

# DEC Guidelines for Computer Electronics & Graphics Technology

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The mission Department of Computer Electronics & Graphics Technology (CEGT) is to provide educational opportunities in computer engineering, electronics, graphics, networking and interrelated technological and managerial disciplines. We prepare students to meet dynamic technological challenges as leaders and members of technical design, engineering, and management teams.

All new tenure-track members of the Computer Electronics and Graphics Technology Department will be assigned mentors who will serve as resources and guides to the department, university, and profession

The Computer Electronics and Graphics Technology Department will follow Article 4.11 Evaluation of Full-time Members for Renewal, Tenure and Promotion.

4.11.1 - Evaluation Procedure

4.11.2 - Evaluation for Renewal

4.11.2.1 - Evaluation for Tenure

4.11.3 - Evaluation for Promotion

## **4.11.9.1 - Load Credit Activity (35%)**

Teaching is the primary mission of the University, so all faculty members should strive to be excellent teachers.

- Fulfill the contractual teaching obligation
- Good to excellent teaching evaluations using the correlated course evaluations and peer evaluations
- Faculty receiving released or re-assigned load credit for non-teaching School or Departmental duties must submit an appropriate documentation related to these activities.

## **4.11.9.2 - Creative Activity appropriate to one's field (25%)**

Faculty should show evidence of scholarly activity. This scholarship continues the faculty member's intellectual development, enhances their teaching and increases the stature of the University. While creative activity develops and changes throughout the career of a faculty member, it will include some of the following:

- Grant applications for external/ internal funding
- Publications in appropriate peer-reviewed journals. Student/faculty research endeavors are encouraged.
- Designing and producing creative and original works in one's field, including instructional tools, technical enhancements, and exhibit original work
- Presenting research at local, regional, national and international conference, symposium
- Research local and regional employment needs and create/revise curriculum, develop new programs and courses.
- Faculty are encouraged to organize and/or host special events

#### **4.11.9.3 Productive Service to the department and university (20%)**

*Departmental:* This should be the focus for non-tenured faculty who are demonstrating that they are good departmental citizens, and the continued effort of tenured faculty.

Departmental service includes:

- Student advising
- Departmental/Universities committees
- Contributions to departmental needs
- Departmental search committees
- Community service
- Student club advisor
- Liaising with industry
- International activities
- Collaborating with other universities
- Organizing field trips
- Program coordinator
- Open House participation

*University:* This should be the focus for tenured faculty seeking promotion to Professor. This is the opportunity for a tenured faculty member to demonstrate leadership in the University Community. Tenure allows faculty to speak freely and formulate opinions which contribute to shared governance. This should be exhibited to those seeking promotion to Professor by active participation in:

- University committees (Graduate, Curriculum, Senate etc)
- Faculty Senate Sub-committees
- Assessment
- Grant review
- Other University ad hoc committees

#### **4.11.9.4 Professional Activity (15%)**

This is generally service to the larger community. This may be outreach activities, which call on your professional expertise, or service within your professional society. It includes attendance and participation in regional, national and international symposia, conferences, etc. This activity also includes reviewing of texts and serving as a reviewer for societal journals or grant applications. Following is a partial list of professional activities within this category:

1. Attending meetings and presenting is sufficient for Assistant Professors as is participation in outreach activities.
2. Serving as a reviewer of texts, external grants and peer-reviewed journals is valuable professional service.
3. Faculty seeking promotion to Professor, should exhibit a greater leadership role in their societies, such as contributing to their governance, organizing sessions, etc. In outreach, they should again take a leadership role.
4. Participating in seminars, webinars, technical training and certification programs

#### **4.11.9.5 Years in Rank (5%)**