Departmental Addendum
Department of Mechanical and Mechatronics Engineering

Approved on September 13, 2018 for future Performance reviews.

This Departmental Addendum supplements the Faculty of Engineering Guidelines for Performance Reviews and provides specific guidelines for the Departmental evaluation with respect to teaching, research and service. In the event of a conflict between the terms of the Faculty Guidelines and this Addendum, this Addendum shall take precedence.

1. Assessment of Teaching Component

   - Teaching performance will be assessed annually for untenured and definite-term faculty for the previous calendar year only, and biennially (odd years) for tenured and continuing faculty for the previous two calendar years only.
   - The normal teaching load for the Department is 3 courses per year. Therefore, the supervision of graduate students and undergraduate students will be expected.
   - Consideration will be given for the number of graduate students supervised relative to the current Faculty and Department averages, with the expectation that each tenured faculty member normally supervises 3 or more graduate students.
   - For faculty members who choose to teach more than the normal Department load of 3 courses per year, the expectations for graduate and undergraduate student supervision will be reduced. Such an arrangement should be made in advance and in writing to the Department Chair.

2. Assessment of Research Component

   - Research performance will be assessed annually for untenured faculty, and biennially (odd years) for tenured faculty, for the previous three calendar years.
   - Supervision of postdoctoral fellows and non-student research personnel will be assessed as research.

3. Assessment of Service Component

   - Service performance will be assessed annually for untenured and definite-term faculty for the previous calendar year only, and biennially (odd years) for tenured and continuing faculty for the previous two calendar years only.
   - Specific information on the responsibilities of committee memberships and time commitment should be described in each case.
   - Demonstrate “Departmental citizenship” which would include, but is not limited to, mentoring new faculty members, being available in the Department, being willing to take on hard-to-cover courses, and being available to students.