

DEPARTMENT PERSONNEL PROCEDURES

MECHANICAL ENGINEERING

The Mechanical Engineering Department follows the basic promotion, retention and tenure criteria outlined in the University Administrative Manual¹ and augmented as follows:

Teaching Effectiveness

Classroom visitations will be conducted by mutual agreement between the faculty member and the visitor in accordance with the procedures in Section 612.5.2.c(2)(a). Each year the department chair and the chair of the personnel committee shall meet to arrange the schedule for classroom visitations. A copy of the form used for classroom visitations is attached to these procedures.

Visitations should be scheduled in advance and faculty members whose classes are visited will have the opportunity to discuss the report of the visit with the visitor.

Written student evaluations will be obtained in accordance with the provisions of Section 612.5.2.c(2)(b). Each faculty member will present the department chair with a list of courses for which he or she wishes to be reviewed during a given academic year. The chair will review this list and follow the process outlined in Section 612.5.2.c(2)(b)(2) if the chair believes that the faculty member's list is not representative of the faculty member's teaching assignments.

Student consultation procedures. In advance of consideration of faculty members for promotion, retention or tenure, the department chair shall post notices in the engineering building inviting student consultation on those faculty. These notices shall state the following:

1. The names of the faculty members who will be considered for promotion, retention, or tenure during the review period.
2. Students who would like to consult with the chair or the departmental personnel committee are welcome to do so.
3. The department chair and the departmental personnel committee (or its chair) will be available during certain stated hours, or appointments may be made. (In the event that the chair is the faculty member under review, consultation will only be held with the departmental personnel committee.)
4. Oral or written statements about faculty members are governed by Section 613 of the Administrative Manual.

Professional Preparation

The doctorate degree is normally required of candidates who are being considered for initial faculty appointments or for promotion to the rank of associate professor or above. However, in exceptional cases, the doctorate shall not be required if it can be

¹ Citations of section numbers in the departmental procedures refer to sections in the Administrative Manual, Section 600, Academic Personnel Policies and Procedures.

demonstrated that the candidate or faculty member is functioning within his or her discipline at a doctoral level. This may be either in engineering research or in engineering design. Evidence of this professional equivalence to a doctorate may include, but not be limited to, an examination of publications, research in progress, testimonials from colleagues both within and outside the university, awards and honors by professional societies for accomplishments, professional registration, and contributions to education in the form of curriculum development, courses taught, those supervised. Applicants for new positions and candidates for promotion may provide the chair with the names of distinguished persons in his or her discipline from whom the chair can solicit recommendations.

Contributions to the Field of Study

Publications and equivalencies to publication. The Department assumes that most publications will be peer reviewed journal papers or conference proceedings. Patents will also be considered as peer reviewed publications for this purpose.

The Mechanical Engineering Department will consider items as equivalencies to publication when

1. such items are contributions to the faculty member's field of study
2. the items have undergone peer review, and
3. the items preserved in a form that is available for review by other professionals in the field and is available for review during the personnel evaluation process.

The form of preservation might be in printed journals, textbooks, reports, peer-reviewed conference proceedings, audio or visual media (DVDs, videotapes, etc.), computer programs, postings of documents for downloading from a web site not under control of the faculty member, or machine-readable databases.

Consulting reports will consider as equivalencies to publication provided that they meet the three criteria outlined above. The departmental chair or personnel committee may request that the faculty member under review provide confirmation that such reports have been reviewed by the client and found to represent significant professional engineering work.

Manuscripts in process may be considered as evidence of a faculty member's ongoing research efforts, but such items will not be considered as equivalencies to publication unless their acceptance for publication has been confirmed.

In the event that a candidate presents a work for consideration as a publication whose peer review status is not clear a group of three individuals outside CSUN will be selected to provide the peer review. One such reviewer will be selected by the faculty candidate. The other two will be selected by the department chair and the chair of the departmental personnel committee.

The following **list of other items** will be considered in evaluating the individual's contribution to the field of study.

1. Conference presentations at conferences that are not peer reviewed. The faculty member should submit a copy of the presentation text or graphics, if available, and a copy of the conference schedule showing the presentation topic
2. Works in progress that are expected to lead to publication.
3. Grant awards.

4. Notes or presentation graphics for professional short courses designed and taught by the faculty member.
5. Information about seminars presented at other universities.
6. Work as organizer of a conference or a session at a conference.
7. Offices held in professional organizations.
8. Ongoing research with undergraduate and graduate students that has not led to peer-reviewed publications.
9. Positions as editor or editorial advisory board member for a technical journal in the field.
10. Member of a technical review committee constituted by a government agency or the National Academy of Sciences/National Research Council.
11. Grant proposals that are pending or have been rejected.

A faculty member may submit for consideration any other item that he or she believes is a relevant contribution to the field of study.