

**PERSONNEL DOCUMENT**

**DEPARTMENT OF INDUSTRIAL ENGINEERING  
University of Arkansas**

Approved by the Faculty: August 18, 2011

**PERSONNEL DOCUMENT**

**Evaluative Criteria, Procedures, and General Standards for  
Initial Appointment, Successive Appointments, Promotion, Tenure, and Annual Review of  
Faculty and for Appointment and Annual Review of Non-Classified Staff**

**Department of Industrial Engineering**

This document governs the Department of Industrial Engineering (INEG) selection, reappointment, promotion, granting of tenure to, and evaluation of faculty, effective \_\_\_\_\_. It has been approved by the INEG faculty and Department Head, the Dean of the College of Engineering, the Provost, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These policies are required to be consistent with policies of the College as set forth in the College of Engineering Personnel Document and policies of the University as set forth in three campus policy statements, those on (1) University Professorships, (2) Distinguished Professorships, and (3) Evaluative Criteria, Procedures, and General Standards and Initial Appointment, Successive Appointments, Promotion and Tenure, and a Board of Trustees policy, 405.1. In case of conflict, the board policy, the campus policy, the College policy, and the Department policy will have authority in that order. Copies of the campus and board policy documents are available on-line, as referenced in the Faculty Handbook and care should be taken to consult the current document. A copy of the current Faculty Review Checklist is also contained in the Faculty Handbook.

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

**APPROVALS**

\_\_\_\_\_  
Chair of Faculty Unit Committee      Date

\_\_\_\_\_  
Provost      Date

\_\_\_\_\_  
Department Head      Date

\_\_\_\_\_  
Chancellor      Date

\_\_\_\_\_  
Dean      Date

\_\_\_\_\_  
President      Date

## INTRODUCTION

The principal responsibility for implementing this personnel document and formulating department recommendations rests with the Department Head and the Dean of the College of Engineering. However, Board of Trustees policy and campus personnel policies also assign important roles to the faculty of the College, including providing input through college-level and department-level personnel committees and development of a written department personnel document delineating specific criteria and procedures.

The Industrial Engineering (INEG) Personnel Committee consists of 7 tenured members of the INEG faculty excluding the Department Head. One, who acts as Personnel Committee Chair, is the representative of the INEG faculty to the College of Engineering Promotion and Tenure Committee. He/she is elected from among the INEG faculty with tenure by the entire tenured and tenure-track faculty to serve a 3-year term, and may be reelected once for a successive term to this role of as Personnel Committee Chair and College of Engineering Promotion and Tenure Committee representative.

If there are fewer than 7 tenured INEG faculty, excluding the Department Head, then all will automatically be members of the Committee. Otherwise, 6 will be elected in staggered 3-year terms by the entire tenured and tenure-track faculty -- 2 being elected each year. Members may not immediately succeed themselves in such regular 3-year terms, nor can an outgoing College Promotion and Tenure representative be elected to such a term. However, either may be elected to return to the Committee after 1 year off, or sooner if the 1-year exclusion leaves no eligible candidates, or to complete a term of a member who has become unable to serve or has been chosen as the INEG College Promotion and Tenure representative. Vacancies for members unavailable to serve may be for the remaining period of their term, or on an interim basis to temporarily replace a member undertaking a sabbatical or other leave.

Regular elections will be held at the beginning of each Academic Year, with special elections as needed to fill vacancies. Regular elections will be conducted in the following sequence: College representative if his/her term is ending or the incumbent has become unable to serve on a long term or interim basis, then regular 3-year faculty positions for terms that are ending, then partial terms to fill any permanent vacancies, and finally interim replacements. All elections will be by secret written ballots of all tenured and tenure-track faculty choosing among all eligible candidates at each stage, with each voter selecting as many as there are positions to fill. The required number of candidates with the highest votes will be elected. Where ties leave the outcome of an election unclear, outcomes will be decided by random draw.

The Department personnel document shall be subject to the provisions of the College personnel document as well as campus and University policies, and shall be subject to the approval of the Department Head, the Dean, the Provost, the Chancellor and the President.

## **I. INITIAL APPOINTMENT**

### **A. Criteria for Recommending Initial Appointment**

The Department of Industrial Engineering adopts the criteria for recommending initial appointment to tenure-track, tenure for initial appointments, non-tenure track, and professional positions as outlined in the College of Engineering Personnel Document and taken in the context of the INEG Categories of Evidence structures and purposes described in Section II-A and Appendix A.

### **B. Procedure for Recommending Initial Appointment**

#### **1. Non-Tenure-Track Appointments**

The Personnel Committee acts for the INEG faculty in considering proposals for appointments of Adjunct or other temporary positions on the INEG faculty or its Operations Management (OMGT) component. After reviewing the credentials submitted by the candidate's faculty advocate, the Committee will report recommendations to the Department Head and the faculty member advocating each temporary appointment. Recognizing that OMGT has its own screening process for such appointments, and that time-sensitive decisions are often necessary, the Chair of the INEG Personnel Committee will act for the whole Committee on OMGT cases unless he/she sees issues requiring engagement of the full group. Other INEG temporary appointments will be handled by email votes of the entire Committee.

#### **2. Tenure-Track/Tenured Appointments**

In accord with the procedure for recommending initial appointment to tenure-track/tenured faculty outlined in the College of Engineering Personnel Document, the INEG Personnel Committee provides the required evaluation of new INEG tenure-track appointments carrying immediate tenure or Distinguished Professor rank. The criteria and procedures are the same as that for a like promotion and/or tenure assessment of a current faculty member except that the packet on which decisions are based is the one submitted by the applicant. This process includes a vote of all tenured INEG faculty after the Personnel Committee has acted.

## **II. EVALUATION OF FACULTY**

### **A. Categories of Evidence**

Tenured and tenure-track Industrial Engineering faculty at the University of Arkansas should be effective teachers, active researchers, and dedicated in service. To that end, evaluation of INEG faculty performance/contributions is performed regularly, including at the time of initial appointment of faculty members with tenure or at advanced rank, in annual reviews of

all faculty members, in Third-Year Critical Review of untenured tenure-track faculty, and at any time that a faculty member is nominated for promotion to a higher rank and/or tenure.

The Department of Industrial Engineering employs a Categories of Evidence taxonomy of performance in teaching, research, and service to structure and guide all evaluations in conjunction with applicable criteria and standards outlined in the College of Engineering Personnel Document. The taxonomy includes a number of categories for teaching, research and service (see Appendix A). Some are considered core and must be addressed for each faculty member evaluated. Other categories are supplemental, with individual faculty members not expected to demonstrate activity in all of them. Professional reputation categories are core for consideration of promotion and/or tenure at the rank of Professor or higher, but otherwise supplemental.

As part of the required Annual Review (see section II-B) all members of the INEG faculty submit each year an Annual Productivity Report structured around the Categories of Evidence. These reports cover the most recent three calendar years (or fewer for new professors starting their careers). On the basis of those reports, members of the INEG Personnel Committee then conduct peer review by rating each faculty member's performance on teaching, research, and service.

In subsequent third-year, promotion and tenure reviews, such annual peer ratings become part of the supporting packet specified under the College of Engineering Faculty Review Checklist. More broadly, the systematic and comprehensive organization of the Categories of Evidence is intended to guide prospective tenure and promotion candidates in planning and documenting their achievements – particularly in emphasizing core categories while recognizing opportunities to achieve in many others, and in suggesting numerous examples of evidence of achievement that might be offered in each category.

In a similar way the Categories of Evidence inform the INEG Personnel Committee in its evaluation of appointment, third-year, and promotion/tenure cases as they arise. Although teaching, research, and service categories are not formally scored as in annual reviews, and the criteria and standards outlined in the College of Engineering Personnel Document are controlling, the rigor of the Categories of Evidence encourages balanced and comprehensive consideration of all aspects of each nominee's record.

All evidence of faculty performance/contributions must be placed within the context of the important activities and events that have taken place within the department during the period(s) concerned, as well as within the context of financial and technical resources provided, and the amount of time available to the faculty member being evaluated for performing his/her various functions. While the Categories of Evidence express the nominal expectations to be met by faculty members, they are predicated on the assumption that the university, the College of Engineering, and the department will evaluate faculty productivity relative to the resources available, while taking into account any special conditions that might exist during the period under evaluation.

## **B. Annual Reviews**

## 1. Criteria for Annual Reviews

The Department of Industrial Engineering adopts the criteria and standards for annual review of faculty as outlined in the College of Engineering Personnel Document and applied in the context of the INEG Categories of Evidence structures and purposes described in section II-A and Appendix A.

## 2. Procedures for Annual Reviews

The Personnel Committee meets annually to provide the required faculty Peer Evaluation of all tenured and tenure-track INEG faculty other than the Department Head. Each case is discussed on the basis of Annual Productivity Reports (Appendix B) submitted to the Department Head. Committee members must absent themselves from discussion and voting on their own cases.

Although part of the evidence provided may be quantitative, peer review proceeds by qualitatively scoring the combined evidence offered in each category in the context of the evaluator's judgments and knowledge about the degree of merit each element should carry as well as the resources and time available to the evaluated faculty member. Each Committee member first scores all Categories of Evidence for each case, with core categories rated "Excellent," "Good," "Acceptable," or "Unsatisfactory," and supplemental categories rated "Excellent," "Good," or "No Rating." Then each evaluator uses the rubric detailed in Appendix C to aggregate his/her ratings for individual Categories of Evidence into overall qualitative scores for teaching, research and service of either "Excellent," "Good," "Acceptable," or "Unsatisfactory." The rubric emphasizes ratings in core categories, but allows strong achievements in supplemental categories to raise the aggregate rating from core topics alone.

Committee members record their scoring in each category and the overall score in all three performance domains on secret ballots submitted to the Committee Chair. Abstentions may be recorded in unusual circumstances where members feel unable to assess some domain. Where the Committee member rates a colleague as "Excellent" or "Unsatisfactory" in any of the three overall scores, the member will also provide a brief written explanation of his/her choice.

Tabulations of the number of scores at each level for each of the three performance domains, and for each category within the domains, will be generated by the Committee Chair and reported to the membership and the Department Head along with written comments related to "Excellent" or "Unsatisfactory" domain performance. The Head will ultimately share these and his/her own ratings with each evaluated faculty member. He/she will also weight his/her judgments in each category with peer review scores to arrive at the Overall assessment of "Excellent," "Good," "Acceptable," or "Unsatisfactory" performance required in the College of Engineering Personnel Document.

### **C. Third-Year Critical Review**

In accord with the process for the Third-Year Critical Review outlined in the College of Engineering Personnel Document, the INEG Personnel Committee provides the required faculty review of applications for third-year critical reappointment of tenure-track faculty who have not yet received tenure. The Committee members review the reappointment packet submitted by the candidate and prepare a consensus written evaluation of progress toward tenure and promotion, including suggested improvements, which is transmitted to the Department Head. He/she subsequently includes that evaluation in processing at the College level and discusses it with the candidate. Criteria and standards for Promotion and Tenure as outlined in the College of Engineering Personnel Document will be applied in the context of the INEG Categories of Evidence structures and purposes described in Section II-A and Appendix A.

### **D. Post-Tenure Review**

The Department of Industrial Engineering adopts the process for Post-Tenure Review as outlined in the College of Engineering Personnel Document, including the role set out there for the Personnel Committee to act for the faculty.

## **III. PROMOTION AND TENURE**

### **A. Criteria and Standards for Promotion and Tenure**

The Department of Industrial Engineering adopts the criteria and standards for Promotion and Tenure as outlined in the College of Engineering Personnel Document and applied in the context of the INEG Categories of Evidence structures and purposes described in Section II-A and Appendix A.

### **B. Procedures**

In accord with the procedures for Promotion and Tenure outlined in the College of Engineering Personnel Document, the INEG Personnel Committee will provide the required faculty assessment on applications for existing faculty seeking promotion or tenure or both. The members will review the tenure/promotion packet submitted by the candidate, take secret-ballot vote(s), and prepare a consensus written rationale for the proposed action(s) which will be reported with the vote(s) to the Department Head. The candidate's tenure/promotion packet, along with the Committee vote(s) and written judgment will also be made available to all tenured members of the INEG faculty. They will subsequently conduct a separate secret-ballot vote about each proposed tenure and/or promotion action, and report the result to the Department Head.

#### **IV. REAPPOINTMENT OF NON-TENURE TRACK FACULTY**

In accord with the process for Reappointment of Non-Tenure Track Faculty at a Higher Rank as outlined in the College of Engineering Personnel Document, the INEG Personnel Committee will act for the INEG faculty in considering proposals for reappointments of Adjunct or other temporary positions on the INEG faculty or its OMGT component following the same procedures set out above for Initial Appointments.

#### **V. APPOINTMENTS TO UNIVERSITY AND DISTINGUISHED PROFESSORSHIPS**

In accord with the criteria and procedures for Appointments to University and Distinguished Professorships outlined in the College of Engineering Personnel Document, the INEG Personnel Committee will provide the required faculty assessment on applications for University and Distinguished professorships using the same procedures as for tenure and promotion except that the department recommendation will be considered by the College of Engineering's Honors and Awards Committee, which consists of distinguished members of the College faculty, in place of the College P&T Committee.

#### **VI. APPEAL PROCEDURES**

A faculty member having a grievance should refer to the appropriate section of the University of Arkansas Faculty Handbook for procedural instructions and information regarding appeal procedures.

#### **VII. ANNUAL EVALUATION PROCEDURES: NON-CLASSIFIED STAFF**

The Department of Industrial Engineering adopts the criteria and procedures for Annual Evaluation of Non-classified Staff as outlined in the College of Engineering Personnel Document.

#### **VIII. REVIEW OF PERSONNEL DOCUMENT**

The Personnel Document, including the faculty personnel policies and criteria and standards for annual review of faculty performance, promotion, and tenure, shall be reviewed at least every three years by the Department Personnel Committee and the Department Head. The purposes of such periodic reviews are to insure that the provisions of the document are consistent with the College of Engineering's mission and University of Arkansas policies and procedures. All amendments to this document shall be submitted to the faculty for approval and in turn approved by the Department Head, the Dean, the Provost, the Chancellor, and the President.

**APPENDIX A**  
**CATEGORIES OF EVIDENCE FOR FACULTY REVIEWS**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**  
**University of Arkansas**

Approved by the Faculty August 18, 2011

In the interest of encouraging tenured and tenure-track Industrial Engineering faculty at the University of Arkansas to be effective teachers, active researchers, and dedicated in service, the Department of Industrial Engineering department employs a Categories of Evidence taxonomy on performance in teaching, research, and service to structure and guide all faculty evaluations in conjunction with applicable criteria and standards outlined in the College of Engineering Personnel Document. (See Section II of the main Personnel Document). Subsections below present the categories of evidence for teaching, research and service, including examples of the kinds of documentation of achievement that could be provided in each. Some categories are considered core and must be addressed for each faculty member evaluated. Other categories are supplemental, with individual faculty members not expected to demonstrate activity in all of them. Professional reputation categories are core for consideration of promotion and/or tenure at the rank of Professor or higher, but otherwise supplemental. Templates for submission of this information in Annual Productivity Reports are contained in Appendix B, and the rubrics for scoring the information in Annual Peer Reviews are given in Appendix C.

## Teaching: Categories of Evidence

Seven categories of evidence are defined for the purpose of evaluating teaching in the Department of Industrial Engineering. Categories 1 and 2 are core in all evaluations, joined by number 3 for consideration of appointment, promotion and/or tenure at the rank of Professor or higher. All other categories are supplemental, and no individual faculty member is expected to provide evidence of activity in every category. In each category, example sources of evidence that could be used have been listed under the corresponding heading.

1. Teaching Performance
  - a. Course load (number of courses and number of students)
  - b. Variety in level of course offerings
  - c. Student evaluation data
  - d. Exit interview data
  - e. Alumni evaluations
  - f. Peer (internal and external) evaluations
2. Student Advising
  - a. Direction of PhD dissertations
  - b. Direction of MSIE theses
  - c. Direction of BSIE honors theses
  - d. Membership on thesis and dissertation committees
  - e. Membership on non-thesis graduate committees
  - f. Academic advising
3. Professional Reputation as a Teacher
  - a. Internal teaching awards
  - b. External teaching awards
  - c. Recognition by others as a leading educator in industrial engineering
  - d. External short courses
4. Student Learning and Performance
  - a. Novel assessments demonstrating student learning
  - b. External achievement of students related to class activities
5. Course and Curriculum Development/Improvement
  - a. Development and improvement of teaching laboratories
  - b. Continuous improvement of courses taught on a regular basis
  - c. Development of new courses/curricula
  - d. Development and delivery of distance learning
  - e. Mentoring of individual-study courses
  - f. Development and delivery of non-credit courses
  - g. Contributions to teaching-related projects
  - h. Development and implementation of varied, innovative, or new teaching methods/approaches
6. Scholarship Related to Teaching
  - a. Textbooks
  - b. Scholarly publications related to the teaching of industrial engineering
  - c. Participation in conferences and workshops related to teaching
  - d. Seeking, obtaining and expending financial support for teaching activities from

sources other than the Department of Industrial Engineering

- e. Maintaining professional certifications
7. Faculty may submit evidence of other activities related to teaching that they feel do not fit into one of the six enumerated categories

## Research: Categories of Evidence

Seven categories of evidence are defined for the purpose of evaluating research in the Department of Industrial Engineering. Categories 1 and 2 are core in all evaluations, joined by number 3 for consideration of appointment, promotion and/or tenure at the rank of Professor or higher. All other categories are supplemental, and no individual faculty member is expected to provide evidence of activity in every category. In each category, example sources of evidence that could be used have been listed under the corresponding heading.

1. Dissemination of Research Findings and Creation of Intellectual Property
  - a. Publications of peer-reviewed journal articles
  - b. Publications in conference proceedings
  - c. Presentations at national and international meetings
  - d. Presentations at other external events
  - e. Patents
  - f. Development of software
  - g. Books, monographs, and book chapters
  - h. Technical reports and articles in other periodicals
  - i. Presentations made by others, but co-authored by the faculty member, at external events
2. Research Support and Proposal Development
  - a. Seeking financial support for research activities from sources other than the Department of Industrial Engineering, including campus research centers
  - b. Obtaining and expending financial support for research activities from sources other than the Department of Industrial Engineering, including campus research centers
  - c. Leadership in research centers
  - d. Development and improvement of research laboratories
3. Professional Reputation as a Researcher
  - a. Recognition by others as a technical leader in a sub-discipline of industrial engineering
  - b. Internal research awards
  - c. External research awards
  - d. Citations of published work
  - e. Invited research presentations
4. Support and Dissemination of Graduate Student Research
  - a. Providing financial support to graduate research assistants
  - b. Publications co-authored by supervised graduate students
  - c. Presentations at external events made by supervised graduate students
5. Support and Dissemination of Undergraduate Student Research
  - a. Providing financial support to undergraduate research assistants
  - b. Publications co-authored by supervised undergraduate students
  - c. Presentations at external events made by supervised undergraduate students
6. Support, Direction, and Dissemination of Postdoctoral Fellow Research
  - a. Mentoring postdoctoral fellow career development

- b. Providing financial support to postdoctoral fellows
  - c. Publications co-authored by supervised postdoctoral fellows
  - d. Presentations at external events made by supervised postdoctoral fellows
7. Faculty may submit evidence of other activities related to research that they feel do not fit into one of the six enumerated categories

## Service: Categories of Evidence

Six categories of evidence are defined for the purpose of evaluating service in the Department of Industrial Engineering. Categories 1 and 2 are core in all evaluations, joined by number 3 for consideration of appointment, promotion and/or tenure at the rank of Professor or higher. All other categories are supplemental, and no individual faculty member is expected to provide evidence of activity in every category. In each category, example sources of evidence that could be used have been listed under the corresponding heading.

1. Service to the Department, the College, and the University
  - a. Membership and/or leadership of a standing or ad hoc committee
  - b. Mentoring of junior faculty
  - c. Advising of student organizations
  - d. Activities related to student recruiting and retention
2. Service to the Profession
  - a. Conducting peer review of scholarly publications
  - b. Conducting peer review of research proposals
  - c. Conducting peer review of faculty at other universities
  - d. Conducting program review at other institutions
  - e. Participation and/or leadership in the subdivisions of professional societies
  - f. Organizing conference sessions
3. Professional Reputation as a Servant to the Profession
  - a. Internal service awards
  - b. External service awards
  - c. Leadership of professional societies
4. Administrative Responsibility
  - a. Administrative positions in departmental, college, or university programs
  - b. Leadership of major academic initiatives and programs
  - c. Leadership in research centers
  - d. Coordinating activities related to accreditation
5. Service to the Community
  - a. Community service related to the profession of industrial engineering
  - b. Community service related to economic development
6. Faculty may submit evidence of other activities related to service that they feel do not fit into one of the five enumerated categories

## **APPENDIX B**

### **CATEGORIES OF EVIDENCE TEMPLATES FOR ANNUAL PRODUCTIVITY REPORTS**

**DEPARTMENT OF INDUSTRIAL ENGINEERING  
University of Arkansas**

Approved by the Faculty August 18, 2011  
(Table added January 17, 2012)  
(Formats amended December 10, 2012 and January 7, 2013)

As part of the required Annual Review, all members of the INEG faculty submit an Annual Productivity Report structured around the INEG Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document. These reports cover the most recent three calendar years (or fewer for new professors starting their careers).

The main document to follow provides a template for Annual Productivity Reports. Evidence may be offered or omitted in any category at the discretion of the submitting faculty member. Still some expected forms of evidence in core categories are so standard that tables have been provided for convenience. The Addendum provides similar standard tables that can be copied into place and used for other types of evidence if the submitter chooses to offer them. Faculty may provide evidence in forms other than the provided tables, so long as the information provided contains at least the information requested in the tables.

## Annual Faculty Productivity Report For Calendar Years (normally three) \_\_\_\_\_

Department of Industrial Engineering  
University of Arkansas

**Name:**

**Rank:**

### Workload Summary

Provide your workload distribution for each term during the calendar years 2008, 2009, and 2010. The nominal faculty workload model is 40% teaching, 40% research, and 20% service. Provide a brief explanation for any term in which the workload distribution was not nominal.

Term	Teaching	Research	Service	Explanation (if applicable)
Spring 2008				
Summer 2008				
Fall 2008				
Spring 2009				
Summer 2009				
Fall 2009				
Spring 2010				
Summer 2010				
Fall 2010				

### Significant Achievements

#### 0.1 Impact:

List significant achievements during covered calendar years that have dramatic impact on the department's, college's, or university's ability to achieve our vision to become "a nationally competitive, student-centered research university serving Arkansas and the world."

#### 0.2 Proudest:

List in summary form, those items related to Teaching, Research and Service over the covered calendar years for which you are most proud.

## Section 1: Teaching

### CORE CATEGORY 1.1: Teaching Performance

Provide the information in the table below for each course that you taught during the covered calendar years. Add rows as necessary.

Course Number	Title	Enrollment	Term	Student Rating

Provide the information in the table below about summary scores on Exit Interviews for semester covered in the calendar years. Add rows as necessary.

Faculty	Semester	UG Avg	UG Count	Grad Avg	Grad Count	Composite

The summary statistics from all INEG student course evaluations collected during the covered calendar years will be added to these reports by the Department Head. This information does not need to be provided by the faculty member.

Provide other evidence of your Teaching Performance that is relevant to the covered calendar years (optional). Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**CORE CATEGORY 1.2: Student Advising**

Provide the information in the table below for each student whose thesis or dissertation research you mentored during the covered calendar years.

<b>Student Name</b>	<b>Degree</b>	<b>Thesis or Dissertation Title</b>	<b>Graduation Year</b>

Provide the information in the table below for each student on whose thesis committee, dissertation committee, or non-thesis graduate committee you served in covered calendar years.

<b>Student Name</b>	<b>Degree</b>	<b>Thesis /Dissertation (Y or N)</b>	<b>Committee Chair Name</b>	<b>Graduation Year</b>

Provide other evidence of your Student Advising that is relevant to the covered calendar years (optional). Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 1.3: Professional Reputation as a Teacher (optional)**

Provide evidence of your Professional Reputation as a Teacher that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 1.4: Student Learning and Performance (optional)**

Provide evidence of Student Learning and Performance in your courses that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 1.5: Course and Curriculum Development/Improvement (optional)**

Provide evidence of your Course and Curriculum Development/Improvement that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 1.6: Scholarship Related to Teaching (optional)**

Provide evidence of your Scholarship Related to Teaching that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 1.7: Other Teaching Activity (optional)**

Provide any evidence of your Teaching Activity that is relevant to the covered calendar years and that is not covered by the first six categories.

## Section 2: Research

### CORE CATEGORY 2.1: Dissemination of Research Findings and Creation of Intellectual Property

#### Refereed Journal Articles

Provide the information in the table below for peer-reviewed journal articles you co-authored that were published during the covered calendar years.

Authors (in order)	Article Title	Journal Title	Year	Volume	Pages

Provide the information in the table below for peer-reviewed journal articles that you co-authored that were accepted for publication (but not yet published) or under review at the end of the most recent calendar year.

Authors (in order)	Article Title	Journal Title	Year	Revision Number	Status

#### Refereed Conference Proceedings

Provide the information in the table below for peer-reviewed conference proceedings that you co-authored that were published during the covered calendar years.

Authors (in order)	Article Title	Conference	Month	Year	Location

#### Unrefereed Conference Proceedings

Provide the information in the table below for unrefereed conference proceedings during the covered calendar years.

Authors (in order)	Article Title	Conference	Month	Year	Location

#### Invited Lectures and Conference Presentations

Provide the information in the table below for research presentations that were invited and that you delivered at an international meeting, a national meeting, or other external event during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

**Other Lectures and Conference Presentations**

Provide the information in the table below for all other lectures, papers, and oral presentations during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

Provide other evidence of your Dissemination of Research Findings and Creation of Intellectual Property that is relevant to the covered calendar years (optional). Examples of such evidence may be found in the Department of Industrial Engineering’s Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Unrefereed Publications**

Authors (in order)	Article Title	Event	Month	Year	Location

**Co-Authored Presentations Made by Others at External Events**

Presenter	Presentation Title	Event	Month	Year	Location

**CORE CATEGORY 2.2: Research Support and Proposal Development**

Provide the information in the table below for each submitted proposal for research funding that you co-authored during the covered calendar years.

<b>Investigators (with % responsibility)</b>	<b>Proposal Title</b>	<b>Funding Agency/Program</b>	<b>Date Submitted</b>	<b>Funds Requested from Agency</b>	<b>Matching Funds</b>	<b>Proposal Status as of End of Covered Year 3</b>

Provide the information in the table below for each research project that you contributed to during the covered calendar years. Show separate rows for each covered calendar year of each project. Add rows as necessary. This information is provided by the department accountant and may be pasted into the section.

<b>Investigators (with % responsibility)</b>	<b>Project Title</b>	<b>Funding Agency/Program</b>	<b>Project Dates</b>	<b>Funds Expended during Covered Yrs</b>	<b>Funds Per PI</b>

Provide other evidence of your Research Support and Proposal Development that is relevant to the covered calendar years (optional). Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 2.3: Professional Reputation as a Researcher (optional)**

Provide evidence of your Professional Reputation as a Researcher that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 2.4: Support and Dissemination of Graduate Student Research (optional)**

Provide evidence of your Support and Dissemination of Graduate Student Research that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 2.5: Support and Dissemination of Undergraduate Student Research (optional)**

Provide evidence of your Support and Dissemination of Undergraduate Student Research that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 2.6: Support, Direction, and Dissemination of Postdoctoral Fellow Research (optional)**

Provide evidence of your Support, Direction, and Dissemination of Postdoctoral Fellow Research that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 2.7: Other Research Activity (optional)**

Provide any evidence of your Research Activity that is relevant to the covered calendar years and that is not covered by the first six categories.

**Other Creative Endeavors**

Provide other evidence of your Dissemination of Research Findings and Creation of Intellectual Property that is relevant to the covered calendar years (optional). Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

### Section 3: Service

#### **CORE CATEGORY 3.1: Service to the Department, the College, and the University**

Provide evidence of your Service to the Department, the College, and the University that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

#### Department, College, and University Committee Service

<b>Committee (indicate whether department, college or university)</b>	<b>Dates of Service</b>

#### Leadership in Department, College, and University Committees

<b>Committee (indicate whether department, college or university)</b>	<b>Leadership Position</b>	<b>Dates of Leadership</b>

**CORE CATEGORY 3.2: Service to the Profession**

Provide evidence of your Service to the Profession that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

Peer and Program Review

Type of Review	Review Performed For	Date

Leadership in Professional Societies

Society Description	Leadership Position	Dates of Leadership

**Supplemental Category 3.3: Professional Reputation as a Servant to the Profession (optional)**

Provide evidence of your Professional Reputation as a Servant to the Profession that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 3.4: Administrative Responsibility (optional)**

Provide evidence of your Administrative Responsibility that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 3.5: Service to the Community (optional)**

Provide evidence of your Service to the Community that is relevant to the covered calendar years. Examples of such evidence may be found in the Department of Industrial Engineering's Categories of Evidence taxonomy in Appendix A of the INEG Personnel Document.

**Supplemental Category 3.6: Other Service Activity (optional)**

Provide any evidence of your Service Activity that is relevant to the covered calendar years and that is not covered by the first five categories.

## ADDENDUM

### Additional Blank Tables for Common Responses in Supplemental Categories

Department of Industrial Engineering  
University of Arkansas

#### Section 1: Teaching

##### Supplemental Category 1.3: Professional Reputation as a Teacher

###### Teaching Awards

Award	Date Received	Selected By

###### Short Courses

Course Title	Sponsor	Year	Number of Students	Duration

##### Supplemental Category 1.6: Scholarship Related to Teaching

###### Textbooks

Authors (in order)	Title	Edition	Location	Publisher	Year	ISBN

###### Refereed Journal Articles Related to Teaching

Provide the information in the table below for peer-reviewed journal articles you co-authored that were published during the covered calendar years.

Authors (in order)	Article Title	Journal Title	Year	Volume	Pages

Provide the information in the table below for peer-reviewed journal articles that you co-authored that were **accepted for publication (but not yet published) or under review** at the end of calendar year.

Authors (in order)	Article Title	Journal Title	Year	Revision Number	Status

#### Refereed Conference Proceedings Related to Teaching

Provide the information in the table below for peer-reviewed conference proceedings that you co-authored that were published during the covered calendar years.

Authors (in order)	Article Title	Conference	Month	Year	Location

#### Unrefereed Conference Proceedings Related to Teaching

Provide the information in the table below for papers that you co-authored that were **unrefereed publications or conference proceedings** during the covered calendar years.

Authors (in order)	Article Title	Conference	Month	Year	Location

#### Other (Unrefereed) Publications Related to Teaching

Provide the information in the table below for papers that you co-authored that were **unrefereed publications** during the covered calendar years.

Authors (in order)	Article Title	Event	Month	Year	Location

#### Invited Lectures and Conference Presentations Related to Teaching

Provide the information in the table below for research presentations that were **invited** and that you delivered at an international meeting, a national meeting, or other external event during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

**Other (Non-Invited) Lectures and Conference Presentations Related to Teaching**

Provide the information in the table below for all other lectures, papers, and oral presentations during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

**Proposals for Funding for Projects Related to Teaching**

Investigators (with % responsibility)	Proposal Title	Funding Agency/Program	Date Submitted	Funds Requested from Agency	Matching Funds	Proposal Status as of End of Covered Year 3

**Research Expenditures for Projects Related to Teaching**

Investigators (with % responsibility)	Project Title	Funding Agency/Program	Project Dates	Funds Expended during Covered Yrs	Funds Per PI

## Section 2: Research

### Core Category 2.1: Dissemination of Research Findings and Creation of Intellectual Property

**Other Research Publications** (including book chapters include Authors, Chapter Title, Book Title, Editor, Pages, Publisher, Year)

Authors (in order)	Publication Title	Year	Description

### Co-Authored Presentations Made by Others at External Events

Presenter	Presentation Title	Event	Month	Year	Location

### Supplemental Category 2.3: Professional Reputation as a Researcher

#### Research Awards

Award	Date Received	Selected By

#### Invited Lectures and Conference Presentations Related to Research

Provide the information in the table below for research presentations that were **invited** and that you delivered at an international meeting, a national meeting, or other external event during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

#### Other (Non-Invited) Lectures and Conference Presentations Related to Research

Provide the information in the table below for all other lectures, papers, and oral presentations during the covered calendar years.

Presentation Title	Event	Authors (in order)	Month	Year	Location

**Supplemental Category 2.4: Support and Dissemination of Graduate Student Research**

Providing financial support to graduate research assistants

Student Name	Degree	Thesis Topic Area	Funding Source	Graduation Year

**Supplemental Category 2.5: Support and Dissemination of Undergraduate Student Research**

Providing financial support to undergraduate research assistants

Student Name	Degree	Thesis Topic Area	Funding Source	Graduation Year

**Supplemental Category 2.6: Support, Direction, and Dissemination of Postdoctoral Fellow Research**

Providing financial support to postdoctoral fellows

Postdoctoral Fellow Name	Project Area	Funding Source	Years Supported

**Section 3: Service**

**Core Category 3.1: Service to the Department, the College, and the University**

Department, College, and University Committee Service

<b>Committee (indicate whether department, college or university)</b>	<b>Dates of Service</b>

Leadership in Department, College, and University Committees

<b>Committee (indicate whether department, college or university)</b>	<b>Leadership Position</b>	<b>Dates of Leadership</b>

**Core Category 3.2: Service to the Profession**

Peer and Program Review

<b>Type of Review</b>	<b>Review Performed For</b>	<b>Date</b>

Leadership in Professional Societies

<b>Society Description</b>	<b>Leadership Position</b>	<b>Dates of Leadership</b>

**Supplemental Category 3.3: Professional Reputation as a Servant to the Profession**

Service Awards

<b>Award</b>	<b>Date Received</b>	<b>Selected By</b>



**APPENDIX C**

**RUBRICS FOR ANNUAL PEER REVIEW OF FACULTY**

**DEPARTMENT OF INDUSTRIAL ENGINEERING**  
**University of Arkansas**

Approved by the Faculty August 18, 2011

Section II-A of the INEG Personnel Document describes how the Categories of Evidence taxonomy on performance in teaching, research, and service (see Appendix A) structures and guides faculty evaluations in conjunction with applicable criteria and standards outlined in the College of Engineering Personnel Document. In particular, Annual Productivity Reports structured around the Categories of Evidence are the principal source for the Annual Review process of Section II-B (see Appendix B for report templates). This appendix describes the rubrics by which members of the INEG Personnel Committee qualitatively score progress in each category reported, and then combine them to derive required overall scores on teaching, research, and service for the peer review portion of annual reviews.

### **Category Ratings**

Faculty members first will be rated separately on specific Categories of Evidence within teaching, research and service.

- Core categories of evidence in each area will be scored Excellent, Good, Acceptable, or Unsatisfactory; and
- Supplemental categories of evidence for which input has been submitted in each area will be scored Excellent, Good, or No Rating (including the final “Other” category in each domain).

### **Combined Ratings**

Combined ratings of faculty member performance in each of teaching, research and service area will be scored Excellent, Good, Acceptable, or Unsatisfactory.

Arriving to these combined ratings begins with a baseline rating obtained from the scoring of core categories of evidence.

- To receive a baseline rating of Excellent, the evaluator must have assigned at least one core rating of Excellent and no core rating worse than Good.
- To receive a baseline rating of Good, the evaluator must have assigned at least one core rating of Good and no core rating worse than Acceptable.
- To receive a baseline rating of Acceptable, the evaluator must have assigned no core rating worse than Acceptable.
- Otherwise the baseline rating is Unsatisfactory

Faculty members with baseline ratings of at least Acceptable in an area will receive a final rating one level above the baseline rating if the evaluator has assigned a rating of Excellent in at least one supplemental category of evidence for the area, and Good or better in another. Otherwise, the final rating is the baseline rating.