

SUPPLEMENTARY INFORMATION
TO THE GUIDELINES FOR FACULTY ANNUAL EVALUATION, PROMOTION, AND TENURE
Benjamin M. Statler College of Engineering & Mineral Resources
Approved by the Statler College Faculty May 18, 2015

T1. Significant and demonstrable contributions to instruction

Faculty members are expected to teach courses (in class, online, on campus, or off campus) and to ensure that results of the Student Evaluation of Instruction (SEI) are included in the faculty evaluation file for all courses taught. SEIs are an indication of student satisfaction. Whether SEIs are conducted on paper or electronically, a copy of student comments should be included in the faculty evaluation file. Results should be reported in a format similar to the tables shown below. Note: DID refers to Document Identification number.

Courses taught and course enrollment

Semester	Course Number	Course Title	CR	Students Enrolled	No. of SEI Responses	DID
Spring	ENGR 100	Intro to Engineering Applications	3	42	37	2014-T1-1
Fall	ENGR 101	Engineering Problem Solving	3	48	40	2014-T1-2

Means reported on the three key questions and all other questions for each course taught

Semester	Course Number	Effectiveness	Overall Rating	Learning	All other questions	DID
Spring	ENGR 100	4.3	4.3	3.2	4.0	2014-T1-1
Fall	ENGR 101	4.1	3.9	3.6	3.8	2014-T1-2

T2. Effective advising, mentoring, and supervision of undergraduate, graduate, or postdoctoral students

Faculty members are expected to advise, mentor, and supervise students to timely degree completion. Some of these activities include assisting students with the pre-registration process, selection of GEC courses, selection of electives, mentoring graduate and undergraduate students. List number of students advised, guided, or mentored with reference to supporting documentation.

Semester	Description	No. of Students	DID
Fall	Advised graduate and undergraduate students	4	2014-T4-1

T3. Significant and demonstrable contribution to instructional material development

Faculty members are expected to develop instructional materials for the courses they teach. However, on special occasions, a faculty member may choose (or be assigned) to develop significant materials for a new course or significant modification of an existing course, or significantly different and novel teaching techniques, in order to support ongoing departmental curriculum priorities. List all significant instructional material developed.

Semester	Instructional Material Development	DID
Fall	New Approach to Team Dynamics	2014-T2-1

T4. Significant and demonstrable contribution to educational program development

Faculty members are expected to contribute to the development of the curriculum through participation in curriculum committees or in faculty meetings. However, a faculty member may choose (or be assigned) to develop a new educational program or to significantly modify an existing one, such as a certificate program. List all significant contributions to educational program development with reference to supporting documentation.

Semester	Description	DID
Fall	Participated in the development of a MS program in Energy Systems Engineering	2014-T3-1

T5. Other teaching activities

Faculty members may occasionally be involved with other teaching activities, such as developing a course for distance education or a short course for industry, etc. List all other teaching activities.

Semester	Other Teaching Activities	No. of Students	DID
Fall	Offered a short course for 15 PDH credits	4	2014-T6-1

SUPPLEMENT B. GUIDELINE FOR REPORTING RESEARCH AND SCHOLARLY ACTIVITIES**R1. Articles published in peer-reviewed journals**

Faculty members are expected to produce peer-reviewed publications in well-respected journals or venues (as defined by the discipline). For discretionary promotion to the rank of professor WVU expects faculty to have peer-reviewed publications to be counted in print prior to applying for promotion. Credit for a publication is given in only one year, either when published, or in press, or accepted for publication. Departments may set a more specific standard for assigning credit for publications. Give complete citation, in standardized format, of all articles published or accepted for publication in peer reviewed journals. List authorship in order; first, second, etc. Indicate student authors by an *. Place entire paper, along with documentation of peer review, in your personnel file.

Citation	Status	Previously Reported	DID
S. Smart, R. Wise , and P. M. Jones. Title. Journal Name, Volume, inclusive pages, date.	Published	No	2014-R1-1

R2. Articles published in peer-reviewed conference proceedings (full paper reviewed)

*Give complete citation, in standardized format, of all articles published, in press, or accepted for publication in peer-reviewed conference proceedings. List authorship in order; first, second, etc. Indicate student authors by an *. Place entire paper, along with documentation of peer review, in your personnel file.*

Citation	Status	Previously Reported	DID
J. R. Smart, R. Wise , M. Jones*. Title. <i>Proceedings of NAE. Annual Meeting</i> , Washington, D. C., pages, date.	In Press	No	2014-R2-1

R3. Articles published in peer-reviewed conference proceedings (only abstract reviewed)

*Give complete citation, in standardized format, of all articles published or in press, or accepted for publication in peer-reviewed conference proceeding, where only the abstract is reviewed. List authorship in order; first, second, etc. Indicate student authors by an *. Place entire paper, along with documentation of abstract review, in your personnel file.*

Citation	Status	Previously Reported	DID
J. R. Smart, R. Wise , VP. M. Jones. Title. Name of Annual Conference, city, state, pages, date.	Accepted	No	2014-R3-1

R4. Publication of peer-reviewed books or book chapters

*Give complete citation, in standardized format, of all peer-reviewed books or book chapters published, or in press, or accepted for publication. List authorship in order; first, second, etc. Indicate student authors by an *. Place cover page of book (with ISBN number), in your personnel file.*

Citation	Status	Previously Reported	DID
S. Smart, R. Wise , and P. M. Jones*. Book and Chapter Title, Chapter, Volume, inclusive pages, date.	Published	No	2014-R4-1

R5. Other publications or presentations

*Give complete citation, in standardized format, of all other publications and presentations. List authorship in order; first, second, etc. Indicate student authors by an *.*

Citation	Status	Previously Reported	DID
R. Wise , Title, Publication venue, pages, date.	Published	N	2014-R5-1

R6. Externally funded research grants or contracts (including research projects on teaching)

For each externally funded research project give title/description, list the name of the PI, Co-PIs, and total dollar amount, your share of the total dollar amount, project duration, and funding agency/sponsor.

Project Title/Description

Project No.	PIs/Co-PIs	Title/Description	Agency	DID
1	PI: R. Wise , Co-PI: S. Smart	Title, Award #, brief description of project.	NSF	2014-R6-1
2	PI: R. Wise	Title, Award #, brief description of project.	DOE	2014-R6-2

Project Budget

Project No.	Total amount	Share of total, or task amount	Start date	End date	DID
1	\$172,655	\$102,655	8/15/2014	7/30/2016	2014-R6-1
2	\$100,000	\$100,000	1/1/2014	12/31/2015	2014-R6-2

R7. Internally funded research grants or contracts (including research projects on teaching)

For each internally funded research project give title/description, list the name of the PI, Co-PIs, total dollar amount, your share of the total dollar amount, project duration, and funding agency/sponsor.

Project Title/Description

Project No.	PIs/Co-PIs	Title/Description	Agency	DID
1	PI: R. Wise	Title, brief description of project.	WVU	2014-R7-1

Project Budget

Project No.	Total amount	Share of total	Start date	End date	DID
1	\$20,000	\$20,000	8/15/2014	7/30/2015	2014-R7-1

R8. Research proposals submitted

For each research grant/contract proposal submitted, give title/description; list the name of the PI, Co-PIs, expected total dollar amount, your total share of the dollar amount, expected start and end dates of the project, and funding agency/sponsor.

Proposal Title/Description

Proposal No.	PIs/Co-PIs	Title/Description	Agency	DID
1	PI: R. Wise, Co-PI: S. Smart	Risk Analysis of Dynamic Systems	NSF	2014-R8-1

Proposal Budget

Proposal No.	Total amount	Share of total	Start date	End date	Status	DID
1	\$180,180	\$100,180	8/15/2014	7/30/2015	Pending	2014-R8-1

R9. Effective advising and guiding of Ph.D. or MS (thesis or problem reports) students to degree completion

For each graduate student's Advisory and Examining Committee (AEC) of which you were a member or chair, list the student name, type of research (Ph.D. dissertation, Master's Thesis, or Problem Report), AEC membership (chair, co-chair, or member), and date of graduation. Include only students who graduated.

Semester	Student	Type	Chair/Member	DID
Fall	Susan Smart	MS Thesis	Member	2014-R9-1

R10. Graduate students in progress

For each graduate student's Advisory and Examining Committee (AEC) of which you are a member or chair, list the student name, type of research (Ph.D. dissertation, Master's Thesis, or Problem Report), AEC membership (chair, co-chair, or member), and expected date of graduation. Include only the students who have not graduated.

Student	Type	Chair/Member	DID
John Doe	PhD	Chair	2014-R10-1
Jane Doe	MS-Thesis	Chair	2014-R10-2
Bill Wright	MS-Problem Report	Member	2014-R10-3
John Reed	MS-Thesis	Member	2014-R10-4

R11. Research resulting in inventions, patents, or other entrepreneurial activities

Faculty members' teaching, research, and service activities can lead to filing or awards of patents. List all patent applications filed or patents received with reference to supporting documentation. List any significant activities that support patent licensing, company startup, and/or other entrepreneurial activities.

Type	Description	DID
Patent Pending	Description and co-inventors. Patent number, if available	2014-R11-1

R12. Effective advising, mentoring, and supervision of undergraduate, graduate, or postdoctoral students

Description	DID
None	

R13. Other research or scholarly activities, such as technology transfer

Description	DID
None	

SUPPLEMENT C. GUIDELINE FOR REPORTING SERVICE ACTIVITIES

The purpose of this guideline is to suggest a format for documenting service activities as outlined in WVU's Procedures for Faculty Appointment, Annual Evaluation, Promotion, and Tenure. The Department can assign weights to individual items or have additional items. Each item claimed by the faculty member must refer to a supporting Document Identification (DID) number. Sample service activities are as shown below.

S1. Reviewing technical papers or proposals

Professional societies, publishers, or funding agencies often ask faculty members to review technical papers, books, or research proposals. List all papers, books, or proposals reviewed, with reference to supporting documentation.

Type	Journal/Conference/Agency Name	DID
Journal article reviewed		2014-S1-1
Journal article reviewed		2014-S1-2
Conference paper reviewed		2014-S1-3
Research proposal reviewed		2014-S1-4

S2. Serving on professional society or agency committees

Faculty members are expected to take leadership positions on professional societies (e.g. IIE, IEEE, INFORMS) or agencies (e.g. NSF, DOD, DOE) committees. List all activities such as elected president of a society, editor of conference proceedings, organizing a conference, chairing a session of a conference, etc.

Name of Society/Agency	Description	DID
Journal of X Systems	Member of the Editorial Board	2014-S2-1
Annual Conference of X Society	Session Chair	2014-S2-2
Agency Invited Review Panel	Member	2014-S2-3

S3. Service to international, national, state, and local organizations or agencies

List professional services provided at international, national, state, and local organizations or agencies (e.g. membership of governors task force on higher education), external reviewer of P&T portfolio, etc.

Activity	Description	DID
Task Force	WV Higher Education Policy Commission	2014-S3-1

S4. Serving on university, college, and the department committees

Faculty members are expected to serve on University, College, and Department committee. For each activity list committee memberships and/or special responsibilities (chair, secretary, etc.)

Description	Level (University/College/Dept.)	Chair/Member	DID
UG Academic Standards Committee	Department	Member	2014-S4-1
Computer Committee	Department	Chair	2014-S4-2
Student Chapter Faculty Advisor	Department	Advisor	2014-S4-3
Computer Committee	College	Member	2014-S4-4
P&T Committee	College	Member	2014-S4-5
Research Integrity Committee	University	Member	2014-S4-6

S5. Service to alumni

List specific activities associated with providing service to alumni.

Activity	Description	DID
Alumni Activity	Brief description.	2014-S5-1

S6. Special assigned administrative duties

List special assigned administrative duties, such as ABET Coordinator, Graduate Program Coordinator, etc. Provide reference to supporting documentation.

Activity	Description	DID
ABET Coordinator	Served as the ABET coordinator for the department	2014-S6-1

S7. Other service activities

List all other service activities such as consulting, helping student organization. Provide reference to supporting documentation.

Activity	Description	DID
Student Chapter	Assisted student chapter with planning for a regional conference	2014-S8-1

SUPPLEMENT D. GUIDELINES FOR MAINTAINING P&T DOCUMENTS INVENTORY

The purpose of this supplement is to provide the format for cataloging documents in the faculty inventory files. Typically, the chairperson or the faculty member provides the documents and a member of the department staff adds it to the faculty evaluation file. The file is maintained in the Department Office by the Chair. The faculty member has access to the file during normal working hours in the Department Office. The DID refers to faculty member's Document ID. An example inventory is shown below.

Faculty Document ID (DID)	Date Submitted	Department Document ID	Date Document Added to Faculty Evaluation File	Item Description
2014-T1-1	6/1/2014	1	10/10/2014	SEI summary sheet for course xxx
2014-T1-2	6/1/2014	2	10/10/2014	SEI summary sheet for course xxx
2014-T6-1	6/1/2014	3	10/12/2014	Short course taught
2014-R1-1	6/1/2014	4	10/15/2014	Journal article (peer-reviewed)
2014-R2-1	6/1/2014	5	10/18/2014	Conference paper (peer-reviewed)
2014-R6-1	6/1/2014	6	10/18/2014	Green sheet for project 1
2014-R6-2	6/1/2014	7	10/31/2014	Green sheet for project 2
2014-S2-1	6/1/2014	8	10/31/2014	Member, ASEE editorial board
2014-A1-1	6/1/2014	9	10/31/2014	Resume
2014-S4-1	6/1/2014	10	10/31/2014	Member, college computer committee
2014-S4-2	6/1/2014	11	10/31/2014	Chair, department computer committee