UNIVERSITY OF MARYLAND
Department of Mechanical Engineering

PLAN OF ORGANIZATION

Approved by Mechanical Engineering Faculty  January 9, 2013
Approved by Engineering Council
Signature of Chairperson
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Preamble

The purpose of this Plan of Organization is to provide a framework within which the Department of Mechanical Engineering can fulfill its mission in an orderly and fair manner with due regard to the shared rights, responsibilities, and participatory membership of the entire Department.

The Plan of Organization is adopted for the purposes of maintaining the cooperation and obtaining advice and consent of the Departmental Faculty, Students, and Staff in the conduct of the Department’s affairs within the framework of the Plan of Organization of the A. James Clark School of Engineering, the University Senate, and also within the framework of the regulations for the governance of the University by the Board of Regents.

Mission Statement

The mission of the Department of Mechanical Engineering at the University of Maryland is to provide a quality education, to conduct strong research programs, to foster a close partnership with industry and government, and to provide related service to the campus community and the community at large. The mission shall be guided by a commitment to continuous improvement in the overall quality of teaching, research and service.

A major focus of the Department’s activities is to provide quality engineering education with sufficient scope to include the basic and specialized engineering training necessary for the current and emerging needs of society.

The Department has related responsibility to contribute to the advancement of knowledge by conducting research at the cutting edge of science and technology. Since science and technology are rapidly advancing, the Department also has a professional responsibility to provide continuing education so the practicing engineer can remain effective.

The Department faculty and administration also see as part of the mission, an obligation to serve the needs of the campus community and the community at large in the spirit of collegial cooperation.

Article I. Administration

A. The Chairperson

The Chairperson is the Chief Administrative Officer of the Department. The Chairperson exercises those functions delegated to the Chair by the Dean of the A. James Clark School of Engineering, including the responsibility for the Department budget, and for the submission of recommendations concerning appointments, tenure, and promotion.

B. The Associate Chairpersons

There are two Associate Chairpersons in the Department: i) Associate Chairperson for Academic Affairs, ii) Associate Chairperson for Research and Administration. Each Associate Chairperson acts as assistant to the Chairperson and stands in for the Chairperson when necessary with the Associate Chairperson for Research and Administration being considered first. The appointment of an Associate Chairperson is made by the Department Chairperson.

The Associate Chairperson for Academic Affairs assists the Chairperson in matters related to the curriculum and students in the Graduate and Undergraduate programs, as well as the operations of the Graduate and Undergraduate Offices. The Associate Chairperson for Research and Administration assists the Chairperson in matters related to the research activities of the Department, external relationships, faculty and staff, and Departmental operations.

C. Director of Graduate Studies

The Director of Graduate Studies administers the graduate program under the direction of the Chairperson. The appointment of the Director of Graduate Studies is made by the Department Chairperson.

D. Director of Undergraduate Studies

The Director of Undergraduate Studies administers the undergraduate program under the direction of the Chairperson. The appointment of the Director of Undergraduate Studies is made by the Department Chairperson.

E. Director of Administrative Services

The Director of Administrative Services is responsible for coordinating all matters pertaining to space allocation, physical facilities, personnel, and payroll as well as all matters pertaining to budgets and accounts of state and external funds, under the direction of the Chairperson. The appointment of the Director of Administrative Services is made by the Department Chairperson.
F. Mechanical Engineering Department Divisional Structure

F1. Division Structure and Role within Department Operations

Each member of the Faculty Assembly is associated with at least one Department Division. Currently, the Divisions consist of: Design and Reliability of Systems (DRS), Electronic Products and Systems (EPS), Mechanics and Materials (M&M), and Thermal, Fluids and Energy Sciences (TFES). Members of the Faculty Assembly are required to select a primary Division, but may also elect to maintain a secondary membership within another Division. All representation of the Division’s interests within Departmental level committees shall be done by members with a primary affiliation of the Division. Selection of primary (and secondary) Division membership shall be made by the individual Faculty Assembly member.

The role of the Department Divisions is to:

• Facilitate shared governance of the Department
• Provide input on tactical and strategic issues
• Recommend appointments to ME committees
• Develop recommendations for teaching assignments/rotation
• Encourage teaching excellence and curricular innovation

F2. Division Leader Appointment

The ME Department Division Leader plays a pivotal role in the administration and leadership of the Department, coordinating the teaching activities of the division and facilitating open and frequent communication between the faculty and the Department Chair.

In each division, one faculty will serve as the Division Leader. As necessary to replace a Division Leader whose appointment is ending or one who has resigned, those faculty who are voting members of the ME faculty assembly and are part of that division shall nominate candidates for Division Leader in consultation with the Chairperson. The members of the division shall then elect a new division leader from among the nominated candidates. A faculty member has the right to decline being nominated for or elected to this position.

The elected division leader shall begin the appointment immediately following the election, and the appointment shall end three years later. A faculty member may not serve as division leader longer than two consecutive terms. (Exceptions to the term limit are allowed if no other faculty in the division is available.)

F3. Division Leader Role

• Convene regular meetings of the Division to develop the group’s consensus on strategic and tactical issues;
• Serve as a member of the Faculty Advisory Committee;
• Represent the Division's needs and desires to the Chair, including appointments to Departmental and PhD examination committees, faculty hiring, space allocation, academic aspects of the graduate degree programs, and staff support;
• Work with the Graduate and the Undergraduate offices to assure completion of course evaluations and peer reviews for all Division courses and faculty, respectively;
• Lead the Division’s process for developing a 3-year plan for the undergraduate and graduate teaching assignments;
• Serve as custodian of the Division's Undergraduate and Graduate courses, with responsibility for initiating and completing the review, revision of the group’s courses; and
• Oversee the development and implementation of innovative teaching methods and curricula, as well as of new course offerings.

Article II. The Faculty Assembly

A. Membership

A1. All faculty engaged in instructional and/or research activities of the Department who hold an academic rank of Assistant Professor, Associate Professor or Professor (tenure-track or tenured) shall be voting members. All others, including instructors, lecturers, research associates, assistant/associate/senior research scientists, engineers, visiting, adjunct, affiliate, professor of practice and emeritus faculty appointees shall be non-voting members.

A2. Eligible voting members covered under A1 above, except those that are not full-time employees of the Department, shall be members of the Faculty Assembly if any one of the following three conditions are
met: i) their appointment in the Department represents their only University affiliation, ii) they hold a joint appointment with another instructional and/or research unit of the University and at least 50 percent of their full-time University affiliation resides within the Department, or iii) their tenure resides in the department.

B. Functions

B1. To adopt the Plan of Organization of the Department of Mechanical Engineering and amendments thereto.

B2. To act as a referendum body.

B3. To initiate action that shall be included in the agenda of the next regular meeting of the Faculty Assembly.

B4. To provide for orderly dialogue and debate of issues of concern to the Department.

B5. To initiate and/or recommend action on any matter of concern to the Department and advise the Chairperson, upon request or its own initiative, on any matter of concern to the Department.

B6. To receive information of general Department interest from a University office or body.

C. Officers

C1. The Chairperson of the Department shall serve as the Chairperson of the Faculty Assembly. The Chairperson:

• Presides over Assembly meetings except as indicated in article XI A; acts as facilitator in Assembly discussion and business.

• Accepts nominations for standing and ad-hoc Assembly committees from members of the Faculty Assembly, appoints committee chairs, coordinates work of standing and ad-hoc committees of the Faculty Assembly.

• In consultation with other faculty, schedules meetings, and prepares agendas.

C2. The Associate Chairperson for Research and Administration of the Department, as designated by the Chairperson, shall serve as Vice Chairperson. The Vice Chairperson acts as assistant to the Chairperson, and stands in for the Chairperson when necessary.

D. Meetings

D1. A regular meeting is held at least once each semester at a time and place designated by the Faculty Assembly Chairperson.

D2. Special meetings are called at the request of the Chairperson, a standing or ad-hoc committee, or by petition signed by not fewer than one-third of the voting members of the Assembly.

D3. A quorum consists of one-half of the voting members of the Assembly (including those not present, but excluding those currently on official leave).

D4. Business is conducted in accordance with the latest edition of Roberts Rules of Order when not otherwise in conflict with this Plan of Organization.

D5. The Chairperson of the Assembly may not entertain major new motions or other items of business without prior circulation to the voting members of the Assembly as an agenda item.

D6. Absentee ballots for Appointment, Promotion and Tenure shall be accepted for Faculty Assembly votes only if signed, sealed, and delivered to the ME APT Committee Chair in advance of the promotion meeting.

E. Notices

The agenda for regular meetings of the Faculty Assembly will be distributed prior to each regular meeting. Except in case of emergency, members shall be notified in writing or email prior to the time of any special meeting.

F. Committees of the Faculty Assembly

The Faculty Assembly may constitute any standing or ad-hoc committees as deemed necessary by a majority vote of those in attendance.

G. Actions

G1. Actions of the Faculty Assembly are in the form of recommendations to the Department Chairperson.

G2. Recommendations of the Faculty Assembly on all matters are by simple majority vote. Proxy votes (i.e. having an appointed representative cast a vote for an absent assembly member) are not allowed. Absentee
Article III. The Staff Assembly

A. Membership

All staff members of the Department of Mechanical Engineering, defined as full-time employees of the University, who hold at least a half-time appointment within the Mechanical Engineering Department and who have no faculty academic title.

B. Functions

1. To act as a forum for the interchange of ideas and information.
2. To make recommendations to the Department Chairperson.

C. Officers

1. The Chairperson shall be elected by the members. The Chairperson:
   - Presides over Assembly meetings; acts as facilitator in Assembly discussion and business.
   - Accepts nominations for standing and ad-hoc Assembly, appoints committee chairs, coordinates work of standing and ad-hoc committees of the Staff Assembly.
   - In consultation with other officers, schedules meetings, and prepares agendas.
2. The Vice Chairperson is elected by the members. The Vice Chairperson acts as assistant to the Chairperson, and stands in for the Chairperson when necessary.

D. Meetings

1. Meetings are called by petition signed by no fewer than one-third of the members of the Assembly.
2. A quorum consists of one-half of the voting members of the Assembly.
3. Business is conducted in accordance with the latest edition of Roberts Rules of Order when not otherwise in conflict with this Plan of Organization.
4. The Chairperson of the Assembly may not entertain major new motions or other items of business without prior circulation to the voting members of the Assembly as an agenda item.

E. Notices

The agenda for meetings of the Staff Assembly will be distributed at least one week prior to each meeting. Except in the case of emergency, members shall be notified in writing or email at least one week prior to the time of any meeting.

F. Committees of the Staff Assembly

The Staff Assembly may constitute any standing or ad-hoc committees as deemed necessary by a majority vote of those in attendance.

G. Actions

1. Actions of the Staff Assembly are in the form of recommendations to the Chairperson.
2. Recommendations of the Staff Assembly are by majority vote.

Article IV. The Student Assembly

A. Membership

All officially registered graduate students of the University who are enrolled in the Mechanical Engineering Department and all full-time undergraduate students of the University who are majoring or concentrating in Mechanical Engineering.

B. Functions

1. To act as a forum for the interchange of ideas and information.
B2. To make recommendations to the Department Chairperson.

C. Officers

C1. The Chairperson shall be elected by the members. The Chairperson:

- Presides over Assembly meetings; acts as facilitator in Assembly discussion and business.
- Accepts nominations for standing and ad-hoc Assembly committees from members of the Assembly, appoints committee chairs, coordinates work of standing and ad-hoc committees of the Student Assembly.
- In consultation with other officers, schedules meetings, and prepares agendas.

C2. The Vice Chairperson is elected by the members. The Vice Chairperson acts as assistant to the Chairperson, and stands in for the Chairperson when necessary.

D. Meetings

D1. Meetings are called by petition signed by not fewer than one-tenth of the members of the Assembly.

D2. A quorum consists of one-tenth of the voting members of the Assembly.

D3. Business is conducted in accordance with the latest edition of Roberts Rules of Order when not otherwise in conflict with this Plan of Organization.

D4. The Chairperson of the Assembly may not entertain major new motions or other items of business without prior circulation to the voting members of the Assembly as an agenda item.

E. Notices

The Agenda for meetings of the Student Assembly will be distributed at least one week prior to each meeting. Except in case of emergency, members shall be notified in writing or email at least one week prior to the time of any meeting.

F. Committees of the Student Assembly

The Student Assembly may constitute any standing or ad-hoc committees as deemed necessary.

G. Actions

G1. Actions of the Student Assembly are in the form of recommendations to the Department Chairperson.

G2. Recommendations of the Student Assembly are by majority vote.

Article V. Standing Committees

The membership and appointment procedures for the Standing Committees listed below are detailed in the Department Bylaws (Art. XIV, B)

A. The Faculty Advisory Committee

This committee shall consult regularly with the Department Chairperson on matters of interest and concern to the Department, including budget decisions and faculty planning. The Department Chairperson shall report to the Faculty Advisory Committee as to the action on and disposition of recommendations from other Department committees.

B. The Undergraduate Committee

This committee shall be responsible for advising and making recommendations to the Faculty Assembly and the Department Chairperson on matters pertaining to undergraduate programs and curricula. The function and duties of the Committee shall include scheduling of undergraduate courses; coordinating undergraduate registration and counseling undergraduate students; keeping undergraduate records; evaluating and recommending revisions of Departmental undergraduate programs, courses, and curricula for the Assemblies and Department Chairperson.

C. The Graduate Committee

The committee shall be responsible for advising and making recommendations to the Faculty Assembly and the Department Chairperson on matters pertaining to Graduate programs and curricula. Its functions and duties shall include maintaining graduate records; coordinating graduate registration and counseling graduate students; coordinating and planning graduate courses; recommending Departmental requirements for graduate degrees;
selecting the committees to guide and examine the graduate students; examining the records of all Departmental students applying for candidacy to a graduate degree, and recommending action on these students to the Departmental Chairperson.

**D. The Equal Education and Employment Opportunity Committee**

This committee shall be responsible for advising and making recommendations to the Assemblies and to the Department Chairperson on matters pertaining to devising and implementing the Departmental Affirmative Action Plan for equal education and employment opportunity.

**E. The Equipment, Studio and Laboratory Committee**

This committee shall be responsible for advising and making recommendations to the Department Chairperson on matters pertaining to the acquisition and maintenance of laboratory equipment.

**F. The Curriculum Enhancement Committee**

This committee shall be responsible for the promotion and fostering of teaching excellence within the Department. Its functions and duties shall include peer evaluation, classroom climate, teaching assistant training, teaching awards and interfacing with College and University teaching enhancement activities.

**G. The Research Committee**

This committee shall be responsible for advising and making recommendations to the Department Chairperson on matters pertaining to new research areas, funding proposal preparation and expenditure of funds for enhancing specific research areas. The committee shall identify long-term research strategies for the Department consistent with the needs and capabilities of the faculty.

**H. The Appointment, Promotion and Tenure Committee**

The duties and responsibilities of this committee are outlined in detail in Section B2.2 of Article XI.

**I. The Salary Committee**

The duties and responsibilities of this committee are outlined in detail in Section A of Article XII.

**J. The Operating Committee**

This Committee shall be responsible for reviewing, discussing, and advising the Chair on issues affecting the operations of the ME Department.

**K. The Committee on Arbitrary and Capricious Grading**

This committee shall be responsible for reviewing student complaints regarding instances of arbitrary and capricious grading. The committee is formed by two tenured faculty and two graduate students nominated by the Director of Graduate Studies. If one of the committee members is involved in the complaint, the Director of Graduate Studies will nominate a substitute. In addition, for cases concerning appeals of graduate exams, the Dean of the College shall appoint one additional member of the Dean’s Office staff who is also a member of the Graduate Faculty.

**L. The Academic Affairs Committee**

This committee is responsible for making instructional assignments based on the recommendations of the Divisions. The Chair of the committee is the Associate Chair for Academic Affairs, and the membership of the committee consists of the Division Leaders, the Director of Graduate Studies, and the Director of Undergraduate Studies. The committee may also include the Assistant Director of Graduate Studies and the Assistant Director of Undergraduate Studies as non-voting members. The committee will work across Divisions to determine course ownerships, as well as to provide input to the Graduate and Undergraduate Committees to assist the development and review of the existing curriculum. Instructional assignments made by the committee will be forwarded to the Chair of the Department to make a final decision on the assignments.

**Article VI. Ad-Hoc and Additional Standing Committees**

Ad-Hoc committees may be appointed by the Department Chairperson or by a majority of those present at Assembly meetings. Standing committees, in addition to those listed in Article V may be formed. Formation of a new standing committee shall require that the list of standing committees named in this Plan of Organization be amended.
Article VII. Ex-Officio Members of the Committees

The Department Chairperson shall be a non-voting, ex-officio member of all committees except the Faculty Advisory Committee, of which the Chairperson shall be a voting member when needed to break a tie.

Article VIII. Terms of Office

The terms of office of the members of the Faculty Advisory Committee, except the Department Chairperson, shall be two years. To maintain continuity on this committee, one half of the members shall be elected each year. The only exception shall be that during the first election of members to this committee, all members shall be elected simultaneously, but the terms of one-half of them shall be for one year.

The terms of office of the members of all standing committees shall be two years.

All Departmental committee members may succeed themselves in office.

Article IX. Elections

Election of committee members and department representatives, e.g. University Senate members, for the coming year shall take place by the last week of classes of the spring semester.

Article X. Ratification and Amendments

Ratification of, and amendments to this Plan of Organization and its Bylaws shall require the approval of two-thirds of all voting members of the Faculty Assembly. Departmental voting on the ratification of, and amendments to this Plan of Organization and its Bylaws may be by ballot or email. Copies of proposed amendments to the Plan of Organization shall be circulated to the members of the Assemblies at least two weeks before the day on which the ballots or email responses are due.

Article XI. Appointment, Promotion and Tenure

Note: This article is viewed as complementing the latest versions of the following two documents. In case of conflict, the campus document is the governing document.

“University of Maryland Policy on Appointment, Promotion and Tenure of Faculty”

“University Of Maryland at College Park A. James Clark School of Engineering Plan of Organization”

A. Criteria for Appointment, Promotion and Tenure

The criteria for appointment, promotion and tenure shall reflect the educational mission of the Department, College and University. Appointments and promotions shall be guided by a commitment to continuous improvement in the overall quality of teaching, research and service.

In the case of both appointments and promotions, every effort shall be made to fill positions with persons of the highest qualification. Search, appointment and promotion procedures shall comply with all institutional policies, including affirmative action guidelines.

The factors to be considered in tenure and promotion fall into three general categories: (1) teaching and advisement, (2) research, and (3) professional service. The first two categories have the highest importance, and their significant overlap makes them inseparable. There is also overlap in the evaluation of research and service since many types of professional service, such as service on editorial boards or peer-review panels, are also indicators of research performance. More specific criteria in the three general categories are given below. All criteria are to be interpreted with specific reference to the candidate’s particular field of expertise, departmental opportunities, and external resources. Finally, considerations relating to the present or future programmatic value of the candidate’s particular field of expertise may be legitimately considered in the context of tenure decision. In no case, however, may programmatic considerations affecting a particular candidate be changed following the first renewal of the faculty contract of that candidate.

A1. Teaching and Advisement

A1.1 Relevant Activities:

Factors to be considered in evaluating the quality of teaching and advisement should include:

- development of new courses and enhancement/modernization of existing ones
• teaching evaluation by students
• teaching evaluation by peers
• advisement of undergraduate students
• supervision of MS and PhD students
• attainment of Ph.D. candidacy by doctoral advisees
• completion of M.S. theses and Ph.D. dissertations by advisees
• outreach educational activities, such as tutorials at conferences, or courses for the industry
• participation in thesis committees

A1.2 Tenure and Promotion to the Rank of Associate Professor

The candidate should have established the foundations of a successful teaching track-record and of advisement activities, demonstrating his or her ability to excel in the activities listed above. The supervision of doctoral students who have attained candidacy and have made substantial progress towards, or have already completed their Ph.D. under the candidate’s supervision is an important activity.

A1.3 Promotion to the Rank of Professor

The candidate should have established a strong track-record in teaching and graduate advisement. Evidence of the candidate’s potential is not sufficient: the accomplishments must be clear and at hand. The candidate’s achievements would normally include successful completion of doctoral dissertations by his/her advisees.

A2. Research

A2.1 Relevant Activities

Factors to be considered in evaluating the quality of research and scholarship should include:

1.1 Publication of Research
• peer-reviewed papers in archival journals
• papers in refereed conference proceedings
• patents and other publications

1.2 Other Evidence of Research
• peer-reviewed external contracts and grants
• a sustained funded program appropriate to the candidate’s research interests
• participation in important decision-making research panels
• other forms of peer recognition of the importance of the candidate’s research
• graduation and placement of MS and PhD students

Quality is an important factor in all of these categories. The mere presence or volume of activity (such as the publication of several papers) is not, by itself, an indicator. The quality and competitiveness of the journals and the quality and comprehensiveness of the papers themselves are crucial. Unrefereed papers are much weaker indicators of research accomplishments. Multiple authorship of publications should be taken into account if other evidence suggests that a major role in the research was played by authors other than the candidate and his/her own advisees.

Although external research funding is important to sustain a research program, a large volume of external funding is not a sufficient indicator of good research quality, nor is a moderate volume of funding an indicator of mediocre research quality. The evaluation of research funding must take into account what the candidate accomplished with the grants, as well as the way in which the grants were awarded; grants awarded through peer-review are definite indicators of research quality.

A2.2 Tenure and Promotion to the Rank of Associate Professor

The candidate should have established a successful research program with high potential for influential accomplishments. The candidate should have published in refereed journals and premier refereed conference proceedings. The quality of the published papers should be evident in the comments of the external evaluators. The candidate must have demonstrated the ability to develop a competitive research program.

A2.3 Promotion to the Rank of Professor

The candidate should have established a strong nationally and internationally recognized research program evidenced by published results and external grants, graduation and placement of PhD students,
and should have received clear recognition for the importance of his/her research accomplishments. Evidence of the candidate's potential is not sufficient; the accomplishments must be clear and at hand, and should include demonstration of leadership in research and excellent national or international recognition.

A3. Service

A3.1 Factors to be considered in evaluating the quality of service activities shall include:

- service to the Department
- service to the A. James Clark School of Engineering
- service to the campus
- service to the federal, state, and local governments and the community
- service to the candidate's profession, such as to professional societies
- interaction with industry and external research organizations
- service on editorial boards of archival journals and major conference program committees

Participation in committees and in other service capacities should be accompanied by specific accomplishments.

A3.2 Tenure and Promotion to the Rank of Associate Professor

A candidate's contributions to service activities should be apparent.

A3.3 Promotion to the Rank of Professor

A candidate’s service shall demonstrate that the candidate has become an influential force in the Department and has made substantial contributions to his/her profession.

A4. New Appointments or Transfer of Unit for Tenure-Track and Tenured Ranks

The criteria outlined in Sections A1, A2, and A3 apply primarily to promotion and tenure of faculty who are already in a university environment, in this campus or elsewhere. It is understood that individuals with other backgrounds who are candidates for a new appointment, at a tenured rank, are to be judged for their overall quality and accomplishments, maintaining the overall quality standard suggested by this document.

Appointment of faculty transferring from another academic unit shall follow the same guidelines as new appointments with the exception that no external letters of reference are required.

A5. New Appointments at Non-tenured Ranks

A5.1 Senior Lecturer:

The title Senior Lecturer will be used to designate appointments to the instructional faculty for a limited term, full-time or part-time. In addition to having the background experience and academic qualifications required to develop or teach specific courses or participate in other instruction-related activities, appointees to this rank shall have established a record of teaching excellence and service over the course of at least six years. To propose an appointment for a Senior Lecturer, a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments shall be submitted to the Faculty Assembly. Approval of this appointment shall require a formal faculty vote. The appointment is made for a term not to exceed five years and is renewable by vote of the Faculty Assembly.

A5.2 Adjunct (Assistant, Associate) Professor:

The appointee shall be associated with the faculty of the Department, but shall not be essential to the development of the Department’s program. The titles do not carry tenure. The appointee may be paid or unpaid. The appointee may be employed outside the University, but shall not hold another paid appointment at the University of Maryland at College Park. Appointments to these ranks shall not extend beyond the end of the fiscal year during which the appointment becomes effective and may be renewed.

To propose an appointment for an Adjunct Assistant Professor, a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments will be provided to and reviewed by the Chair of the department with input from all faculty members who interacted with the candidate during the search process. To propose an appointment for an Adjunct Associate Professor or Adjunct Professor a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments shall be submitted to the Faculty Assembly. Approval of this appointment shall require a formal faculty vote. For an appointment
at the Associate rank, a vote of all Associate and Full Professors is required. At the full Professor rank, a vote of only the Full Professors is required.

A5.3 Affiliate (Assistant, Associate, Assistant Research, Full, Associate Research, Research) Professor:

These titles shall be used to recognize the affiliation of a faculty member with an academic unit other than that to which his or her appointment and salary are formally linked. The nature of the affiliation shall be specified in writing, and the appointment shall be made upon the recommendation of the Department’s Faculty Assembly, and with the consent of Faculty Assembly. The rank of affiliation shall be commensurate with the appointee’s qualifications. The appointment is made for a term not to exceed three years and is renewable.

To propose an appointment for an Affiliate Assistant Professor or Affiliate Assistant Research Professor, a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments will be provided to and reviewed by the Chair of the department with input from all faculty members who interacted with the candidate during the search process.

To propose an appointment for an Affiliate Associate Professor, Affiliate Associate Research Professor, Affiliate Professor or Affiliate Research Professor: a CV, three letters of recommendation and a statement regarding the candidate’s accomplishments shall be submitted to the Faculty Assembly. Approval of this appointment shall require a formal faculty vote. For an appointment at the Associate rank, a vote of all Associate and Full Professors is required. At the full Professor rank, a vote of only the Full Professors is required.

These titles are included under our Temporary Search and Selection Plan. Issues relating to obtaining a visa or work permit for this position should be coordinated with the Department.

A5.4 Research Associate:

A faculty member, who has the funds, after consultation with the Department Chair, may make an offer and start the hiring process. The offer can be made by the faculty member, but is subject to the approval of the Department Chair and the higher administration. This position is typically intended for a recent Ph.D. recipient.

A5.5 Research Assistant Professor; Assistant Research Scientist; Assistant Research Engineer; Research Associate Professor; Associate Research Scientist; Associate Research Engineer; Research Professor; Senior Research Scientist; Senior Research Engineer:

These positions are research positions and are intended for an individual whose research qualifications are comparable to those of an Assistant, Associate or Full Professor (see UMCP Handbook). These appointments are treated in a manner similar to the regular tenure track positions in the department. The dossier should include the candidate’s CV, three letters of recommendations, and a statement regarding the candidate’s accomplishments. At the Assistant Research Scientist/Engineer position, the decision to hire is made by the Chair with input from all faculty members who have interacted with the candidate during the search process. The Chair will ask those who met the candidates for a recommendation as to the best person to hire. The Chair will make the final decision based upon the input and the candidate’s resumes. Appointments at the Associate and Senior ranks require a formal faculty vote after the search is completed and the candidates have been interviewed. For an appointment at the Associate rank, a vote of all Associate and Full Professors is required. At the Senior Researcher or Research Professor rank, a vote of only the Full Professors is required. In the case of promotion or appointment to the ranks of Associate or Senior Research Scientist/Engineer, the statement of accomplishments should follow the format of the research portion of the descriptive report prepared in connection to promotions to comparable academic positions.

A Ph.D. degree is mandatory for appointment to these titles. These titles are included under our Temporary Search and Screen Plan. Issues relating to obtaining a visa or work permit for this position should be coordinated with the Department. The appointment is made for a term not to exceed three years and is renewable.

A5.6 Visiting appointments at any rank:

The prefix Visiting before an academic title, e.g., Visiting Professor, shall be used to designate a short-term professorial appointment without tenure. The appointment is made for a term not to exceed three years and is renewable. Appointments for any rank are made at the discretion of the Chair.

A5.7 Other non-tenured appointments:

All non-tenured positions not explicitly described in sections A5.1 to A5.5 are to be appointed in
accordance with the procedure listed in the Temporary Search and Selection Plan.

B. Procedures for Review and Promotion of Tenure-Track and Tenured Faculty

B1. Committees

B1.1 Review Committee

The Review Committee shall consist of all eligible members of the faculty as set forth in the University
APT documents. The chair (or his/her designate) of the Mechanical Engineering Department
Appointment, Promotion and Tenure (ME APT) committee (defined below in B1.2.) chairs the Review
Committee.

B1.2. Appointment, Promotion and Tenure Committee

The Mechanical Engineering Department Appointment, Promotion and Tenure (ME APT) Committee is
a standing committee composed of two tenured members from each Division within the Department and
a Chairperson. One representative of each Division will be the group leader; the Department Chair will
nominate the other. At least one representative from each area shall be at the Full Professor rank. The
APT Committee Chairperson is a faculty at the Full Professor rank, designated by the Department Chair.

B1.3. Advisory Subcommittee

An Advisory Subcommittee shall be established for each candidate for promotion and tenure. The
Department Chair, in consultation with the candidate and the ME APT Committee, shall appoint a
minimum of three members of the Faculty Assembly to serve on the Advisory Subcommittee. Final
approval of the Advisory Committee rests with the ME APT Committee. The chair of the Advisory
Subcommittee shall serve as the spokesperson for that committee.

B2. Committee Responsibilities

B2.1. Review Committee

The Review Committee shall hold a promotion meeting for each candidate.

The Review Committee shall vote on whether or not promotion should be recommended.

If fifty percent of the faculty votes cast is favorable, the Review Committee shall consider this a
favorable vote.

The Chair of the Review Committee shall prepare a written report stating the Committee’s vote and
recommendation on whether or not to grant tenure or promotion, and explaining the basis for the
faculty’s recommendation insofar as that basis has been made known in the discussions taking place
among the members of the Review Committee. The report of the Review Committee shall contain as an
appendix, the Advisory Subcommittee report and the candidate’s personal statement.

B2.2 Appointment, Promotion and Tenure Committee

The ME APT Committee shall review annually the progress of all appropriate faculty for
promotion/tenure. Names of candidates for promotion/tenure shall be selected based upon this review.

The ME APT Committee shall discuss with the Department Chair those candidates for promotion/tenure.
(The Department Chair shall confer with each candidate regarding his/her promotion.)

The ME APT Committee shall recommend to the Department Chair faculty mentors for all appropriate
faculty.

A tenure track or tenured faculty member may request a formal review for tenure or promotion at any
time. This review shall be conducted by the ME APT Committee.

B2.3. Advisory Subcommittee

The Advisory Subcommittee shall prepare a Descriptive Report on each candidate for promotion or
tenure at least two weeks prior to the Review Committee meeting. This report shall describe in a factual
way all of the candidate’s activities and achievements in teaching and advisement, in research,
scholarship and creative activity, and in service. The Descriptive Report shall be shown to the candidate
before the Review Committee meets to consider the candidate. The candidate shall have the right to
review the Descriptive Report and to append an optional Personal Statement which shall indicate any
disagreement with the Advisory Subcommittee’s version of the facts and such other information that the
candidate chooses to present. The existence of disagreement as to facts shall also be acknowledged in the
Descriptive Report. The Descriptive Report and the appended Personal Statement, if any, shall be seen
by all persons involved in the review process at every level.

The Advisory Subcommittee shall ensure that the following requirements as outlined in the College Plan of Organization are met:

1. The candidate shall provide a list of at least five (5) names of widely recognized authorities in the field from which letters of evaluation can be requested.

2. Letters shall then be requested from eight (8) or more widely recognized authorities in the field. At most, one-half, but no fewer than three, of the requested letters shall be from persons nominated by the candidate. At least one-half of the letters shall be from persons other than co-authors or advisors of the candidate and most of them should be from individuals holding the rank of Professor at leading institutions. Information on who selected each external evaluator as well as brief biographies of the external evaluators shall be included in the Review Committee report.

3. The identity of external evaluators from whom letters are requested shall not be revealed to the candidate.

4. Copies of letters soliciting the evaluation of the candidate by the external evaluators shall be included in the Review Committee report. These letters should specifically solicit the external evaluator’s review of (i) the quality of the publications of the candidate, (ii) the impact of the candidate’s research, (iii) the quality of the journals in which the candidate has published, (iv) the potential for future contributions, (v) the candidate’s service to his/her profession, (vi) the candidate’s teaching abilities and performance, and (vii) comparison of the individual to others in the field at a comparable stage in their careers and whether the external evaluator would recommend the candidate for promotion at the external evaluator’s institution.

5. The candidate must submit a Personal Statement at the beginning of the review which should be included in the request for external evaluations.

6. The candidate’s accomplishments in the area of teaching and advisement shall be carefully documented. This shall include summaries of evaluations by students for at least the previous three years, as well as evaluation by peers of educational innovations, teaching techniques, and other corroborating information such as the quality of advisees who have graduated.

7. A description of the candidate’s service accomplishments should be provided.

**B3. Departmental Responsibilities**

**B3.1 Disclosure of Review Procedures**

Upon appointment, each new faculty member shall be informed by the Chair of the Department about the Plan of Organization of the Department of Mechanical Engineering, the Plan of Organization of the A. James Clark School of Engineering, and the UMCP Policy on Appointment, Promotion, and Tenure of Faculty. These documents are available on the Web and will be provided by hard copy if requested. These documents set forth in detail the procedures for promotion and tenure recommendations. Decisions on promotion and tenure shall be based on academic merit and on the academic needs of the Department, College and University.

**B3.2 Mentoring of Assistant/Untenured Associate Professors**

Within the first six months of the initial appointment, each tenure-track assistant professors and untenured associate professor will be designated by at least one or more members of the senior faculty (excluding the chair of the department) to act as a mentor. The mentors shall be selected by the appointee, in consultation and agreement with the Chairperson and the consent of the prospective mentors. The mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development and promotion. The Chair of the Department and the faculty mentor shall meet annually with each faculty member who is a possible candidate for promotion to tenure. At this time the faculty member shall be provided with an informal assessment of their progress toward tenure. Such informal assessments are purely advisory and do not guarantee a favorable decision if followed.

**B3.3 Faculty Review of Progress towards Promotion**

**B3.3.1 Annual Review of Untenured Faculty**

The department chair shall perform an annual review of the accomplishments of all Assistant Professors and untenured Associate Professors. The review shall be based on the Annual Faculty Report and current curriculum vitae of candidate. A preliminary assessment will be conducted by the APT Committee and submitted to the Department Chairperson, who will review the findings of the APT committee and his/her
B3.3.2 Renewal of Assistant Professor Appointments

Assistant Professor appointments are normally for a period of three years, and may be renewed for a second three-year period. A formal intermediate review of an Assistant Professor’s progress towards meeting the criteria for tenure and promotion shall be conducted by the APT Committee before the end of the third year of their appointment. During the third year of the initial appointment, the APT committee shall prepare a factual report of the Assistant Professor’s achievements up to the date of the report. The committee is charged to work with the Assistant Professor to ensure that all relevant materials are included in the report. The committee is further charged to evaluate the candidate’s performance with regard to research, teaching and service and assess the suitability for reappointment. In particular, the committee should exercise due diligence to solicit student feedback/opinion for assessing teaching performance and to solicit direct advisory input from all tenured faculty for forming a majority opinion about the candidate’s overall performance and suitability for reappointment. There must be a formal written request to all tenured faculty for this feedback, at least 10 days prior to finalization of the APT report, and can be made by email. The resulting faculty feedback can be verbal, written or by email. The committee report, which shall contain a recommendation for or against reappointment, shall be made available to all tenured faculty for review for a minimum period of 1 week, so that interested faculty have sufficient opportunity to record any minority opinions if they so wish. The APT report combined with the faculty responses (if any) will be submitted to the Department Chairperson for his/her consideration. In no case will the recommendation of the APT Committee or the faculty input(s) be binding upon the Department Chairperson, whose decision is final in all cases. Upon completion of the review, the Chairperson shall provide the outcome of his/her decision to the candidate, and a summary in general terms on the nature of the considerations on which the decision for or against reappointment was based.

B3.3.3 Review of Tenured Faculty

A formal intermediate review of a tenured Associate Professor’s progress towards meeting the criteria for promotion to the rank of professor shall be completed no later than the fifth year of their appointment, and every five years thereafter. The procedure for this review shall be the same as that stipulated by Article XIII (Policy on Periodic Evaluation of Faculty).

Article XII. Merit Pay Distribution

A. Merit Pay Committee

A Merit Pay Committee, which is also referred to as Productivity Committee in the Department (hereinafter, “the Committee”), will consist of five faculty members who will serve to advise the Chair on merit pay distribution. The Committee shall be composed of one assistant professor, two associate professors, and two full professors. The term of membership for the assistant professor shall be one year. The terms of membership for the associate and full professors shall be two years. (In order to provide continuity, for the first year of the Committee’s existence one associate and one full professor shall be elected to a one-year term.) Thus the associate and full professors will have staggered terms subsequently.

The Committee shall be directly elected via secret ballot by a majority of the tenure-track and tenured faculty during the first faculty meeting of the Spring semester. The ballot will consist of three categories (assistant professor, associate professor, and professor). Each faculty member will vote for one person in each category to ensure the correct distribution of faculty on the committee. In each category, the faculty member with the largest number of votes shall be declared elected to the Committee.

The Committee will elect its chair at its first meeting of the Spring semester. Insofar as possible, the Committee’s composition over a period of years will reflect the scholarly interests, gender and racial distribution of the Department. Election to consecutive terms is allowed.

The Committee shall act as an advisory committee to the Chair of the Department. The duty of the Committee is to evaluate and rank faculty accomplishments regarding merit pay with the actual merit dollar distribution left to the Chair’s discretion.

Each year, the Chair shall meet with the Committee during the Spring semester and provide the Committee with copies of the current and the previous two year’s Faculty Review and any supplementary information needed by the Committee in order to perform their evaluation. The information provided to the committee will be based on EvalUM reports, Faculty Activity Reports, and submitted CVs. This information will be retained by the Committee for at least three years, or until they are no longer to be used during faculty evaluations.

The Committee will evaluate faculty accomplishments and contributions to teaching, scholarship, creative activity
and service, including advising and extension efforts using the evaluation criteria specific in this plan.

The Committee will provide a report on the methodology used, will certify that it has followed the Department’s Merit Pay Distribution Plan, or will provide a rationale in any situations where it has deviated from the plan, and will provide a spreadsheet to the Department Chair. The Department Chair will use the Committee’s spreadsheet, taking into account the Committee report as appropriate, to determine the actual merit dollar distribution. The Committee’s spreadsheet will include a ranking of the faculty into quartiles. For each year, when merit pay is not available, the achievements of faculty members for that year will be taken into consideration during the next year in which merit pay is available.

**B. Evaluation Procedures**

The Committee evaluates and gives significant recognition to contributions to teaching, scholarship, creative activity and service, including advising and extension efforts.

**Evaluation Criteria (Should include but may not be limited to the following):**

**Teaching**

- attracting funds for creative work on courses and curriculum development
- introduction of new courses into the curriculum
- development of teaching laboratories
- enhancement of lectures through demonstrations and field trips
- publishing of articles on educational developments in journals such as ASEE
- presentations on pedagogical topics at regional and national meetings on higher education
- classroom performance

**Scholarship**

- in attracting funds for research
- papers published in journals, proceedings, etc.
- presentations at seminars and professional society meetings
- authoring or editing books and chapters in books

**Graduate Students**

- students currently being advised
- students graduated over the last three years
- involvement with master’s and doctoral thesis committees

**Undergraduate Students**

- attracting funds to support undergraduate students for the purpose of providing scholarships and research opportunities
- recruitment of students into engineering
- service as a faculty advisor to a professional society
- involvement with regional and national student contests

**Service**

- involvement in campus affairs, college committees and department activities
- service on professional committees and offices held
- service on journals
- leadership in organizing workshops, panels, conferences, etc.
- interaction with industry and external research organizations
- service to community, local, state, and federal governments

**C. Chair’s Responsibility**

Each year, the Department Chair will review the makeup of the Committee over the previous five years to assure that a reasonable representation of the faculty has been achieved, and if it has not, the Department Chair will take appropriate actions to rectify the situation.

The Department Chair has the responsibility to determine merit increases and merit dollar distribution, subject to the approval of the Dean, and will be advised in this endeavor by the Committee as outlined above. Merit pay will be distributed in dollar increments rather than as a percentage of salary. The Department Chair will do his/her own independent assessment of the Committee results in order to ensure that individual accomplishments in research, teaching, and service that might be unknown to committee members are rewarded. The Department Chair will report to the Committee his/her final salary recommendations.
Each faculty member will receive a letter from the Department Chair containing his/her new salary and the salary increase. The letter will identify in general terms the Committee’s evaluation of the faculty member and how this was used to assign the merit increase. The letter will inform the faculty member that he/she may request a meeting with the Department Chair to receive an explanation of the merit pay decision and that the decision may be appealed.

The Department Chair will evaluate the salary structure of the Department annually and consult with the Dean to address salary compression or inequities that have developed in the Department. A portion of the money from the merit pool may be reserved for the Department Chair’s discretionary use to address special salary considerations.

The Department Chair will certify that he/she has followed the Department’s Merit Pay Distribution Plan, or will indicate areas where deviations have occurred with a rationale.

D. Appeal Process

Faculty members have the right to appeal the merit pay decision via a formal letter to the Chair. The appealer may meet with the Department Chair, who will then relay the Committee’s discussions on that particular faculty member’s case.

If the faculty member is still not satisfied, the appealer may meet with the Committee. The Committee may, if warranted, modify its report and spreadsheet and send these updates to the Department Chair.

If the faculty member is still not satisfied, the appealer may contact the Faculty Ombuds Officer.

Article XIII. Policy on Periodic Evaluation of Faculty

In accordance with the requirements of The Policy on Periodic Evaluations of Faculty Performance outlined by the College Park Senate, the Mechanical Engineering Department proposes to review its tenured faculty every five years. This review shall be comprehensive. The purpose of the review is to:

1. Recognize long-term meritorious performance;
2. Improve quality of faculty efforts in teaching, scholarship, and service;
3. Increase opportunities for professional development, and
4. Uncover impediments to faculty productivity.

The documentation used for the review shall consist of the following:

1. Annual faculty review forms;
2. Merit pay committee reports; and

The self-statement, which shall constitute the principal instrument for review, shall be a written report generated by the faculty member under review that addresses the period of review the following:

1. Teaching, advising, and other educational activities;
2. Research, scholarly or creative activities; and
3. Documented service activities to the University, state, nation, professional community, or other organization.

This written report shall be appraised by a review committee which will prepare a written appraisal for each reviewed faculty. The report is to be provided to the faculty member who may, if he or she so elects, respond to the report. The response and report then constitute the final appraisal. The appraisal report stays in the Department and is to be used to evaluate a faculty member as stated in the Senate policy.

The entire faculty at a regular faculty meeting or via e-mail shall elect the review committee. The committee shall consist of four Full Professors. This committee shall be appointed for a period of three years.

In order to phase in this review process into our system, we shall review six faculty each year. The review process shall start with the senior most faculty working down to the junior most faculty who have not been reviewed within the last five years or have not been promoted during the last five years.

The review committee’s evaluation, the faculty member’s documentation and the faculty member’s rebuttal, if one existed, shall together constitute the overall evaluation. These documents shall be the basis of discussions between the faculty member and the chairperson and shall occur before the end of the year in which the faculty member has been evaluated.

The purpose of the discussions will be to create an atmosphere that would assist the faculty member in playing a significant role in the department and in performing meritorious work. The faculty member and the chairperson shall prepare a firm written development plan, with timetable, for enhancing meritorious work and improving less satisfactory performance.
Article XIV. Bylaws

A. Faculty Assembly

The Department Chairperson shall serve as Chairperson of the Faculty Assembly, except for meetings called by petition of the Faculty. In this case, the Assembly shall elect a Chairperson for that meeting.

The agenda for regular meetings shall be prepared by the Department Chairperson and shall be circulated in written form or via email to the members at least one week prior to the meetings.

All Faculty assembly meetings shall be held in accordance with the latest edition of Roberts Rules of Order.

B. Standing Committees

B1. The Faculty Advisory Committee

The membership of the committee shall consist of four faculty members in addition to the Division Leaders, the Department Chairperson, the Associate Chairpersons, the Director of Graduate Studies, the Director of Undergraduate Studies the Director of Administrative Services. The four faculty members must be nominated from the floor of the Faculty Assembly and elected by the Faculty Assembly. At least three of the four elected faculty members must be tenured.

B2. The Undergraduate Committee

The members of the Undergraduate Committee shall be the Director of Undergraduate Studies as Chairperson and a minimum of four faculty members. The faculty members shall be chosen by the Director of Undergraduate Studies, in consultation with the Department Chairperson.

B3. The Graduate Committee

The members of the Graduate Committee shall be the Director of Graduate Studies as the Chairperson and a minimum of four faculty members, representing all major groups within the graduate program. The faculty members shall be chosen by the Director of Graduate Studies, in consultation with the Department Chairperson.

B4. Equal Education and Employment Opportunity (EEEO) Committee

Its members shall be the Equal Education and Employment Opportunity Advisor, The Director of Graduate Studies, the Director of Undergraduate Studies, an undergraduate student, a graduate student, and a staff member. The Chairperson of the committee shall be the EEO Advisor, who shall be appointed by the Department Chairperson.

B5. The Equipment, Laboratory, and Studio Committee

The members of the Equipment, Laboratory, and Studio Committee shall be appointed by The Department Chairperson.

B6. Teaching Enhancement Committee

The members of the Teaching Enhancement Committee shall be appointed by the Department Chairperson.

B7. Research Committee

The members of the Research Committee shall be appointed by the Department Chairperson.

B8. Appointment, Promotion and Tenure Committee

The duties and responsibilities of this committee are outlined in detail in Section B2.2 of Article XI.

B9. Salary Committee

The duties and responsibilities of this committee are outlined in detail in Section A of Article XII.

B10. Operating Committee

The members of the Operating Committee are the Chair, the Associate Chair, the Director of Undergraduate Studies, the Director of Administrative Services, and one tenured faculty member appointed annually by the Chair.

Article XV: Family Leave Teaching Relief

The Department of Mechanical Engineering will grant one semester of classroom teaching relief upon the request of any faculty member who becomes the parent of a child by birth or adoption, within one year of the event, including
before the birth of a child if requested. There shall be no requirement to make up the classroom teaching, for
example by increased loads in other semesters.

**Article XVI: Peer Review of Teaching**

The Mechanical Engineering Department will establish a Peer Counseling Resource in the continuing effort to
improve the quality of teaching in the department. This resource will consist of diagnostic peer reviews by a panel
of teaching experts chosen from the department faculty and advisory feedback to the candidate regarding strategies
for improving the teaching quality. The selection and governance of this panel will be as per the guidelines provided
in this document. These procedures and regulations will be brought to the Faculty Assembly for review and possible
improvements, within 3 years after implementation begins, before being incorporated permanently into the
Department’s Plan of Organization.

A. Composition of Panel

Initially, the panel will consist of one tenured faculty member of each of the Department’s Divisions, appointed by
the Department Chair for a 3-year term and approved by the Faculty Advisory Committee. Panel members will be
selected from among the Department’s Keystone faculty, members of the Center for Teaching Excellence, and/or
past winners of College- and campus-wide awards for teaching excellence. The Panel members, in consultation with
the Department Chair, will select a Chair to coordinate the activities of the Panel. The Panel Chair may invite any
untenured faculty member to serve as an observer at a Peer Review. In the event of an unavoidable absence of a
panel member, the Panel Chair will appoint another tenured member of the same Division to serve on a one-time
basis in his/her stead.

Alternatively, for those that are mandated to be reviewed as enumerated below, the formal committee review
process may be waived in lieu of proactive participation in the Teaching Improvement Groups, a departmental
program on peer-mediated collaborative evaluation for improvement of course instruction and pedagogy.

The services of this panel will be made available to all faculty members in the department, including adjuncts and
lecturers, who wish to leverage this resource. In addition, the following faculty members are required to utilize this
resource to evaluate and improve their teaching quality:

- All Assistant Professors and untenured Associate Professors, as part of the 3rd year review of their
  appointment,
- All Assistant Professors and untenured Associate Professors, within one year of an unsatisfactory Peer
  Review,

Faculty, adjuncts, and lecturers, at all ranks, whose Teaching Evaluations
a) fell in the lowest 20% of courses in the respective course category (e.g. level, elective/required, and size)
for three consecutives semesters and
b) failed to reach a teaching evaluation score of 2.8 out of 4 in three consecutive semesters.

B. Performance of Diagnostic Peer Review:

A faculty member scheduled for a Peer Review will be contacted by the Panel Chair at the beginning of the
semester. The faculty member is responsible for submitting a 2-page summary of his/her teaching philosophy, a
syllabus, specific learning goals, and preferred teaching modalities for the course to be reviewed.

The Panel Chair is responsible for scheduling the in-class diagnostic review in consultation with the faculty member,
and for meeting with the faculty member no later than 1 week after the Peer Review, to discuss the panel’s
observations and recommendations for improvement. Since the intention of the process is to support the faculty
member in improving the teaching process it may be appropriate to return later in the semester to repeat the
observation and debrief process. Student feedback should be solicited through informal meetings with the panel to
ensure that a more complete picture of the classroom process is documented.

The initial material submitted by the faculty member, the feedback prepared by the Chair of the Peer Review Panel,
and the reviewed faculty member’s response to the feedback will be added to the faculty member’s personal file.
This material will be made available to the Chair of the Department’s APT Committee for possible inclusion in any
promotion and tenure procedures.

**Article XVII: Membership in Graduate Faculty**

The procedures in this article complement those specified by the Graduate Faculty Policies in the Graduate Catalog.
All Adjunct and Special Member appointments in the Graduate Faculty should be vetted by the Graduate Committee, based upon a current CV of the nominee. Final appointment requires a vote of the Faculty Assembly, as specified in Article II, G2. The vote shall be organized by the Chair of the APT Committee.