Scholarship Guidelines
Department of Electrical and Computer Engineering
Lafayette College
Approved by the ECE Faculty on April 10, 2024

Section 4.2.1.1 of the *Lafayette College Faculty Handbook* requires that each academic department prepare guidelines that "shall identify the recognized forms of scholarship in the field and shall explain the relative importance of different forms of scholarship for an assessment of a faculty member's scholarship" [1]. This document establishes these guidelines for the Electrical and Computer Engineering (ECE) Department at Lafayette College.

The ECE Department recognizes the following forms of scholarship

1. Peer Reviewed Journal Articles
2. Peer Reviewed Conference Proceedings (Full Paper)
3. Research Monographs and Edited Volumes
4. Book Chapters and field-specific Encyclopedia Articles
5. Externally-funded competitive Research Grants
6. Patents
7. Textbooks
8. Conference Proceedings (Abstract Peer Reviewed)
9. Conference Presentations and Poster Presentations without Proceedings (Abstract Peer Reviewed)
10. Manuscripts of papers currently under review
11. Grant proposals currently under review.
12. Unfunded grant proposals

Evidence of scholarship can also be found in a range of professional development activities, including:

1. Invited lectures
2. Development and distribution of software packages and hardware designs that are widely used for research and pedagogical purposes (e.g., open-source software)
3. Low-cost course materials widely disseminated to the engineering community
4. Field-specific book reviews and software reviews

The department values most highly the forms of scholarship that require rigorous peer review, including peer-reviewed journal articles and papers in proceedings of selective conferences where full manuscripts or multiple-page extended summaries are peer-reviewed by multiple reviewers [2]. Research monographs and book chapters that are subject to rigorous peer-review are also valued. Competitive, externally funded research grants are also highly valued but are not considered necessary for successful tenure or promotion.

Because they lack the same level of peer review, conference papers with proceedings where acceptance is based on the review of a short abstract only are weighted at a significantly lower level, as are conference presentations and poster presentations without proceedings.

At the time of the tenure review, the department expects faculty members to show evidence of a range of scholarly activity including several publications at the most valued level described above, including manuscripts that are accepted for publication or in press. Faculty members are also expected to describe and show evidence of a coherent and established research program that extends beyond work done during dissertation research or previous employment and that shows a trajectory for future growth and productivity. Evidence of this trajectory can include papers currently under review, pending research proposals, conference poster presentations, and work currently in progress.

At the time of post-tenure review for promotion, the department expects faculty members to show continued evidence of scholarly activity at a similar level but recognizes the increased expectations of service and leadership for tenured faculty.

The department also highly values the meaningful involvement of students in faculty research. Evidence of this involvement may be seen in advising thesis projects, independent study, EXCEL research assistantships, in the participation of students at academic conferences, and the contribution of students as coauthors of publications.

It is expected that the primary focus of a faculty member's research will fall within a recognized sub-discipline of ECE. The Department recognizes the value of the scholarship of teaching and learning (SoTL) in engineering education as a complement to this primary focus, and SoTL publications will be considered part of a faculty member's research portfolio. However, a faculty member's research portfolio should not exclusively consist of SoTL.

The department values collaborative research with scholars at other institutions but notes that a candidate for tenure or promotion must clearly identify their contributions to co-authored publications in their self-evaluation.

[1] *Lafayette College Faculty Handbook*, December, 2023.

[2] D. Patterson, L. Snyder, and J. Ullman, "Best Practice Memo: Evaluating Computer Scientists and Engineers for Promotion and Tenure", *Computing Research News*, September 1999.

Appendix: COVID-19 Disruption

The Department recognizes that the disruptions caused by the COVID-19 pandemic may significantly affect scholarly activities and productivity during the pandemic and for some amount of time after normal College operations resume. The impact is particularly acute for those whose access to on-campus research labs or similar facilities is impacted for extended periods. All faculty are affected by the additional time and effort required for teaching during this period, and some faculty may have unanticipated personal burdens imposed on them as well. The department will consider these impacts during its reviews of scholarship records. The department invites and encourages faculty members to explain impacts that are particular to their individual situations and scholarly activities.