching and Research/Scholarship during their first two-three years.

In addition to the college guidelines, the activities may include but are not limited to

- Participation in ABET accreditation related activities and events
- Participating in Industrial Advisory Council meetings
- Participation in pre-commencement and commencement events
- Participation in community projects and non-profit organizations that are appropriate to the mission of the University and the professional identity of the faculty member.
- Advising/co-advising theses
- Advising student chapter of professional society organizations
- Leading student teams in professional/technical competitions

Regarding promotion to rank of Professor

This rank is reserved for individuals who have established reputations in their disciplines and whose contributions to the University's mission are unquestioned. Promotion to the rank of full professor requires demonstration of outstanding achievement in all three areas (teaching, scholarship/research, and service) since the last promotion, and continued high quality in teaching and service.

	Types of Publications	Examples for Mechanical Engineering
High level	<ul style="list-style-type: none"> • Peer-reviewed publications in national or international journals in the profession • Peer-reviewed publications in national or international conferences in the profession • Patents granted • Books and book chapters adopted outside of UDM* 	<ul style="list-style-type: none"> • ASME journals, IEEE journals, <i>Journal of Engineering Education</i>, <i>Journal of Fluid Mechanics</i>, etc. • Proceedings for national conferences of SAE, ASME, ASHRAE, ASEE, etc.
Medium level	<ul style="list-style-type: none"> • Peer-reviewed publications in local or regional journals in the profession • Books and book chapters adopted internally to UDM* 	
Low level	<ul style="list-style-type: none"> • Non peer-reviewed publications • Peer-reviewed publications in local or regional conferences in the profession • Invited talks • Articles in local media • Interviews with local media 	<ul style="list-style-type: none"> • Note that all non peer-reviewed publications are considered low level for ME faculty • Regional annual conferences of ASME, ASHRAE, ASEE, etc. (some publications in local or regional conferences may be considered medium level if a case can be made regarding the rigor of the review process)

* The levels listed are for the first edition of a book or book chapter, but subsequent editions are one level lower