

~~Final~~  
Approved by  
Faculty

## Department of Chemical Engineering RTP Document

### INTRODUCTION

This document describes retention, tenure and promotion policies that pertain directly to the Department of Chemical Engineering. The Department RTP Committee shall consist of three tenured faculty members, at least two from the Department. Some issues regarding instruction, scholarly and creative activity, and service are unique to this field. The rapid rate of updating in technology is the principal reason for this difference. The fact that this department resides in a large comprehensive university also affects the way in which professional responsibilities are defined for faculty in the discipline.

This document will expand the concept of instructional preparation and scholarly activity in a way that recognizes the time and effort involved in learning new analytical techniques and technology. It recognizes the demands and impact that a large teaching load has on the Chemical Engineering Department.

In almost all cases the university document is adequate. Only sections pertaining to criteria for evaluating the candidates will be expanded. The candidate must refer to the university or college documents whenever this document is silent on a matter.

### CRITERIA

#### Instruction and Instruction-Related Activities:

Essential Criteria: In addition to the four essential criteria given in the university document, the Chemical Engineering Department adds a fifth:

- (5) Ongoing development in newly emerging areas of chemical engineering.  
In Chemical Engineering Department all candidates must be prepared to follow the advances in chemical engineering development so they can include them in their classrooms. All candidates should be prepared to create a hands-on learning environment for their students.

Enhancing Criteria: Candidates may enhance their instructional strengths in chemical engineering in many ways. Faculty may develop lecture notes, handouts, slides, user groups, web sites and other aids to teach how to use hardware and software. They may develop teaching and recitation strategies which aid hands-on learning in a hardware or software laboratory. Faculty may also develop innovative techniques for grading and testing in a lab environment. Integration of new technology into the learning environment can also be used to enhance instruction. Offering directed studies relating to new computer aided instruction also demonstrates enhanced technological competence in teaching.

## Scholarly and Creative Activities

The criteria given here are additions to the University document.

The Department encourages traditional forms of scholarly and creative activities such as journal articles, conference presentations, etc. We also recognize that the pressure of learning new technology while under a large teaching load requires additions to the list of acceptable activities. Faculty members who pursue a traditional path of publication will be recognized and rewarded for their work. In addition, faculty who significantly improve the environment for learning new technology will also be recognized and rewarded for their work. This will occur even if their contribution is published or reviewed in a non-traditional mode.

Electronic media is an acceptable form of publication. Peer review may occur before or after publication. The Department or candidates may seek external reviewers for creative works that are not refereed. This procedure must be conducted in compliance with the guidelines described in the University document.

Essential Criteria: In addition to the criteria outlined by the University document, candidates in the Chemical Engineering Department must keep up with the changes in their field. Candidates may demonstrate currency by successfully developing and/or teaching curriculum using current technology. This may also be demonstrated by writing articles, reviews, manuals, handouts and notes. External peer review is not required for these contributions.

Enhancing Criteria: The following are examples of enhanced scholarly and creative activities that relate to chemical engineering.

Peer-reviewed articles, reviews, manuals, handouts and notes which address recent developments as well as obtaining external funding from industry and government agencies are considered to enhance scholarly and creative activities. Development and implementation of new laboratories also count as enhancement. Development of curriculum that introduces new courses into the undergraduate or graduate program is considered enhanced scholarly and creative activity.

## Service

Candidates in the Chemical Engineering Department are encouraged to use their professional knowledge to perform services throughout the university and community. Therefore, in addition to the standard areas of university and community service, the Department recognizes technological assistance to university and community organizations as a unique and important service contribution. For example, a faculty member may develop software or hardware, direct student interns, give technical advice or donate expertise to develop technology for university or community organizations. Sometimes professional consultations may also be counted as service. However, in these cases the consultation involved must clearly relate to the mission of the Department.