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**College of Engineering Policy Committee (CPC)**  
**Minutes of Meeting held on 11-16-05**

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**AGENDA**

CPC Meeting Wednesday, 11/16/05, 3:30-4:30pm, 3225 CEBA (Dean's Conference Room)

- 1) Approve minutes of 10/12/05 meeting.
  - 2) Chair's report:
    - Meeting with Dean (10/17/05)
    - Selection procedure for Dean's Advisory Committee for Tenure and Promotion
  - 3) COE Policy on Research Faculty (approval of final revision)
  - 4) Department chair evaluation procedure (ref: CPC minutes 5/11/05, item 5)
  - 5) Department Assessment Metric component formulas
  - 6) Other business
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**Members in Attendance (BOLD indicates present)**

BAE – **Mailander**

ChE – **Griffin<sup>1</sup>, Thompson**

CEE – **Rusch<sup>\*</sup>**, Singh, Wolshon

CMIE – **Aghazadeh<sup>†</sup>**, Knapp

ECE – Ajmera, Feldman, **Trahan<sup>2</sup>**

ME – **Gonthier**, Woldesenbet

PetE – **Gupta**

<sup>1</sup>committee chairman

<sup>2</sup>committee secretary

<sup>\*</sup>Rusch proxy for Wolshon

<sup>†</sup>Aghazadeh proxy for Knapp

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**Meeting Minutes:**

- 1) Agenda Item 1 (Minutes). Minutes of 10-12-05 were approved.
- 2) Agenda Item 2 (Chair's report). Greg Griffin met with Dean Bassiouni. They discussed CPC recommendations for the CoE Policy on Research Faculty (see item 3 below and attachment). The dean agreed with CPC recommendations on the selection procedure for members of the Dean's Advisory Committee for Tenure and Promotion. They also discussed procedures for department chair evaluations (see item 4 below).
- 3) Agenda Item 3 (CoE Policy on Research Faculty).
  - **PASSED:** The CPC approves of the "College of Engineering Policy on Research Faculty," 10-18-05 version, as received on 10-27-05.
- 4) Agenda Item 4 (Department chair evaluation procedure). At the May 5, 2005 meeting, the CPC recommended holding evaluations of department chairs and the Dean online, to be run

by the Center for Assessment and Evaluation (CAE). Dean Bassiouni has asked whether the evaluations can be run internally because of cost. The sense of the CPC discussion was that perceptions of these evaluations will be better if they are run externally. Greg Griffin will inquire about the cost for CAE to run such evaluations.

- 5) Agenda Item 5 (Department Assessment Metric component formulas). The CPC discussed this metric.
- 6) Agenda Item 6 (Other business). No other business was introduced.

### **Appendices**

- Dean Bassiouni's revised draft "College of Engineering Policy on Research Faculty," 10-18-05 version
- Department Assessment Metric components and formulas

## **College of Engineering Policy on Research Faculty**

(Assistant, Associate & Full Professors – Research)

Revised Draft 10.18.05 (Rcvd 10-27-05)

**General Policy** – This policy is subject to criteria as set forth in PM-23, PS-36, and all other appropriate System and campus policies. The College supports the concept of “research faculty” as such positions have an important role in the University’s goal of raising our national ranking and expanding research activity beyond the current levels. Research projects sometimes require a full-time position and experience beyond the initial post-doctoral years, which research faculty can fill, provided the tenure and tenure-track faculty are unable to devote the necessary effort or lack the necessary experience for a specific project. Thus, the College policy regarding research faculty is that research faculty shall be hired only when; 1) a significant level of effort of an experienced researcher is needed, and 2) external financial support is used to defray 100% of the salary and related expenses including but not limited to start up funds, and equipments. Temporary *re*appointment of research faculty, using funds other than external, will be considered on a case-by-case basis with approval of the Dean of Engineering and only to bridge short gaps, not exceeding one year, in secured external funding.

**Appointment** – Criteria for appointment are specified in PM-23 for these non-tenure-track positions. Equivalent rank appointment procedures as used for regular faculty as detailed in PS-36 shall apply. Candidates shall normally have a minimum of 3 years post-doctoral research experience and a PhD in the field of study proposed for the appointment as Assistant Professor – Research. Candidates for Associate Professor – Research shall normally have a minimum of 9 years post-doctoral research experience and the same terminal degree as above. Candidates for Professor – Research shall have a PhD in the field of the appointment and normally have 12 years post-doctoral experience. HRM procedures shall be used for filling these positions. Selected candidates are appointed by the department chair based on the recommendation of the tenured and tenure track faculty. Selected candidates are required to present a departmental seminar prior to selection.

**Research Faculty Duties** – Research faculty carry the same responsibilities as regular faculty ranks, but focus their efforts on research. Instructional responsibilities are excluded and any service is provided on volunteer basis. While they hold faculty status, they may not vote on any academic or policy standards. Research faculty is expected to submit research proposals for funding to facilitate their research activity. Research faculty with graduate faculty status may direct graduate students and serve as co-advisor on graduate committees.

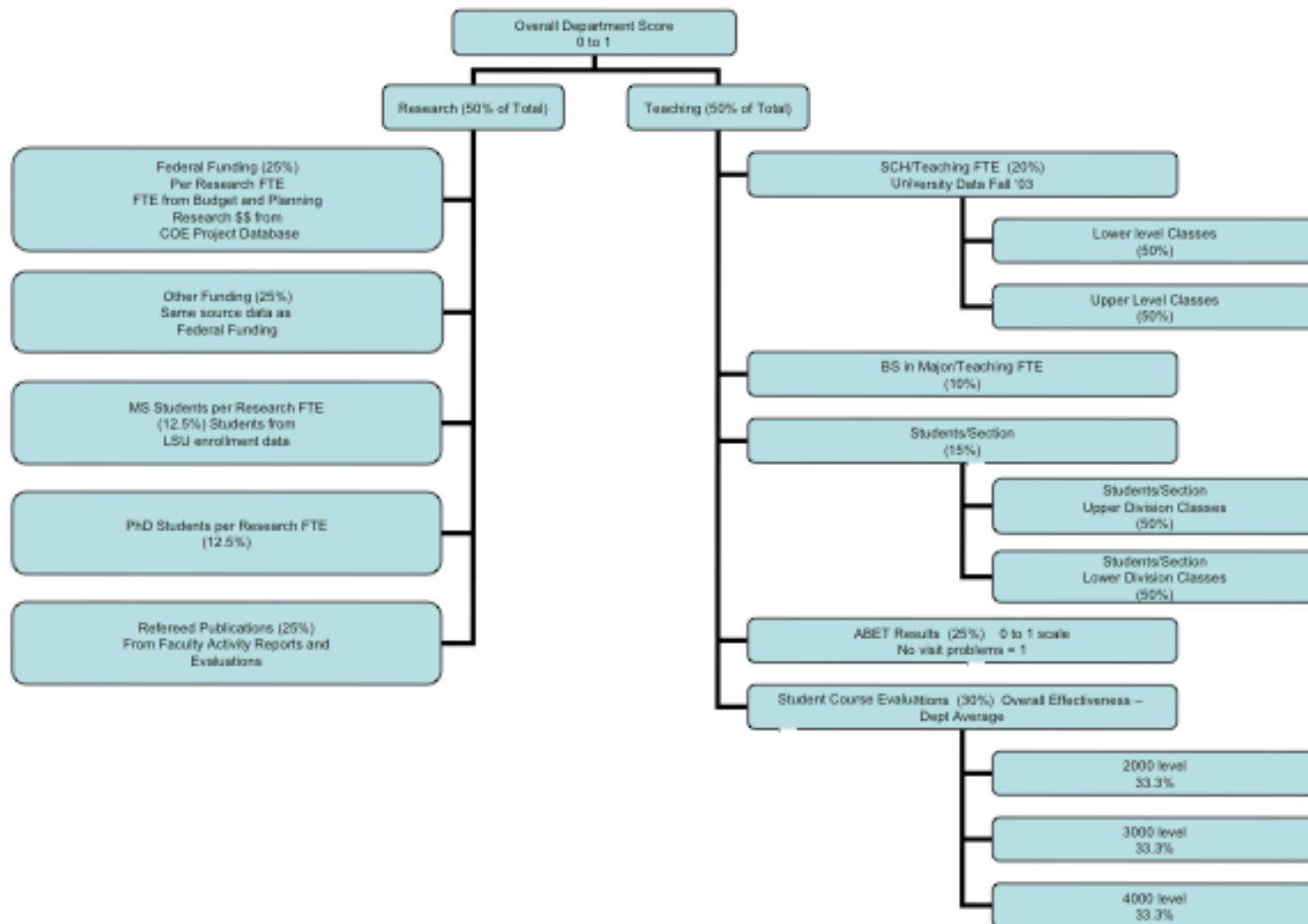
Teaching shall be allowed only on a limited basis and upon initial approval of the faculty, and for additional compensation. These courses should not be taught during regular hours unless annual or unpaid leave is granted for the classroom time.

**Renewal Process** – Appointments are for one year periods unless the related external funding guarantees support for a fixed period of time. In that case the appointment may be for the duration of the external funding, subject to the following conditions. All appointment contracts shall include the following statement, “Continued employment contingent upon availability of adequate external funding.” In cases where the funding period of a multiyear award is for one year, research faculty shall be appointed for one year at a time. Renewal requests shall be made by the regular faculty involved in the research project or subject area of the research faculty member and approved by the chair of the department. Since research faculty are non-tenured faculty, they shall be reviewed annually by tenured faculty of the department. Any non-renewal of an appointment will follow procedures of PS-36. Individuals on research faculty appointments do not acquire tenure through the passage of time. The department should evaluate its activities annually to determine if hiring additional tenure-track faculty would better serve the unit rather than research faculty.

**Promotion Process** – The promotion process shall follow the criteria of PS-36, excluding the instructional and service components. Thus research faculty is expected to have more research activity than regular faculty of equivalent rank. Instructional activities, if any, are not to be considered in renewal or promotion processes.

**Application for Tenure Track Position** - In the event a research faculty member applies for a tenure track position he/she will be evaluated by the same procedures as any applicant.

# Departmental Assessment Metric Components



## Formulas for Departmental Metric –

### Research

$\{[(\$ \text{ of Federal Funding})/(\text{Research FTE})\text{for dept A}] / [(\$ \text{ of Federal Funding})/(\text{Research FTE}) \text{ for highest ratio department} ]\} \times 0.25 = 25\% \text{ of research metric}$

$\{[(\$ \text{ of Other Funding})/(\text{Research FTE})\text{for dept A}] / [(\$ \text{ of Other Funding})/(\text{Research FTE}) \text{ for highest ratio department} ]\} \times 0.25 = 25\% \text{ of research metric}$

$\{[(\text{Number of MS Students in Department A})/(\text{Research FTE in Dept A})] / [(\text{Number of MS Students in highest ratio dept})/(\text{Research FTE in highest ratio dept})]\} \times 0.125 = 12.5 \% \text{ of research metric}$

$\{[(\text{Number of PhD Students in Department A})/(\text{Research FTE in Dept A})] / [(\text{Number of PhD Students in highest ratio dept})/(\text{Research FTE in highest ratio dept})]\} \times 0.125 = 12.5 \% \text{ of research metric}$

$\{[(\text{Number of Refereed Publications in Department A})/(\text{Research FTE in Dept A})] / [(\text{Number of Refereed Publications in highest ratio dept})/(\text{Research FTE in highest ratio dept})]\} \times 0.25 = 25 \% \text{ of research metric}$

Sum above metrics and normalize with highest department to obtain Research Metric (0 to 1).

### Teaching

$[(\text{Course Evaluation, Overall Effectiveness Value, 2000 Level})/(\text{Highest Dept Course Evaluation, Overall Effectiveness Value, 2000 Level})] \times 0.10 = 10\% \text{ of teaching metric}$

$[(\text{Course Evaluation, Overall Effectiveness Value, 3000 Level})/(\text{Highest Dept Course Evaluation, Overall Effectiveness Value, 3000 Level})] \times 0.10 = 10\% \text{ of teaching metric}$

$[(\text{Course Evaluation, Overall Effectiveness Value, 4000 Level})/(\text{Highest Dept Course Evaluation, Overall Effectiveness Value, 4000 Level})] \times 0.10 = 10\% \text{ of teaching metric}$

$(\text{ABET "Score" of 0 to 1 per Dean on last ABET visit and result}) \times 0.25 = 25\% \text{ of teaching metric}$

$[(\text{Section enrollment average in 1000-2000 level})/ (\text{Highest section enrollment average in 1000-2000 level})] \times 0.075 = 7.5\% \text{ of teaching metric}$

$[(\text{Section enrollment average in 3000-4000 level})/ (\text{Highest section enrollment average in 3000-4000 level})] \times 0.075 = 7.5\% \text{ of teaching metric}$

$[(\text{BS students in Major/FTE teaching})/(\text{highest dept BS students in Major/FTE teaching})] \times 0.1 = 10\% \text{ of teaching metric}$

$[(\text{SCH of 1000-2000 level}/\text{FTE teaching})/(\text{highest SCH of 1000-2000 level /FTE teaching})] \times 0.1$   
= 10% of teaching metric

$[(\text{SCH of 3000-4000 level}/\text{FTE teaching})/(\text{highest SCH of 3000-4000 level /FTE teaching})] \times 0.1$   
= 10% of teaching metric

Sum above metrics and normalize to highest department to obtain Teaching Metric (0 to 1).

Overall Metric

$0.5 \times \text{Research Metric} + 0.5 \times \text{Teaching Metric} = \text{Overall Departmental Metric}$