



**Department of Mechanical Engineering Criteria and Standards for
Appointment and Promotion of Clinical Teaching Track (CTT) Faculty**

November 9, 2021

This document codifies the Department of Mechanical Engineering’s criteria and standards for Clinical Teaching Track (CTT) faculty. The purpose of this document is to outline the expectations for a CTT faculty member to be judged as excellent or meritorious in teaching, research, and service as they proceed through the promotion process. Faculty undergoing evaluation for promotion are responsible for preparing their dossier in accordance with University and College policies.

I. WORK EXPECTATIONS FOR CLINICAL TEACHING TRACK (CTT) FACULTY

The expectation for CTT faculty in Mechanical Engineering is that their primary focus is on teaching, curriculum development, and education pedagogy. In addition, they should perform research in Engineering Education, pedagogy of teaching and learning, and related fields and maintain technical competence. The expectation for CTT faculty in service includes a mix of student advising, faculty engagement in professional development programs, participation in student organization activities, and other related activities.

The default appointment as a CTT faculty in Mechanical Engineering is 80-10-10, i.e., 80% teaching, 10% research, and 10% service. Other workloads may be assigned by the department chair, subject to prevailing college and campus policy and related approvals.

II. INITIAL APPOINTMENT TO CLINICAL TEACHING TRACK (CTT)

Candidates for appointment to the CTT track should have a PhD or qualifying experience in Mechanical Engineering or a related field. In addition, they should demonstrate the potential to perform research in areas of relevance to the Department which could include the area of Engineering Education, pedagogy of teaching and learning, and related fields.

III. PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR (CTT)

To be promoted to the rank of Associate Professor CTT, faculty must have a minimum of five years at the rank of Assistant Professor CTT. Requirements for promotion are demonstrated “Excellence” in teaching, and at least “Meritorious” in research and service. The designations “Excellence” and “Meritorious” are described in subsequent sections of this document.

IV. PROMOTION TO THE RANK OF PROFESSOR (CTT)

To be promoted to the rank of Professor CTT, faculty must have a minimum of five years at the rank of Associate Professor CTT. Requirements for promotion are demonstrated overall “Excellence” in teaching, research, and service since the previous appointment.

V. CRITERIA FOR PROMOTION

Teaching

Demonstration of “Excellence” in teaching requires some, but not necessarily all, of the following attributes beyond the specific courses taught, to be exhibited in the candidate’s record since appointment or any previous promotion:

1. Above average FCQ on “overall instructor” and “overall course” evaluations
2. Peer reviews assessing teaching as high quality
3. Teaching a range of courses that best serve the department needs that could include both undergraduate and graduate levels
4. Continuous development to strengthen expertise in core areas of teaching through participation in workshops and curriculum development
5. Mentorship of student projects
6. Mentorship of industrial interns
7. Leadership in student success initiatives
8. Participation in course and program assessment activities
9. Securing of grants or gifts to support curriculum, laboratories, or courses
10. Award for excellence in teaching
11. Implementing innovative teaching methods
12. Development of new courses
13. Participation in ABET assessment activities

Research

The primary purpose of research for a CTT faculty member is to grow in their areas of teaching by maintaining technical competency. Demonstration of “Meritorious” in research requires some, but not all, of the following attributes to be exhibited in the candidate’s record since appointment or any previous promotion:

1. Committee member for graduate students on technical research projects
2. Attendance at technical research workshops, conferences, or symposia
3. Co-PI or Senior Personnel on research grant

Demonstration of “Excellence” in research requires the level of “Meritorious” be met along with some, but not necessarily all, of the following attributes to be exhibited in the candidate’s record since appointment or any previous promotion:

1. Collaborator with other faculty on research projects
2. Co-author or author on technical research publications in conferences or journals
3. Senior Personnel, Co-PI, or PI on externally funded technical research grants
4. Related technical activities with respect to industry, such as patents, software, or reports that contribute to the practice of the discipline
5. Publications in ASEE or related educational conference proceedings or journals
6. PI on educational research grant

Service

Demonstration of “Meritorious” in service requires some, but not necessarily all, of the following attributes to be exhibited in the candidate’s record:

1. Participation on departmental committees
2. Participation on college or university committees
3. Student recruitment
4. Student academic advising
5. Advising student organizations
6. Participation in professional societies
7. Participation in activities related to student success
8. Review of manuscripts or proposals
9. Community outreach

Demonstration of “Excellence” in service requires the level of “Meritorious” be met along with some, but not necessarily all, of the following attributes to be exhibited in the candidate’s record:

1. Leadership role on departmental, college or university committees
2. Leadership role in professional societies
3. Serving as a session organizer or chair for national conferences
4. Leadership role in extra-curricular activities linked to student success and retention
5. Attendance with students at professional conferences or student competitions
6. Leadership in Diversity, Equity and Inclusion efforts within department and college
7. Editorship of professional journals

These criteria and standards have been approved by the Mechanical Engineering Faculty:

DocuSigned by:


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Ronald A. L. Rorrer, Chair
Department of Mechanical Engineering

12/20/2021

Date

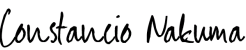
These criteria and standards have been accepted and approved by:

DocuSigned by:

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Martin L. Dunn, Dean
College of Engineering, Design and Computing

12/20/2021

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Constancio Nakuma, PhD
Provost and Executive Vice Chancellor for Academic and Student Affairs

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Date

University of Colorado Denver