

Policies and Procedures for the Governance of the Aerospace Engineering Department

California Polytechnic State University, San Luis Obispo

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Article I. Introduction

Section 1 Scope

The governance of the Aerospace Engineering Department, hereafter called the Department, will be based on the policies and procedures specified herein. Where a conflict may exist, these policies and procedures are subordinate to the *College of Engineering Personnel Policies and Procedures* document, the *University Personnel Action Procedures and Criteria*, the *Collective Bargaining Agreement between the CSU and CFA*, the *Campus Administrative Manual* and the *Campus Administrative Policies*.

Section 2 The Collegial Process

This document provides the framework for the governance of the Department and its administration within the College of Engineering and the Cal Poly University Community. All faculty and staff members of the Department are expected to abide by the rules of professional conduct known as collegiality.

In the context of this document and the practice of Department governance, collegiality is defined as cooperative interaction among colleagues and respect for another's commitment to the common purpose of the Department and ability to work toward it. A colleague is any member of the Aerospace Engineering Department, College of Engineering and the Cal Poly University Community.

Further, the collegial process supports the goal of developing a consensus among the members of the Department through an open collaborative process that supports Department governance and policy decisions. It is expected that normally the discussions for any deliberations of the faculty of the Department will be held within Department meetings where all constituents can provide input.

The structure of governance set out in this document is designed to allow the Department to meet its responsibilities and perform its designated functions in an effective, efficient, equitable, and creative manner. The Collegial Process ensures all members of the Department have an equal voice in shaping the policies and procedures of the Department. It also provides a framework to develop a consensus among the members of the Department on important issues affecting the Department, when appropriate, by following the American Association of Colleges and University (AAC&U) guidelines on Inclusive Excellence.

Section 3 Official Forms of Communication

Department Meetings and Email are the preferred methods of official communication and notification for the Department, which is consistent with University *Official Communication Policies*. However, other forms of written communication and notification will be employed when appropriate.

Article II. Governance Bodies

Several governance entities or bodies, within the Department, are defined in this section. As a general rule, the Aerospace Engineering Department abides by the concept of inclusive government. When appropriate and consistent with University and College Policies, it is encouraged to include as many constituents within each governance body.

Section 1 The Department

Members of the Department include all faculty, staff, and students.

Section 2 The Faculty

The Faculty consists of all academic personnel appointed to the ranks of Lecturer, Assistant Professor, Associate Professor, or Professor (including Emeriti) within the Department. Both full-time and part-time appointments are included, including those faculty members on Faculty Early Retirement Program (FERP) status.

Section 3 The Department Chair

The Department Chair is the chief administrator of the Department and serves at the pleasure of the Dean. The Department Chair Candidates shall normally be selected from the tenured and tenure-track Faculty. The Chair Candidates are elected by the tenured and tenure-track Faculty as acceptable to serve. The recommendation of the Faculty is then forwarded to the College of Engineering Dean. The appointment of Department Chair is normally for a term of three years which may be renewed for subsequent terms. The Chair selection process must also adhere to all College of Engineering and University policies and procedures.

Department Process AERO_5_10_2001 provides details on the Department Chair Selection Process.

Section 4 Department Administrative Staff and Technicians

Administrative staff and technicians are highly valued contributors to Department activities. Their participation is vital and the mentoring, support, management and supervision of these individuals, though not covered herein, shall be consistent with all applicable College of Engineering and University policies and procedures.

Article III. Governance Organization and Functions

Department Meetings are focused on results and goals, and are used as a means to convey the results of committee deliberations and information to the Department. Final decisions and discussion on Committee Recommendations also takes place at Department Meetings. For more information on Department Committees, see Article III, Section 2.

Section 1 The Department Meeting

(a) Department Meeting Attendance

Department meetings are normally held throughout the academic year, and facilitated by the Department Chair or a designee, who specifies the agenda, based on input received from all constituents. All tenured and tenure-track members of the Faculty are expected to attend Department Meetings as part of their regular service responsibilities to the Department. All other members of the Department are not required to attend Department Meetings but are encouraged to do so in the spirit of inclusiveness and open communication.

All faculty members can invite other members of the university community (lecturers, support personnel, administrative officials, etc...) as part of a regular agenda item. Every reasonable attempt to inform the Faculty in advance should be made via Official Forms of Communication specified in Article I, Section 3.

(b) Department Meeting Agenda

The Department Meeting Agenda consists of several parts and is generally organized in the following manner:

- Regular Agenda
 - Approval of Minutes
 - Reports from:
 - Chairs' report from College of Engineering Council
 - Academic Senate
 - Other committee and coordinator reports as appropriate
 - Department Business
- Continuing Agenda – Motions and proposals from Department Committees for discussion and approval by the Department
- New Business Items

Agenda item requests should be made to the Chair at least two working days prior to the meeting. Alternatively, items can be brought up during New Business. The Department will also typically meet twice a year (in the Fall and Spring quarter) for a retreat. Retreats are generally used to discuss goals and strategies of the Department.

Section 2 Department Committees

The governance and functioning of the Department relies heavily on the Faculty service in the Department Committees. The Department Committees facilitate proposals and often times design plans to execute decisions made in Department meetings. The Department Committees are vital to the success of the Department.

Department Committees are appointed and formed as necessary to most effectively and efficiently perform the work of the Department. Department Committees may be of two types: Department Standing Committees and Department Ad Hoc Committees.

Department Standing Committees continue year-to-year and their memberships are formed each year by appointment and ratification (typically at the Fall Faculty Retreat). Faculty and staff members are appointed to the standing committees by the Department Chair upon recommendation by the Faculty.

Department Ad Hoc Committees (or Task Forces) may be formed by the Department as needed to address short term objectives or specific issues that may arise during the year. Members of Ad Hoc Committees will be appointed by the Department Chair upon recommendation by the Faculty.

In addition, each Department Standing Committee will refine and maintain:

- Specific strategic objectives and overall purpose for the Committee, and
- A list of overall responsibilities for the Committee.

A list of specific objectives, scope, deliverables, and milestones for each standing committee shall be established at the beginning of each academic year, be approved by the Department in a Department Meeting, and shall become the key measures of performance for the standing Committee each year. The objectives, scope, deliverables, and milestones shall be submitted to the Department Chair for archival.

(a) Leadership

Leadership of the Department is the joint responsibility of the Faculty, Staff and Students and the Department Chair. Leadership is the active process of guiding the Department toward achieving a strategic vision, maintaining acceptable standards and expectations of excellence and collegiality, and providing the intellectual space for all members of the Department to contribute to the success of the Department in constructive and creative ways.

(b) Areas of Responsibility of the Department

The areas of responsibility of the Department include:

- Strategic planning
- Short-range planning, scheduling and budgeting
- Curriculum
- Resource acquisition and management
- Management of financial affairs
- Technical direction
- Interaction with students
- Interaction with the College of Engineering administration
- Interaction with the University administration
- Alumni relations
- Industrial relations
- Undergraduate programs
- Graduate programs
- Faculty affairs
- Public relations
- Citizenship

(c) Areas of Responsibility of the Department Chair

The Department Chair is responsible for the administration of the Department. The role of the Department Chair is to support and facilitate the success of the Faculty, Staff and Students of the Department. Specific responsibilities of the office of Department Chair include administrative leadership, staff direction and evaluation, and working with Faculty, Staff, and Students on:

- Strategic direction
- Policies and procedures
- Scheduling

- Budgeting
- Student and faculty recruiting
- Curricula delivery / implementation
- Shared leadership / committee results
- Interaction with Cal Poly stakeholders (e.g., College of Engineering administration, Career Services, Admissions, Records, other university offices and administration)
- Interaction with external stakeholders (e.g., prospective students, current students, parents, alumni, Industry Advisory Board, recruiters)Citizenship
- Inclusive Excellence

It is the responsibility of the Department Chair to continually report back to members of the Department on all interactions with Department stakeholders. The Department Chair serves as the liaison between the Dean, other College of Engineering Departments and the Aerospace Engineering Department.

The Department Chair is responsible for the administration of Faculty departmental activities in accordance with College of Engineering and University policies.

(d) Curriculum Committee

The overall purpose of the Curriculum Committee is to establish and update the undergraduate and graduate curricula so the Aerospace Engineering degree programs: sustain their premier positions, continue to provide up-to-date, relevant educational experiences for the students of the Department, and continuously meet the needs of industry. Several specific responsibilities of the Committee include:

- Recommend modifications to the Department Degree Programs as proposed by Faculty members of the Department.
- Obtain Department approval for proposed changes.
- Coordinate with the College of Engineering Curriculum Committee.
- Coordinate University curricular changes and catalog cycle requirements.
- Coordinate with other Department, College of Engineering and University committees as needed on curricular issues.
- Consider and approve deviations, policies, procedures, and requests by students.
- Analyze deviations, policies, procedures, and student requests within the context of promoting student success.

Members of the Curriculum Committee are: a Chair (elected by the Faculty), appointed Faculty members, and potentially other designated Faculty members. The term of the Chair of the Curriculum Committee is two years, synchronized with the University catalog cycle. The Chair of the Curriculum Committee will also serve as the Departmental representative to the College of Engineering Curriculum Committee.

(e) Accreditation Standards Committee

The overall purpose of the Accreditations Standards Committee is to ensure that the Aerospace Engineering Degree programs remain accredited by ABET at the highest level of accreditation possible (e.g., Next General Review). The Committee will also make every attempt to utilize the ABET assessment process and criteria to ensure continuing improvement of the Department degree programs. Continual responsibilities of the Accreditation Standards Committee are:

- Ensure that faculty, staff, students, and records (documentation) are prepared for ABET evaluator visits.
- Engage all Faculty members in assessment, and coordinate assessment results and analysis.
- Perform continuous assessment activities and documentation of continuous improvement activities as specified in the Department's most recent ABET self-study report.
- Work with the Curriculum Committee to implement modifications to the Department Degree Programs as required for ABET or curriculum improvement.

Membership of the Accreditation Standards Committee shall normally include three members of the Faculty.

(f) Technical Area Committees

The overall purpose of the Technical Area Committees is to advise the Curriculum Committee on proposed changes to the Department Degree Program Curricula. Each technical area within the Department Degree Programs shall have a Technical Area Committee. The Technical Area Committees will also propose curricular or course modifications to their own area as well as advise on and analyze proposed changes to the curriculum outside the Technical Area Committees expertise.

Each Technical Area Committee will be made up of members of the Faculty (and Staff where appropriate). All Faculty members are expected to sit on one or more Technical Area Committees. Ideally, each Technical Area Committee will have at least three members. These committees will coordinate with the IABs technical committees.

(g) Department Peer Review and Faculty Development Committee

The purpose of the Department Peer Review and Faculty Development Committee is to follow the policies and guidelines of Cal Poly, College of Engineering, and the Department in faculty Retention, Promotion, and Tenure (RPT) decisions. Specific responsibilities include:

- Facilitate Faculty mentoring
- Elect a rank-appropriate faculty as a representative to the College of Engineering RPT Committee
- Review the annual RPT applications of the faculty
- Make the resulting RPT recommendations using the appropriate forms
- Submit the recommendations to the applicant
- Review and submit the applicant's rebuttal (if any) along with the recommendations to the Department Chair

A closed ballot election by the tenured and tenure track Faculty will determine the membership of the Department Peer Review and Faculty Development Committee. The list of those eligible to serve on the committee will be all tenured Faculty members of the Department excluding the College of Engineering RPT Committee Representative, the Department Chair, or those applying for promotion. Furthermore, membership and procedures of the Department Peer Review and Faculty Development Committee is subject to modification consistent with University and College of Engineering policy.

(h) Scheduling Committee

The purpose of the Scheduling Committee is to coordinate the course scheduling efforts of the Department. Specific responsibilities include:

- Coordinate with Faculty members to determine scheduling desires and needs
- Coordinate with the Department Administrative Assistant to implement scheduling on a quarterly basis
- Report to the Department on scheduling progress and when scheduling phases are complete
- Advise on and coordinate long term scheduling strategies between the Department and other Cal Poly Departments

Membership of the Scheduling Committee shall normally include three members of the Faculty.

(i) Budget Committee

The purpose of the Budget Committee is to coordinate with and provide recommendations to the Department and Department Chair on long term budget strategy decisions of the Department. Specific responsibilities include:

- Coordinate with the Department Budget Analyst to generate spending and reconciliation reports on a quarterly basis
- Report to the Department on long term budget strategies
- Coordinate with the Department Chair to advise on the Department's position on College of Engineering policies
- Advise on and coordinate long term budget strategies of the Department

Membership of the Budget Committee shall normally include the Department Budget Analyst and three other members of the Faculty.

(j) Facilities and Resource Committee

The purpose of the Facilities and Resource Committee is to recommend, prepare for, or oversee major facilities changes with the Department. The scope of activities varies widely depending on circumstances. Specific responsibilities include:

- Compile requirements and needs from faculty and staff for various rooms and labs
- Prepare or compile rough drawings of room layout in building or equipment layout in rooms
- Compile and maintain lists for equipment to be moved, purchased, or discarded
- Interface with campus facilities personnel and/or external contractors for facilities

- Communicate facilities' status, changes, etc., to faculty and make recommendations for key department decisions regarding facilities

For the purposes of the Facilities and Resource Committee, facilities and resources are considered to be:

- Department Classroom and Laboratory Space
- Department Equipment
- Department Information Technology Equipment, Software and space

Membership of the Facilities and Resource Committee shall normally include the Department Technician, Local Area Network (LAN) Coordinator and two other members of the Faculty.

(k) Ad-hoc Department Committees

Department Ad Hoc Committees may be formed by the Department Chair or from the Faculty by action within the Department meeting to deal with short-term situations or resolve specific issues that may arise during the year.

As with Department Standing Committees, each Department Ad Hoc Committee will also create the objective(s), scope, and deliverables for their committee. These should be created immediately upon formation of the committee and submitted to the Department Chair for archival.

Section 3 Department Coordinators

(a) Undergraduate Advisor

The Undergraduate Advisor serves as the primary academic advisor to undergraduate Aerospace Engineering Students at Cal Poly. Specific responsibilities include:

- Advise students on all aspects of the Undergraduate Aerospace Engineering Curriculum
- Approve all curriculum requests and Academic Probation Letters for AERO Undergraduate Aerospace Engineering students
- Report to the Faculty on undergraduate retention and measures of success
- Communicate any changes to the curriculum or other relevant information to the Undergraduate Aerospace Engineering students

The Undergraduate Advisor shall be chosen from tenured or tenure-track members of the Faculty.

(b) Graduate Coordinator

The Graduate Coordinator serves as the primary academic advisor to graduate Aerospace Engineering Students at Cal Poly. Specific responsibilities include:

- Advise Graduate Aerospace Engineering students on all aspects of the Graduate Aerospace Engineering Curriculum
- Coordinate efforts with the University Graduate Studies Committee and with the office of the Dean of Research and Graduate Programs regarding curricular changes; review and accreditation; research areas; research and assistantship funding; honors and awards;

- Approve all curriculum requests and Academic Probation Letters for Aerospace Engineering Graduate students
- Coordinate and facilitate applications to the Aerospace Engineering Graduate Programs (BMS and MS)
- Communicate any changes to the curriculum or other relevant information to the graduate Aerospace Engineering students
- Coordinate with the Department Administrative staff to maintain records on Aerospace Engineering graduate students

The Graduate Coordinator shall be chosen from the tenured or tenure-track members of the Faculty.

(c) Employment Equity Facilitator

The Employment Equity Facilitator serves on all hiring committees in accordance with University policies. The Employment Equity Facilitator is normally a tenured faculty member and appropriately trained in accordance with University policies. The Dean can make an exception to allow tenure-track faculty to serve.

(d) Scholarship Coordinator

The Scholarship Coordinator facilitates the granting of Department Scholarships to students as needed. The Department Scholarship Coordinator shall also serve as a member of the College of Engineering Scholarship Committee.

Section 4 College Committees and Representatives

The Department Faculty and Staff are required to serve on several College of Engineering Committees. Assignments will be made based on the individual College of Engineering Committee requirements and the faculty available. Generally a representative from the Department is required or highly encouraged on the following College of Engineering committees:

- Curriculum Committee
- College Peer Review Committee
- Computer Advisory Committee
- Scholarship Committee
- Other Committees as Identified

There are many Ad-hoc College of Engineering committees as well. Whenever appropriate, members of the Department shall serve on College of Engineering Ad-hoc committees as requested.

Section 5 University Committees and Representatives

The Department Faculty and Staff are required to serve on several University Committees. Assignments will be made based on the individual University Committee requirements and the Faculty available. All members of the Department are encouraged to be good campus citizens and serve on University Committees whenever possible.

Section 6 Committee Member Assignment

When making assignments to Department, College of Engineering, and University committees, considerations will be made for individual preferences requested, the committee experience requirements, and equitable workload distribution to each individual Department Faculty and Staff. Each faculty and staff member is expected to serve on an equitable number of committees based on the workload of the individual committees.

The committee assignments will be appointed by the Department Chair, unless otherwise specified herein or by the College of Engineering or the University. The committee members appointed by the Department Chair must then be ratified (or approved) by vote of the Faculty at a Department meeting. The Chair of the committee is then generally selected by a vote of the committee members.

Article IV. Governance Procedures

Section 1 Guiding Principles of Department Governance

The Department operates with governance based on collaboration, collegiality and group decision making. Whenever possible it is desirable to garner broad support for decisions while the decision is being made. Open communication and transparency are critical to the success of the collaborative decision making process. It is the responsibility of all Department members to ensure all deliberations occur in a collaborative and supportive environment. In order to ensure the continuance of this level of operation, the following designations are made:

- 1) The primary responsibility for decision making lies with the tenured and tenure-track faculty.
- 2) The Department Chair is the first among equals of the tenured and tenure-track faculty.
- 3) The Department Chair administers and implements the decisions of the tenured and tenure-track faculty.
- 4) All decision making will be done in a collegial fashion, with decisions being made by consensus whenever possible.
- 5) If the tenured and tenure-track faculty decides by a simple majority vote that debate on a motion has been exhausted, then a simple majority vote will pass the motion unless otherwise noted within this document.

When it is necessary to formalize an action of a governance body, the subsequent sections of this Article apply.

Section 2 Voting Membership

The voting membership of the Department shall include Tenured and Tenure-Track Faculty (including those who are on sabbatical, FERP or any type of professional leave and choose to participate)

Section 3 Quorum

A quorum consists of two thirds or more of the eligible voting members of the body.

Section 4 Votes

Votes may be taken by either open or closed ballot. A closed ballot is required if so requested by any person eligible to vote. A vote may be in favor (Yes) or against (No) a motion, or an abstention. Abstentions are not counted in tallying total vote counts negatively or positively; they will be recorded as a separate category.

Section 5 Motion

A motion to discuss a proposal or resolution can be made by any member of the Faculty. The motion must be seconded before discussion ensues, at which time the motion is considered to be in its First Reading. A First Reading is required to inform all faculty of the nature of the proposal or resolution. The discussion during a First Reading is a time for suggestions for improvements to the proposal or resolution. During a First Reading, the proposal or resolution is not amendable, nor can the proposal or resolution be approved by consensus or vote. After discussion is exhausted (as determined in Article IV, Section 1), the proposal or resolution will move to the Continuing Agenda as a Second Reading.

A motion to approve a proposal or resolution that is in its Second Reading must be moved and seconded before discussion ensues. The proposal or resolution then belongs to the Department and may be amended. Documents attached to a proposal or resolution, are not amendable. A proposal or resolution is considered approved or adopted when the Guiding Principles of Article IV, Section 1 have been satisfied.

The procedure for approving motions in the Department Committees shall be established by the committee membership each year and communicated to the members of the Department.

Section 6 Proxies

If a voting member of the Department is unable to attend a meeting of the governance body, s/he may empower another voting member to vote in her/his place by proxy. The proxy will end when the member returns to the meeting.

When proxy is given, the absent voting member must inform the entire governing body prior to the meeting(s) through Official Forms of Communication as defined in Article I, Section 3.

Section 7 Recall

Any Department Committee Chair, Coordinator, or College of Engineering or University committee member may be recalled by a two thirds vote of the voting membership of the Department.

A recall petition will be forwarded to the Department Chair and Department member affected by the potential recall stating reasons for the recall petition.

The Department Chair may be recalled by the Dean upon a vote of no confidence by the voting membership of the Department. A Department Chair recall petition will be forward to the Department Chair and the Dean stating reasons for the recall petition.

A simple majority of the voting membership of the Department is required to make a motion for recall or vote of no confidence. The recall or vote of no confidence motion shall follow the voting procedures in this Article and will be conducted during a regular Department Meeting. Upon the approval of a recall or vote of no confidence, the results of the recall or vote of no confidence will be reported to the Dean.

Article V. Professional Development and Mentoring of Faculty

Section 1 The Role of Teaching, Research and Service

In support of the vision of the Department, it is the intent of the Department to maintain a body of Faculty which consists of nationally recognized personnel. The Department seeks national recognition in teaching, research, and service. Consistent with the teacher-scholar model the Department encourages Faculty members to pursue expertise in any of these areas. Faculty members are expected to become nationally recognized in one of these areas, but must actively participate in all three. The teacher-scholar model ensures that as nationally recognized members of their field, Faculty stay active within their field with the intention of bringing their experience back to the University community, enhance the student learning experience and contribute scholarly work. Consistent with the University's Faculty Personnel Actions Section I.B, consideration will be given to the external validation of scholarly activities and other factors such as collegiality.

The success of the Department is the aggregate of the success of each individual member of the Department. A premier group of Faculty, Staff and Students will produce a premier Department. Therefore, the success of the Department is predicated on the success of the Faculty, Staff and Students.

Section 2 The Mentoring Process

The Department is committed to the professional development of its Faculty. The Department facilitates professional development through a comprehensive and collaborative mentoring process. Each Faculty member under review is expected to develop a professional development plan and a set of short and long term goals in alignment with those of the Department, College of Engineering and the University.

The process of defining the professional development plan is a collaborative process between the Faculty member under review, the Department Peer Review and Faculty Development Committee and the Department Chair. The Department Peer Review and Faculty Development Committee and the Department Chair will work with the Faculty member under review prior to the review cycle to specify and elaborate on the Faculty member's professional development plan. The granting of Promotion, Retention or Tenure shall be partially based on the achievement or satisfaction of the vision and goals outlined in the candidates' professional development plan.

Section 3 Standards for Retention, Promotion and Tenure

Tenure-track faculty members must follow all appropriate CSU, Cal Poly, and College of Engineering Retention, Promotion, and Tenure (RPT) guidelines. This document is meant to supplement the material.

If there is a conflict between this document and the other guidelines, the other guidelines take priority. Any questions about this process can be addressed to the Peer Review Committee.

A faculty member’s dedication and observance of the Collegial Process described in Article I, Section 2, will be considered for all reviews.

(a) Guiding Principles

The primary criterion for evaluating a tenure-track faculty member in the Aerospace Engineering Department is teaching effectiveness. This includes, but is not limited to the:

- development of appropriate pedagogical skills
- development of effective working relationships with students
- improvement of existing courses
- creation of new courses, in consultation with the faculty
- development of laboratory facilities
- effective communication skills

While teaching effectiveness is a necessary condition for the granting of promotion or tenure, it is not sufficient in and of itself. Activities which may bring national recognition include:

Teaching	Research	Service
<ul style="list-style-type: none"> • Presenting novel pedagogical methods at national or international conferences • Giving invited presentations on pedagogy • Developing an externally funded program for curriculum development or other pedagogical activities • Writing nationally recognized textbooks or book chapters 	<ul style="list-style-type: none"> • Developing an externally funded research program supported by grants and contracts from government and/or industry • Publishing in national peer-reviewed journals • Presenting research at nationally recognized conferences • Giving invited presentations on research activities • Receiving national awards and patents for innovation 	<ul style="list-style-type: none"> • Serving on national technical or standards committees • Organizing conferences, workshops or national competitions • Editing or reviewing journals • Serving on advisory committees for state or national interests • Advising a nationally recognized student program

One method of demonstrating that a faculty member is recognized is through appropriate citation of their work within their field. For promotion and tenure consideration the results of these activities must provide a demonstrated benefit to the student learning experience.

(b) Promotion and Tenure Milestones

Assistant: A person who, when hired, the faculty believes has the capabilities to become nationally recognized in their discipline.

Associate with tenure: A person who has demonstrated that they are well along their way to establishing themselves nationally in their discipline.

Full: A person who is established nationally in their discipline and has a continued track-record of activities.

(c) Review Guidelines

Review for promotion and tenure should have the participation of the department, college and University as well as external review. External reviewers shall be nationally recognized in the candidate's field and exist to provide independent evaluation of the candidate's stature in their field. The candidate is responsible for identifying potential external reviewers as well as establishing their expertise. Presidential approval and written concurrence of the faculty member under review is required for an external review.

Article VI. Amendments

These Governance Policies and Procedures may be amended by a two thirds majority vote of the voting membership during a regular Department Meeting, providing that the proposed amendment has been moved to the Continuing agenda of the Department Meeting consistent with Article IV, Section 5. These Governance Policies and Procedures should be reviewed at least every five years and approved by the Dean and Provost.

Appendix A: Faculty Resume Guidelines – Draft document attached

Guidelines on Preparing a Faculty Resume as Part of the Working Personnel Action File

Aerospace Engineering Department

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This template is provided to help you assemble your Working Personnel Action File (WPAF). Please consider the suggestions made in this document as you work toward building a narrative which describes your professional development in relation to your personal success, the learning process of the students and the mission of the Aerospace Engineering Department, the College of Engineering and Cal Poly. Where a conflict may exist, this template is subordinate to the University WPAF Guidelines.

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Curriculum Vita

Education

List all degrees attained

Institution

Degree Type and Department

Provide any relevant thesis, advisor, and specialization information. Include the date the degree was conferred.

Certification or Licensing

List all certificates or licenses you currently hold

Academic Experience

List all academic positions held

Rank, Institution

(Dates)

Address

Provide a concise description of you activities in this position. Include all responsibilities, achievements and significant projects.

Professional Experience

List all non-academic positions held. Include any non-academic year consulting.

Company

(Dates)

Company Address and Phone Number

Direct Supervisor Contact Information

Provide a concise description of you activities in this position. Include all responsibilities, achievements and significant projects.

Professional Development Plan

Summary

Summarize your plan to develop as a productive, contributing member as a Cal Poly Aerospace Engineering Faculty member. You may consider discussing your contribution and professional plan in each of the four areas of evaluation, teaching, research, service and other. Several important factors are contained in the other category, but you may wish to focus on collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions); initiative; cooperativeness; and dependability.

You may consider addressing the following questions: who and to what values do you serve, how will you know when you are being successful in your professional development, and what will be the lasting contributions to the department as you develop in your career?

Vision Statement

Summarize your vision for your professional development in the context of those values and constituents you serve. A vision statement is forward thinking and describes who you aspire to be as a professional.

Mission Statement

Summarize your mission as a Cal Poly Aerospace Engineering Professor. A mission statement should answer the question, “Why do I exist as a professional at Cal Poly?” Describe your fundamental purpose in the context of your values and constituents you serve.

Values

Provide a brief list of what you value as a Cal Poly Aerospace Engineering Professor.

Highlights of Overall Activity

Provide a brief list of the highlights of your activity during the current evaluation period.

Teaching, Research and Service Philosophy and Goals

Thoroughly discuss and discuss your philosophy of Teaching, Research, Service, and, “other” (see AP-109). Certainly your philosophy in each area may not be distinct, so please discuss how the areas of teaching, research, service, and collegiality relate and combine to form your overarching professional development. Also, consider how each of these areas contributes to your overall success as a Cal Poly Aerospace Engineering Professor, your vision, mission and values.

Teaching Philosophy

Research Philosophy

Service Philosophy

Collegiality Philosophy

Goals

Provide a summary of your goals and how your achieving your goals will facilitate your professional development plan. Continually answer the questions, what values and constituents do your goals serve, and how will you know you are successful (what will it look like)?

Professional Goals

Provide a list of your professional development goals with a brief description of each goal.

Short Term Goals

Provide a list of your short term goals (1-5 years) with a brief description of each goal.

Long Term Goals

Provide a list of your long term goals (5-15 year) with a brief description of each goal.

Current Year Outlook and Future Endeavors

Describe in some detail what the upcoming year will bring and how it will impact your work in the areas of teaching, research, service and collegiality. Connect how your past and current activities will impact your future success.

Teaching

Research

Service

Collegiality

Current Activities in Support of Goals

Provide a summary of what activities you intend to focus on this coming year in support of achieving your goals.

Figures of Merit for Assessment

Please describe how you would like to be assessed. What do you consider valuable as a figure of merit in your evaluation. Whenever possible, describe your own figures of merit with respect to Department, College and University values. In this section it may be worth describing what you would like to be evaluated on.

Challenges and Requested Support

Identify challenges you foresee with respect to achieving your goals. Are there issues or resource problems that might stop you from achieving your goals? Also, identify if there are any structural problems associated with generating your self-described figures of merit.

Self Assessment

Based on the challenges and figures of merit you have identified, assess yourself with regard to your vision, mission, values and goals from prior years. You may want to actually state goals from previous years and discuss your success in achieving them. What lessons have you learned which will help you be more effective in the future? What does your path to tenure and/or promotion look like? How will you know when you are successful?

WPAF Summary

The WPAF summary is a concise summary of the supporting material contained in your RPT binder. You should summarize the work you have done during the current evaluation period. If you are being considered for tenure or promotion, you should include a summary of all the work you have done prior to begin granted tenure or at your current academic rank.

Teaching Activities

Teaching Assignments

Use the following table to summarize your teaching assignments and productivity during each academic year under consideration. Where appropriate, you should consider discussing how your teaching activities have changed during the current evaluation period. Also, given your current and past activities, what can you say about the trajectory of your teaching activities; where will your current activities lead you, what kind of teacher will that make you, and how will you know when you are successful? Consider your teaching activities in relation to your visions, mission and values, you're your teaching philosophy .

<i>Academic Year</i>		<i>Sections</i>	<i>WTUs</i>	<i>SCUs</i>
Course #	Course Title	# sections	# WTUs	# SCUs
...
AERO 599	Graduate Student Advising	# students
Total				

Summarize and comment on your teaching assignments and productivity.

Summary of Student Evaluations

Use the following table to summarize your student evaluations for each year during the period of review. List each quarter and section separately for clarity.

Academic Year								
Quarter	Course	Enrolled	Evals	Q3	Q4	Q5	Q6	Overall
	Course Number and Section	# Enrolled	# Evals	score	score	score	score	score
<i>* Make any notes here</i>								

Comment on your student evaluations. You might consider the following in your discussion:

- Any noticeable trends in each question and overall score
- How your scores compare to departmental, academic rank and course level averages?
- How you intend to maintain or improve your scores?
- How do your scores elucidate and support your teaching philosophy as discussed in Section 2.3.1?

New Course Development

List and describe any new courses you have developed and taught during the current period of review.

Major Revisions and Innovations to Existing Courses

For each course you teach, list and describe any significant or innovative modifications you have made to the course. List and modifications chronologically.

Curriculum Development

List in chronological order any contributions you have made to the department or college curriculum. You might consider indicating how your teaching activities support and enhance the overall curricular goal and learning outcomes of the department, college and university.

Summary of Student Projects Related to Teaching

In this section, summarize all student projects you have supervised related to enhancing or supporting you teaching activities.

Senior Projects Related to Teaching Activities

For each year during the period of evaluation, use the table below to list each Senior Project you have supervised related to teaching activities. Provide the Senior Project title, the number of students who worked on the project and when the project was completed.

Project Title *Completion Date*

Number of Students

Master's Thesis or Project Advising

For each year during the period of evaluation, use the table below to list each Master's Thesis or Project you have supervised related to teaching activities. Provide Master's Thesis or Project title, the number of students who worked on the project and when the project was completed.

Project Title *Completion Date*

Number of Students

Independent Study Advising

For each year during the period of evaluation, use the table below to list any Independent Study Projects you have supervised related to teaching activities. Provide the project title, the number of students who worked on the project and when the project was completed.

Project Title *Completion Date*

Number of Students

Teaching Related Grant Activity

List each proposal you have submitted in support of your teaching activities. Be sure to list any co-PIs. Consider totaling the amount you requested and the amount you received.

<i>Proposal Title</i>	<i>Sponsor</i>	<i>Dates</i>	<i>Amount</i>	<i>Funded?</i>
Totals				

Teaching Related Publications

For each year during the period of evaluation, use this section to cite a reference to each Journal or Conference publication you have submitted or had accepted. Summarize the content of each publication.

Invited Presentations Related to Teaching

For each year during the period of evaluation, use this section to site a reference to each invited presentation you have given related to teaching activities. Summarize the content of each presentation.

Teaching Related Honors and Awards

For each year during the period of evaluation, use this section list each award you have received related to teaching. Summarize what the award was for.

Sample Course Material

See the Supporting Material Section of Sample Syllabi, Course Schedules, Projects, and Exams in Section 4.0 Teaching Activities Evidence.

Professional Activities

Summary of Current Research Projects

Summarize each research project you are currently engaged in, or have been during the current period of evaluation. Be sure to describe initial hypotheses or objectives, history of the project and any significant results. You may consider discussing who was involved in the project, where funding for the project is or will come from, the long term significance of the project and the contribution your work makes to the appropriate field. Finally, consider discussing long term research goals related to each project.

As with your teaching activities, you may consider discussing your professional activities in the context of your Professional Development Plan and your research philosophy. Also relate your professional activities to the goals you discussed in your Professional Development Plan.

Research Related Grant Activity

Use the table below to summarize your research related grant activity. Consider listing all proposals and whether or not the proposal was funded. Consider totaling the amount proposed and the amount funded.

Proposal Title	Sponsor	Date	Amount	Cal Poly Portion	Status
Total					

Summary of Student Projects Related to Research

Senior Project Advising

For each year during the period of evaluation, use the table below to list each Senior Project you have supervised related to Professional activities. Provide the Senior Project title, the names of students who worked on the project and when the project was completed.

Year

<i>Project, Name of Students</i>	<i>Completion Date</i>
----------------------------------	------------------------

Comment on the number, quality and relevance of the senior projects you have supervised.

Master's Projects and Thesis Advising

For each year during the period of evaluation, use the table below to list each Master's Thesis Project you have supervised related to Professional activities. Provide the Master's Thesis Project title, the names of students who worked on the project and when the project was completed.

Year

<i>Project, Name of Students</i>	<i>Completion Date</i>
----------------------------------	------------------------

Comment on the number, quality and relevance of the Master's Thesis Projects you have supervised.

Master's Thesis Defense Committees

For each year during the period of evaluation, use the table below to list each Master's Thesis committee you have been a member of.

Year

<i>Project, Name of Students</i>	<i>Completion Date</i>
----------------------------------	------------------------

Research Related Publications

List each peer-reviewed journal article, conference article you have published or submitted. If you have non-peer reviewed publications, list them separately.

Peer-Reviewed Journal Articles

Peer-Reviewed Conference Articles

Non-peer-reviewed Publications

Invited Presentations Related to Research

List any presentations you have made (not conference presentations given with a paper submission) related to your research or professional activities.

Research Related Honors and Awards

List any honors or awards you have received related to your research or professional activities.

Professional Contracting Activity

List any contracting activities you have engaged in outside the university. For example, if you consulted on corporate project during summer months, describe the nature of that activity here. Please be sensitive to any intellectual property or security concerns.

Professional Society Membership Activity

Professional Society Membership

List all the professional societies you have been or are currently a member of.

Professional Society Committee Membership

If you have been a member of any committees or working groups as part of your professional society membership, list the committee and a brief description of your activities here.

Journal/Conference Paper Review Activity

List any publications for which you have served as a reviewer.

Professional Communication and Meetings

List any significant meetings you have attended or organized. Also list any interview you have given as related to your activities as a professor at Cal Poly.

Service Activities

Department Service

Department Committee Assignments

List any department committees you have served on. Describe any significant contributions or initiatives you made to the work of each committee.

Department Club Advisor Assignments

List and Student Clubs you have advised. Describe any significant contributions or initiatives you have made with each club.

College Service

College Committee and Working Group Assignments

List any CENG committees or working groups you have served on. Describe any significant contributions or initiatives you made to the work of each committee.

University Service

List any Cal Poly committees you have served on. Describe any significant contributions or initiatives you made to the work of each committee.

State of California
M e m o r a n d u m

CAL POLY

To: Debra Larson, Dean
College of Engineering

Date: September 29, 2011

From: Robert D. Koob
Provost



Copies: Al Liddicoat
Eric Mehiel

Subject: Aerospace Engineering Department Governance
Policies and Procedures

The subject document, approved by the Aerospace Engineering Department faculty September 2011, is approved for immediate implementation. Please provide the Aerospace Engineering Department faculty access to the document as soon as possible.