

## **Manufacturing and Construction Management**

Departmental Guidelines for Procedures for Promotion, Tenure, Professional (6<sup>th</sup> year) Review and Annual Review for Untenured Tenure-Track Faculty Members  
Revised 11 April 2013

### **Defining Documents**

CSU-AAUP Collective Bargaining Agreement, esp. Section 4.11.9  
<http://www.csuaaup.org/wp-content/uploads/2010/07/AAUP2007-2011FINALContract200711.pdf>  
Promotion and Tenure Policy for Tenure-track Teaching Faculty, October 22, 2007  
<http://web.ccsu.edu/facsenate/Final%20Draft,%20P%20and%20T%20Policy.htm>

### **Preamble**

The uniqueness of the Manufacturing and Construction Management departments' academic disciplines lies in applied practice and connection to business and industry. As such, the Department recognizes and encourages contributions in the four categories below which demonstrate application of Manufacturing and Construction Management theories, principles, and processes in practical or applied settings.

#### Load Credit Activity (§ 4.11.9.1)

Full-time faculty will provide evidence of 12 load credits per semester. Load credit is awarded for teaching or contractual reassigned time (research, curriculum development, sabbatical, laboratory coordination, and administrative responsibilities). Written summaries of non-teaching load credit activity must be presented by faculty members in their portfolios.

Teaching evaluation scores in the mid-range or higher are considered favorably, the results of which must be included in the portfolio. Other areas of consideration can include innovative teaching techniques or other evidence of excellence in teaching.

Peer teaching evaluations will be conducted on an annual basis within the probationary period for every tenure-track faculty member. Peer teaching evaluations for use in the sexennial evaluation process may be requested by the faculty member. The DEC will be responsible for conducting all peer evaluations. However, the scheduling of all peer reviews will be the responsibility of the faculty member being evaluated. Reviews will only be conducted during fall or spring semesters. The evaluation will be written in letter form and will be used at the discretion of the faculty member evaluated.

#### Scholarship / Creative Activity (§ 4.11.9.2)

Scholarship or creative activity will consist of one or more of the following (not an exhaustive list): delivering papers, posters, or presentations at conferences; academic peer-reviewed publications; practice-oriented publications; editing or writing books or monographs in any media format, producing videos, and the like. Curriculum and laboratory development (new courses or academic programs) not performed under reassigned time (for load credit) is viewed as scholarship/creative activity.

#### Productive Service to the Department and University (§ 4.11.9.3)

Direct: Reliable attendance and participation at monthly faculty meetings, membership on one or more department or university-wide committees per semester, program coordination, accreditation self-study, accreditation, advising student clubs, and the like.

Indirect: Promotion of the department or university through student recruitment, trade shows, career days, student competitions, press coverage, and the like.

#### Professional Activity (§ 4.11.9.4)

Demonstrative evidence of contribution to the profession such as: journal editor or member of editorial review board; holding office in regional or national organizations; conference coordination or moderation; attainment of professional certifications and licensure related to area of professional expertise; consulting or training to business and industry; activities related to technology transfer, and the like.

#### Mentor Program

A mentor will be assigned to junior faculty for a period up to 5 years (to the penultimate tenure review).