

BYLAWS OF THE DEPARTMENT OF INDUSTRIAL & INFORMATION ENGINEERING

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Preamble

To provide a structure through which it may effectively discharge its responsibilities in the development and conduct of the Department's programs of instruction, research, and service, the Faculty of the Industrial and Systems Engineering (ISE) Department of The University of Tennessee agrees to govern itself according to these bylaws. These bylaws are intended to facilitate the internal operation of the department, and shall not supersede any existing University of Tennessee regulations or University of Tennessee Senate Bylaws.

ARTICLE I. THE DEPARTMENT

Section 1. The Faculty

The Faculty of the Department of Industrial and Systems Engineering is defined as those members of the academic staff of the department who have rank at the Assistant Professor, Associate Professor and Professor, as well as instructors and lecturers, including those holding visiting, non-tenure-track, part-time and emeritus appointments in both the Knoxville Campus (UTK) and the Engineering Management Program of the University of Tennessee Space Institute (UTSI).

Section 1.1. The Department Head

The Department Head's responsibilities include:

1. Providing leadership for the departmental academic programs to support the comprehensive academic program of the university. In particular:
 - a. Recruiting faculty, staff, and both graduate and undergraduate students
 - b. Working with faculty to plan, execute, and review curriculum
 - c. Encouraging and supporting faculty teaching, research and creative activity, and public service
 - d. Counseling and advising students majoring in the discipline
 - e. Representing the department to the public, the university faculty and administration, colleagues at other universities and institutions, and the constituency supporting the university
2. Providing leadership for having the infrastructure necessary for effective support of the academic programs through
 - a. Selection and supervision of clerical and supporting personnel

- b. Development and implementation of a policy to assign teaching assistants (TA)
 - c. Management of departmental physical facilities and planning for space and equipment needs
 - d. Resource enhancement
 - e. Preparation, annual presentation to the Faculty, and management of the departmental budget
 - f. Authorization of all expenditures from the department budget
3. Planning and reviewing annual performance of faculty and staff

Departmental bylaws and the strategic plan provide the Department Head with guidance for day-to-day decisions about conducting personnel evaluations, handling budgetary responsibilities, dealing with facilities issues, improving the student experience, achieving appropriate diversity goals, and representing the department to the college and university. The head conducts regular faculty meetings (at least two per semester), and facilitates the work of departmental faculty committees as outlined in these bylaws. After approval by the dean, the head conducts searches for new faculty and staff members in accordance with these bylaws and university policies. The head meets annually with each faculty member to conduct a performance review and write an evaluation, in accordance with these bylaws, the *Faculty Handbook* and the *Manual for Faculty Evaluation*.

Section 1.2 Annual Evaluation of Department Head

According to the UT Faculty Handbook, Departmental faculty members provide annual objective and systematic evaluation of the Department Head to the Dean of the College, following procedures stated in these bylaws that are consistent with university policy. The annual evaluation of the Department Head by the Departmental Faculty is done based on the following broad factors:

1. Leadership: ability to facilitate an effective process of active strategic and tactic planning incorporating principles of shared governance when appropriate.
2. Departmental performance: ability to achieve needed levels of departmental performance in all areas considered to be essential for departmental success (including teaching, research, student/faculty recruiting, curriculum development, and service).
3. Administration and Financial management: ability to increase and administer all available resources to meet departmental and college goals.
4. Faculty and staff development.

Once a year the Department Head reports to the faculty and staff on the condition of the department and emphasizes those strategies that are effectively supporting the department and areas of need of improvement.

Section 2. Voting Members

All tenured or tenure-track members of the departmental faculty constitute the voting members of the department. Other members of the departmental faculty may attend and participate in departmental meetings on a nonvoting basis.

Section 3. Faculty Meetings

At least four faculty meetings plus one retreat shall be held during each academic year. All meetings must be scheduled and announced at least two weeks in advance, and presided over by the Department Head or his appointee. Additional faculty meetings can be scheduled at the request of 40 percent of the voting members of the Department. A quorum for meetings is defined as one-half of the voting members in residence. Residence pertains to active participation in departmental programs during the nine-month academic year. Electronic participation is allowed at the discretion of the majority of the faculty. A quorum for purposes of any items requiring a vote shall be one half plus one of the voting members. Items may be balloted electronically to satisfy the quorum requirement.

Meetings shall be conducted in accordance with a written agenda circulated to the faculty members by the Department Head's office at least two days prior to the meeting. A call for items to be placed on the agenda shall be circulated to faculty members by the Department Head's office at least four days prior to the meeting. Under exceptional circumstances the Department Head may waive these conditions relative to the agenda,

Secretary

A Secretary appointed by the Department Head is responsible for recording the minutes on the faculty meetings, distributing copies of the minutes to each faculty member, and maintaining a permanent file of minutes in the Departmental Office.

Section 4. Functions

The approval of the faculty shall be required for all major changes of existing academic policy or creation of new policies. Departmental standing committees must regularly report on their activities to the departmental faculty. When a committee's recommendation requires the approval of the faculty, such as in the case of the creation of new departmental and inter-departmental programs or substantive revisions of existing programs, a report must be submitted to the faculty. All decisions shall be made by majority vote of the voting members present at the meeting or who have a valid reason to submit their vote to the Department Head. The Faculty can also recommend policy or program changes to the Department Head.

ARTICLE II. DEPARTMENTAL COMMITTEES

Section 1. Standing Committees

Standing committees shall be established to aid the Faculty in the execution of its academic and related responsibilities. The Department Head shall be a member ex-officio of all standing committees. The period of service of all but ex-officio members of all standing committees shall

be two years, renewable with staggered terms. Regular appointment or election as specified herein shall take place before the end of the spring semester and terms shall begin with the succeeding academic year. Each standing committee shall inform the Department of its substantive decision and recommendations. The standing committee chairpersons shall be responsible for maintaining a documentation file of committee meetings. The following are the standing committees:

1. Undergraduate Committee

The Undergraduate Committee is responsible for seeking ways of improving the undergraduate curriculum and coordinating all activities related to both ABET accreditation and SACS outcome assessment. It shall also be responsible for seeking ways of recognizing and emphasizing teaching ability and classroom commitment. The committee shall review existing curricula or curriculum recommendations, including new undergraduate course proposals coming from individual Faculty members. As a standing committee, the Undergraduate Committee shall concern itself with undergraduate standards for admission, retention, and graduation and any other matters of educational policy pertaining to the undergraduate program. The committee shall be composed of a chairperson and at least two other members appointed by the Department Head.

2. Scholarship Committee

The Scholarship Committee shall be responsible for selecting and reviewing the performance of recipients of fellowships, scholarships, assistantships, and other awards dependent upon academic achievement. The awards and scholarship function shall concern itself with developing evaluation criteria and application procedures for undergraduate student scholarship awards. This shall include the circulation of criteria and potential recipients to the entire department faculty for comment and input prior to awards. This committee shall also develop and execute strategies for attracting new scholarship opportunities for undergraduate and graduate students, and for attracting well-qualified students at all levels and particularly underrepresented minority groups. The committee shall consist of three members appointed by the department head.

3. Graduate Committee

This committee shall be responsible for the regulation and quality of the Department's graduate programs, including the admission of students and progress of students in the program. It shall review new graduate course proposals or changes in existing graduate courses. The Graduate Committee will also concern itself with ways of continually improving the graduate curricula, including consultation with industrial and student clienteles to determine how well the Department's programs align with customer expectations. This committee shall also be responsible for seeking ways of recognizing and emphasizing teaching ability and classroom commitment in a variety of teaching mediums, with particular emphasis on the distance learning environment and addressing the specific pedagogical, mechanical, and logistical needs which are unique to this environment. As a standing committee, the Graduate Committee shall concern itself with graduate standards for admission, retention, and graduation and any other matters of educational policy pertaining to the graduate programs.

The department must designate a tenured or tenure-track faculty member to be the Director of Graduate Studies. This individual, with the assistance of the other graduate faculty, is responsible for the administration of the graduate program(s) in the department and serves as the contact person with the Graduate School. A member of the secretarial staff should be assigned to support the director in clerical matters required to fulfill the functions of this position.

The Graduate Committee shall be composed of a chairperson (typically the Director of Graduate Studies), the Chairperson of the Engineering Management program and at least two other ISE graduate faculty members appointed by the Department Head.

4. Engineering Management Council

This council shall be responsible for the coordination of academic administration of the Engineering Management Concentration across all University of Tennessee System teaching sites. It shall be the primary source of input to the Department's Graduate Committee on all academic policy issues relating to the Engineering Management Program. The Council shall concern itself with addressing and resolving problems relating to the Engineering Management Program in particular, and distance teaching in general, in order to maintain the highest standards of excellence. The Director of the Engineering Management Program shall serve as the Chairperson of the Engineering Management Council. All tenured or tenure-track faculty at the University of Tennessee Space Institute whose duties are primarily in support of the Engineering Management program shall be members of the Council. In addition, the Chairperson of the Department's Graduate Committee shall be a member of the Council. The Department Head shall make additional appointments to the Council as needed in order to maintain a balance of membership between the University of Tennessee Space Institute and the University of Tennessee-Knoxville.

Section 2. Ad Hoc Committees

The Department Head may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of the announcement of their creation.

Section 3. Committee Assignments

- a) The Department Head shall normally appoint the members of all committees. The Chair of each committee, who shall be designated by the Department Head, must be a member of the voting Faculty. The Department Head shall have the power to remove or replace appointed members, or appoint new members to fill vacancies when they occur.
- b) The Department Head shall neither preside over any committee nor serve as a voting member of any committee.
- c) Committee membership shall be considered a duty of a Faculty member. The Department Head shall not assign an excessive amount of committee work to a Faculty member, and when making Committees, consideration shall be given to Faculty members' participation on

college and university-level committees. It is expected that senior Faculty would normally carry more committee assignment load than junior Faculty.

ARTICLE III. APPOINTMENT, RETENTION, TENURE AND PROMOTION OF FACULTY

Section 1. University and College Guidelines

All actions of the Department concerning appointment to the Faculty, retention, tenure, and promotion will conform to the standards and procedures set forth in the Faculty Handbook, the Manual of Faculty Evaluation, and the College of Engineering Guidelines for tenure and promotion.

Section 2. New Appointments

A. Tenure/Tenure-Track

The Department Head appoints a Search Committee and a chairperson to lead the search for new faculty. Whenever possible and reasonable, the chairperson should be a tenured faculty member holding a rank of professor. Otherwise, the chair can be a tenured faculty member holding a rank at least equal to the rank of the position to be filled. The Search Committee shall consist of no less than three voting members of the faculty at the rank of assistant, associate or full professor. The Search Committee shall be responsible for publicizing the vacancy, and complying with all affirmative action requirements for composition of the applicant pool. Applicants for Faculty positions will be screened and evaluated by the search committee after consultation with the professorial Faculty on appropriate screening criteria. The Search Committee shall propose to the Faculty a ranked list of applicants from which those to be invited to campus for interview shall be selected.

From the list of qualified applicants proposed by the Search Committee, the Faculty will determine which of the applicants to invite to the campus for interviews as primary candidates, which to place on an alternate list, and which to eliminate from further consideration.

Following the interviews of all primary candidates for the position all voting professorial Faculty will be asked to evaluate and rank the applicants. No vote on an appointment shall be taken until all voting members of the Department have been notified and due deliberation has occurred. All voting will be held by secret ballot.

B. Non-Tenure-Track

The Department Head shall consult with the voting faculty whenever a non-tenure-track appointment is contemplated. After the fullest consultation possible a secret-ballot vote will be taken from all voting members of the professorial Faculty. No vote on an appointment shall be taken until all members of the Department have been notified and due deliberation has occurred.

Section 3. Faculty Performance, Retention, Tenure, and Promotion

Each year the Department Head shall review the accomplishments of the Faculty in the areas of teaching, research, publications, thesis and dissertation supervision, and both internal and external service. It is the responsibility of the Department Head to effectively communicate to the Departmental Faculty in a timely manner expected levels of achievement in these areas. For the purpose of the annual evaluation, each Faculty member shall prepare a report of annual activities following the format shown in the **Appendix A**. Formal recommendations in matters concerning retention, tenure, and promotion shall originate with the Department Head, and shall follow the guidelines of The University Faculty Handbook and the Manual for Faculty Evaluation. Faculty expectations are in Appendix B.

Peer Review of Teaching

In preparation for tenure and promotion review the Department must conduct a peer evaluation of teaching. Normally, a peer evaluation will be conducted within two years of the faculty member's initial appointment and repeated after a period of several years but prior to review for tenure and/or promotion. The peer review consists of two main parts: (a) evaluation of support materials; (b) evaluation of classroom teaching effectiveness. A peer review committee appointed by the Department Head must summarize the review in a report addressing the evaluation of teaching effectiveness.

ARTICLE IV. AMENDMENTS

A positive vote of at least two-thirds of the voting members of the Department shall be required to amend these Bylaws. Any proposed amendment to the Bylaws shall be circulated to the Faculty no less than ten days before the meeting at which the amendment will be considered.

APPENDIX A

DEPARTMENT OF INDUSTRIAL & SYSTEMS ENGINEERING FACULTY RECORD OF ACTIVITIES

Evaluation Period:

Faculty Member:

Please follow the format below. A description of the content and order of Systems for each category appears in italics. Please list activities and achievements only for the calendar year being considered.

I. TEACHING

- A. Undergraduate and graduate courses taught.** *Please provide course names, number of sections, student enrollment per section, and whether delivered by distance.*
- B. Student evaluation of teaching.** *Summary of student evaluation scores you received during the calendar year being considered. In your report indicate the course name, the semester it was offered, the scores you got for each evaluation factor, and any other suitable evidence, as appropriate.*
- C. Activities, short courses, etc., related to pedagogical improvement.** *Please provide a short description of your activities if applicable (e.g., attending teaching workshops, adding design content, learning a new simulation language, building a new set of slides, etc.)*
- D. New courses developed; laboratory development activities.** *Please provide a short description of each activity.*

II. STUDENT ADVISING/ GRADUATE DEGREES AWARDED

- A. Undergraduate Student Projects.** *Please specify type of project, e.g. summer research program, research assistant, directed studies, special topics, and number of students involved.*
- B. Master's Degrees.** *If you were the principal advisor for a master's student who graduated during the calendar year being considered, please list the following Systems: student's last name, first name, degree received, title of thesis if applicable, student's employer if known.*
- C. Doctoral Degrees.** *If you were the principal advisor for a doctoral student who graduated during the calendar year being considered, please list the following Systems: student's last name, first name, degree received, title of dissertation, student's employer if known.*

III. PUBLICATIONS

A. Journal Articles: *Lead author's last name followed by initials, other author(s)' initials followed by last name(s) in alphabetical order, "title," journal name, Vol. #, No., page numbers, year.*

B. Books and Chapters.

Book: *First author's (or editor's) last name followed by initials, other author(s) initials followed by last name(s) in alphabetical order, title, publisher, city, state or country, date.*

Chapter: *First author's name followed by initials, other author (s)' initials followed by last name(s), "title of chapter," title of book, name of author(s) and/or editor(s), publisher name, city, state or country, date, page numbers.*

C. Conference Proceedings: *First author's last name followed by initials, other author(s)' initials followed by last name(s) in alphabetical order, "title," title of proceedings, city, state, conference dates, page numbers.*

D. Other Publications. *Follow above instructions as appropriate.*

IV. PRESENTATIONS

Presenter's last name followed by initials, co-presenter(s)' initials followed by last name(s), "title of presentation", where presented (conference, city, state, country), date.

V. FUNDED RESEARCH PROJECTS (projects with some funding during calendar year being considered)

A. Project Description. *PI's last name followed by initials, CO-PI(s)'initials followed by last name(s), "title," inclusive dates, sponsor, amount of funding, % of funding for faculty member and students.*

B. Research Expenditures. *Amount spent on behalf of faculty member in terms of buy out, travel, summer salary, etc.*

C. Students Supported. *Names and dollar amounts for each student supported. Specify student's faculty advisor, if not yourself.*

D. Salary Recovered. *Amount of salary recovered during calendar year being considered.*

E. Proposals Submitted. *PI's last name followed by initials, CO-PI(s)'initials followed by last name(s), "title," inclusive dates, sponsor, amount of funding, % of funding for faculty member and students. Include only proposals submitted during the calendar year being considered. Current status: (funded, not funded, or pending).*

VI. PROFESSIONAL AWARDS.

List title of each award, name of granting or presenting organization, and date

VII. EXTERNAL PROFESSIONAL SERVICE ACTIVITIES AND NOTABLE POSITIONS.

If a national or international professional activity, list activity, name of organization, inclusive dates.

If a notable position, list office or position, name of organization, inclusive dates of office.

If a patent, license, or innovative project, list item, etc., licensing agency, etc., date.

List all editorships and the journals. How many papers did you review during the calendar year being considered? Indicate the journals.

VIII. INTERNAL SERVICE TO DEPARTMENT, COLLEGE, UNIVERSITY AND LOCAL PROFESSIONAL COMMUNITY.

List all departmental, college, and university committees; indicate all chair positions. Describe any local professional society service; student organization advisory responsibilities, student recruiting visits, plant tours, etc.)

Also include activities to increase diversity at UT. Provide the number of recruiting visits, phone calls, letters, etc. for students and/or faculty and the results from these efforts.

IX. ADDITIONAL ITEMS

A. In Progress Publications. *In progress papers submitted and current status (i.e., submitted, under revision, to appear).*

B. Outreach. *Describe visits to industry or government. List any consulting projects that were completed. Any short courses delivered.*

C. Development. *Describe any events, trips, alumni visits, letters, phone calls, etc. aimed at increasing the endowment of the Department.*

X. CAREER FOCUS

A. Contribution. *What do you view as your major contribution area(s) to the Department (e.g., teaching and student advising, research funding and publications, internal service, professional service, and/or outreach)? What approximate division of effort do you envision?*

B. Goals and Plans. *Describe specific goals and plans for next year (e.g., proposals planned, research goals, graduate student progress, etc.).*

APPENDIX B

Faculty Expectations

Expected Yearly Achievement Internal General Guidance for the ISE Retention Committee

Name of faculty member:

Present rank:

Years at UTK:

Teaching Record: From the student evaluation reports, list evaluations for average of all twenty two questions for each course.

Parameter	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Satisfactory Expectation	3.8±0.2	3.8±0.2	4.0±0.2	4.0±0.2	4.0±0.2
Minimum Expectation	2.8±0.2	2.8±0.2	3.0±0.2	3.0±0.2	3.0±0.2

Research Record: Annual UTK research expenditures for individual

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Satisfactory Expectation	25k	60k	125k	140k	150k
Minimum Expectation	0	20k	60k	70k	100k

Scholarship Record: Published and accepted papers (with DOI) in journals indexed by SCI, sponsored by INFORMS, or sponsored by IIE with significant contribution from the applicant (e.g., first, corresponding, or with very few coauthors who are not his/her students).

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Satisfactory Expectation	2	2	2	3	3
Minimum Expectation	1	1	1	2	2
Total Conference Proceedings	1	1	1	1	1
No. of M.S. Graduates with individual as major professor			1		1
No. of Ph.D. Graduates with individual as major professor					1*

* Ph.D. students graduated or close to graduation at application

ISE Faculty Evaluation Rubrics – Professor

<u>Teaching</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Undergraduate Evaluations	<1	>1	>2	>3	>4
Graduate Course Evaluation	<2	>2	>2.75	>3.5	>4.2
Courses Taught per Year (without compensation)	0	1	3	4	5
PhD Students Completed (3yrs)	0	1	3	5	7
MS Students Completed (3yrs)					
<u>Research</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Journal Articles Published (3yrs)	0	3	6	9	12
Conference Proceedings or presentations (3yrs)	0	3	6	8	10
Students Funded Externally	1	2	3	4	5
Sponsored Research Expenditures (current year)	<\$75K	>\$75K	>\$150K	>\$225K	>\$300K
Post Docs Supported			0	1	>1
Salary Recovery (current year)	\$5K	\$7K	\$10K	>20%	>30%
<u>Service</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Internal Service	none	1	2	3	4
External Service	<10 hours	>10 hours	>20 hours	>30 hours	>40 hours

* Undergraduate evaluations is an average of Instructor Contribution, Instructor Effectiveness, and Course Overall.

* Courses taught may be weighted by number of students, GTA assistance, first time taught, etc.

*Students supported calculated by $.75*MS+1*PhD+.25*UG$ (can also be adjusted for post docs.)

*Internal Service includes items such as departmental, college, or university committee work; additional assignments.

*External Service Includes professional society work, conference organization, journal referee, etc.

ISE Faculty Evaluation Rubrics – Associate Professor

<u>Teaching</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Undergraduate Evaluations	<1	>1	>2	>3	>4
Graduate Course Evaluation	<2	>2	>2.75	>3.5	>4.2
Courses Taught per Year (without compensation)	<2	2	3	4	5
PhD Students Completed (3yrs)	0	1	3	5	7
MS Students Completed (3yrs)					
<u>Research</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Journal Articles Published (3yrs)	0	3	6	9	12
Conference Proceedings or presentations (3yrs)	0	3	6	8	10
Students Funded Externally	0	1	2	3	4
Sponsored Research Expenditures (current year)	<\$75K	>\$75K	>\$125K	>\$200K	>\$250K
Post Docs Supported			0	1	>1
Salary Recovery (current year)	\$5K	\$7K	\$10K	>20%	>30%
<u>Service</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Internal Service	none	none	1	2	3
External Service	<10 hours	<10 hours	>10 hours	>20 hours	>30 hours

* Undergraduate evaluations is an average of Instructor Contribution, Instructor Effectiveness, and Course Overall.

* Courses taught may be weighted by number of students, GTA assistance, first time taught, etc.

*Students supported calculated by $.75*MS+1*PhD+.25*UG$ (can also be adjusted for post docs.)

*Internal Service includes items such as departmental, college, or university committee work; additional assignments.

*External Service Includes professional society work, conference organization, journal referee, etc.

ISE Faculty Evaluation Rubrics – Assistant Professor (Years 4-5)

<u>Teaching</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Undergraduate Evaluations	<1	>1	>2	>3	>4
Graduate Course Evaluation	<2	>2	>2.75	>3.5	>4.2
Courses Taught During Year	1	2	3	4	5
PhD Students Completed <=YR5			1	2	3
MS Students Completed <=YR4 <=YR5			2 3	3 4	4 5
<u>Research</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Journal Articles Published per year	0	1	2	3	4
Conference Proceedings or presentations per year	0	1	2	3	4
Sponsored Research Expenditures* per year	<\$50K	>\$50K	>\$100K	>\$150K	>\$200K
Salary Recovery* per year	\$5K	\$7K	\$10K	>10%	>20%
Students Funded Externally per year	0	1	1	2	3
Post Docs Supported per year			0	1	>1
Proposals Submitted per year	1	2	3	4	5
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>Service</u>					
Internal Service	none	none	1	2	3
External Service	<10 hours	<10 hours	>10 hours	>20 hours	>30 hours

*Research Expenditures and Salary Recovery for Year 3 and beyond

* Undergraduate evaluations is an average of Instructor Contribution, Instructor Effectiveness, and Course Overall.

* Courses taught may be weighted by number of students, GTA assistance, first time taught, etc.

*Students supported calculated by .75*MS+1*PhD+.25*UG (can also be adjusted for post docs.)

*Internal Service includes items such as departmental, college, or university committee work; additional assignments.

*External Service Includes professional society work, conference organization, journal referee, etc.

ISE Faculty Evaluation Rubrics – Assistant Professor (Years 1-3)

<u>Teaching</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
	Undergraduate Evaluations	<1	>1	>2	>3	>4
	Graduate Course Evaluation	<2	>2	>2.75	>3.5	>4.2
	Courses Taught During YR1	0	0	1	2	3
	YR2	0	1	2	3	4
	YR3+	0	2	3	4	5
	PhD Students Completed (3YRS)		0	0	0	1
	MS Students Completed YR3			1	2	3
<u>Research</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
	Journal Articles Published YR1	0	0	1	2	3
	YR1+YR2	0	1	3	4	5
	Through YR3	1	3	5	6	7
	Jrnl Articles under review YR1	1	2	3	4	5
	YR2, YR3	4	5	6	7	8
	Conference Proceedings or presentations per year	0	0	1	2	3
	Sponsored Res. Expend. YR1	\$0K	\$0K	<\$50K	>\$50K	>\$100K
	YR1+YR2	<\$50K	>\$50K	>\$75K	>\$125K	>\$175K
	Through YR3	<\$75K	>\$75K	>\$175K	>\$225K	>\$275K
	Salary Recovery YR1	\$0K	\$0K	\$0K	>\$5K	>\$10K
	YR2	\$0K	\$0K	\$3K	>\$5K	>\$10K
	YR3	\$0K	\$0K	\$7K	>\$10K	>\$15K
	Students Funded Externally /YR	0	1	1	2	3
	Post Docs Supported per year			0	1	>1
	Proposals Submitted last year	1	2	3	4	5
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>Service</u>						
	Internal Service	none	none	1	2	3
	External Service	<10 hours	<10 hours	>10 hours	>20 hours	>30 hours

* Undergraduate evaluations is an average of Instructor Contribution, Instructor Effectiveness, and Course Overall.

* Courses taught may be weighted by number of students, GTA assistance, first time taught, etc.

*Students supported calculated by .75*MS+1*PhD+.25*UG (can also be adjusted for post docs.)

*Internal Service includes items such as departmental, college, or university committee work; additional assignments. *External Service Includes professional society work, conference organization, journal referee, etc.