

SCHOOL OF ENGINEERING
FACULTY PERSONNEL RECORD

The following pages show the format to be used for School of Engineering Faculty Personnel Records. In providing the required information, please use the layout shown. Include all numbered headings, even if there is no entry. (Subheadings may be omitted if there is no entry.) Note that comments in *italics* are meant as instructions and should not be included in the finished document. (This document is also available in a format that does not include instructions.)

Please begin new pages where indicated. Pages should be numbered in the bottom center of each page. Page numbering may begin with the department head's letter and continue through the candidate's professional statement. However, if the cover letter and the faculty personnel record are prepared by different individuals, the department head's cover letter and the candidate's professional statement may be numbered with small roman numerals and the faculty personnel record may be numbered separately, with Arabic numerals.

Please note that samples of the Department Head's letters to outside and inside letter writers should be included in the Faculty Personal Record immediately preceding the lists of individuals from whom letters were requested.

The summary sheet, the department head's cover letter, **professional statement**, and the faculty personnel record should be printed in **12-point type**.

Departments should deliver the original plus **seventeen** copies of faculty promotion and tenure cases to the Dean's Office on or before the specified due date, along with copies of three of the candidate's papers. When a case is being considered as part of the annual promotion/tenure review process, someone from the department should hand-carry the copies of the case(s) to the Dean's Office and insert them in the notebooks that will have been prepared by the Dean's Office staff for this purpose. All of the copies should be on 3-hole paper and, except for the summary sheet, all pages should be double-sided. Cases for appointment as an associate professor without tenure or higher that are considered outside the annual promotion review do not need to be on 3-hole paper.

Cases for promotion to Principal Research Engineer/Scientist/Associate and Senior Research Engineer/Scientist/Associate are handled somewhat differently. Please call the Dean's Office for instructions.

The case for "Richard B. Eagle" was originally prepared by Professor Frederick Hennie, former Executive Officer of the Department of Electrical Engineering and Computer Science, for whose careful work, good judgment and dry humor the Dean's Office is grateful.

Modified November 2004

(changes are in bold and appear on this page and page 11 under Invited Lectures)

Note: Instructions are in italics. Do not repeat italicized information in the finished document.

This page is known as the “summary sheet.” It should be no more than one page long. Please remember that since this is the only part of the case that the Executive Committee sees, it should be prepared with particular care.

Department of:

Name:

Date:

Date of Birth:

Proposed For: *Promotion to or appointment as*

Education:

List degrees, awarding institutions and dates in chronological order

Academic Appointments:

(Title) (Institution) (Dates)

*List positions in chronological order
Do not include appointments as research assistant or teaching assistant*

Other Relevant Experience

(Title) (Institution) (Dates)

Summary:

Provide a description of candidate's research and teaching accomplishments as well as exceptional service and significant awards. This page is the only part of the case that is submitted to the Executive Committee of the Corporation.

Department Head's Cover Letter

Begin numbering pages here. If you wish, the department head's cover letter may be numbered using small roman numerals and the faculty personnel record using Arabic numerals.

In the fall of 2000, when Engineering Council introduced the expanded professional statement (see below), Council also reduced the prescribed length of the department head's cover letter to two or three pages, now that a detailed description of the candidate's work can be found elsewhere in the case.

BEGIN A NEW PAGE

Professional Statement of Richard B. Eagle

Candidates are asked to describe their work (teaching, research and service) and the impact of their work as well as their goals for the future.

Please limit the statement to 3-5 pages (12 point font). The statement should be widely accessible (for example, to the Deans of all the Schools at MIT). It should contain a one to two page summary in non-technical language covering the following topics:

(i) The broad problem domain in which the candidate works and the motivation/importance of this area,

(ii) A summary of the candidate's contributions, and

(iii) Comments on the importance/impact of these contributions.

The remainder of the document should provide a more detailed, yet readily accessible account of the candidate's research, educational, and service contributions.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
School of Engineering Faculty Personnel Record

Date: (Full) Name: Richard B. Eagle

Department: Electrical
Engineering and Computer
Science

1. Date of Birth: February 29, 1941

2. Citizenship: US
If not a US citizen, indicate immigration status

3. Education: *List in chronological order by degree, bachelor's degree first*

School	Degree	Date
Ohio State University	BSEE	1973
Stanford University	SM	1975
MIT	ScD	1978

4. Title of Thesis for Most Advanced Degree:

Metabolic Effects of Hyperventilation in Spotted Gerbils

5. Principal Fields of Interest: *One or two sentences; avoid over specialization*

Electromechanics; eclectic power systems engineering

6. Name and Rank of Other Department Faculty in the Same Field: *List alphabetically by rank*

James M. Bartles, Professor
Ralph W. Jones, Professor
Wilford Q. Haverford, Associate Professor
John F. Legion, Associate Professor

7. Name and Rank of Faculty in Other Departments in the Same Field:

Roger M. Smith, Professor (Physics)

8. Non-MIT Experience (including military service): *List chronologically by starting date.*

Include part-time and summer jobs while in college if professionally relevant.

Employer	Position	Beginning	Ending
----------	----------	-----------	--------

Grosse Point Pencil Co.	Test Engineer	July 1977	May 1978
Xanadu University	Visiting Asst. Prof.	Sept. 1980	June 1981

9. History of MIT Appointments: *List chronologically by starting date; include appointments such as Instructor or Instructor-G, but not teaching or research assistantships. Include postdoctoral appointments, Lincoln Laboratory appointments, and appointments such as laboratory director, etc. Omit "Electrical Engineering," etc. from titles.*

Rank	Beginning	Ending
Assistant Professor	July 1978	June 1982
Associate Professor (without tenure)	July 1982	present

10. Consulting Record: *List chronologically by starting date*

Firm	Beginning	Ending
ABC Company	March 1981	Sept. 1981
United Widgets, Inc.	(3 days)	April 1983
Petroleum Unlimited, Ltd.	June 1985	present

11. Department and Institute Committees, Other Assigned Duties: *List chronologically by starting date; include activities such as committees, counseling, graduate admissions, etc. Distinguish between department, laboratory, and Institute activities. Do not include thesis or UROP supervision.*

Activity	Beginning	Ending
Graduate Counselor (Dept.)	Sept. 1984	present
Committee on Curricula (Inst.)	Sept. 1985	June 1986

12. Professional service: *List chronologically by starting date. Include positions such as committees, program chair, etc.*

Activity	Beginning	Ending
President's Commission on Sludge	March 1982	April 1982
Program Chair, 23rd Annual Symposium on Education in the 90's	Jan. 1989	Dec. 1989
Editor, <u>Journal of Experimental Mycology</u>	Aug. 1989	present

13. Awards Received: *List chronologically; include teaching awards and competitive fellowships, such as Hertz and NSF. Do not include MIT-administered fellowships, research grants or honorary societies. List honorary societies under item 14.*

Award	Date
NIH Distinguished Service Award	Oct. 1983

Can. Phys. Soc. Next-Best Paper of 1975 March 1986

14. Current Organization Membership: *Unless an abbreviation is widely known, spell out names of organizations. Include professional honorary societies.*

Organization	Offices Held if any, include dates.
<i>These are elected offices only; positions such as program chair are listed in category 12.</i>	

Inst. of Amer. Archaeologists and Anthropologists Special Interest Group on Neolithic Artifacts	
---	--

American Geophysical Union	Treasurer, 1985-1988
----------------------------	----------------------

15. Patents and Patent Applications Pending: *List chronologically by date of issue or filing. Number each item.*

1. R. B. Eagle and V. W. Schnellfuss, "An Inertial Cooling Device for Velocipedes," US Patent No. 1,235,813, November 1975.

16. Professional Registration:

Registered Professional Engineer, Commonwealth of Massachusetts, No. 314159.

17. Major New Products, Processes, Designs, or Systems: *This section is for items that represent significant achievements requiring synthesis. Each item description should be no more than two lines long.*

BEGIN A NEW PAGE

Teaching & Educational Contributions of Richard B. Eagle

1. Teaching Experience

Repeat this heading on any additional pages; list subjects taught in chronological order up to and including the term in which the case will be reviewed by Engineering Council. Include summer session as well as major IAP subjects. If the candidate has taught at another university, insert headings as needed to identify universities and list those subjects chronologically. Be sure to include subject development. Term designations: SU79 = summer session 1979; FT79 = fall term 1979; ST80 = spring term 1980, etc. Course type: lecture, laboratory, design, seminar. Please specify (yes/no) whether course evaluation survey given.

Term	Subject Number	Title	Role	Course type	Course evaluation survey given
ST79	13.18J	Ark Welding	Lectures, in charge	Lab	No
SU79	16.89S	Modern Biplane Design	Recitation, co-in charge	Design	Yes
IAP80	S3	Intro. to urbane engineering	Seminar	Seminar	No
ST80	6.450	Applications of Wide Band ESP	Development (with C. Voyant)	Lecture	Yes

2. Teaching Evaluation Data

Include data from course evaluation surveys, where available, for courses taught during the last three academic years.

Term	Subject Number	Total # students registered	Total # survey responses	Survey Form Used ⁽¹⁾	Instructor Teaching Quality ⁽²⁾ Average response	Overall Course Quality ⁽³⁾ Average response
SU79	16.89S	17	14	AA	4.7	4.5
ST80	6.450	34	26	EECS	5.7	5.4

- (1) "CEG" for MIT Course Evaluation Guide; "AA" for Aero/Astro subject survey; "EECS" for EECS Eta Kappa Nu subject survey. CEG scale 7=excellent, AA scale 5=strongly agree, EECS scale 7=exceptional.
- (2) Average response for: CEG question 9; AA question on: "Overall, the instructor contributes to my learning."; EECS question 5 for lecturer (question 6 for recitation instructor).
- (3) Average response for: CEG question 24; AA question on: "Overall rating of subject."; EECS question 3.

3. Other Educational Contributions

In this section, list supplementary information related to educational contribution (provide details in the Professional Statement):

- a) Teaching materials developed that illustrate teaching effectiveness or innovativeness (e.g., course syllabi, lecture or recitation content, course handouts, student assignments, educational technology modules):
 - i.
 - ii
 - iii ...

- b) Education contributions, apart from classroom performance and supervision, such as new educational programs and curricula developed by the candidate (reference pertinent education publications or presentations in other sections of the FPR):
 - i.
 - ii.
 - iii ...

BEGIN A NEW PAGE

Publications of Richard B. Eagle

Repeat this heading on any additional pages

*In Category 2, include only papers that have been published or accepted for publication. Papers that have been submitted but not yet accepted should be listed in Category 4 below. Papers that are actively being prepared for publication should be listed on a separate, unnumbered sheet for department review. Books in the final editing or printing stage, books of which the candidate is the editor, and books to which the candidate contributed a chapter, should usually be listed in Category 4. Books for which the candidate was the editor should only be included under Category 1 if he or she wrote a significant amount of material for the book. Be sure to mark with ** any publications that are outgrowths of supervised student research and a footnote of the form ** should be included at the bottom of the page. Please note and follow the style shown in the examples below, and be sure to include the location of conferences.*

1. Books *List chronologically by publication date; number each item.*

1. Eagle, R.B., Introduction to Low Frequency Interferometry, Addison Wellesley, 1976.

2. Papers in Refereed Journals *List chronologically by publication date; number each item.*

1. Eagle, R.B. and P. Stroyka, "The Chekhov Process: A Probabilistic Model for Literary Events," Transitions of the Russian State Society 33, November 1917. **

2. Eagle, R.B., "Tilt Factors in Windmill Design," Journal of Energetics 2, 317-341, July 1976.

3. Proceedings of Refereed Conferences *List chronologically; number each item.*

1. Eagle, R.B., "Fault Tolerant Design in Architecture," Proceedings of the 13th Annual Symposium of the San Andreas Foundation, San Francisco, CA, October 1974, pp 1906-1989.

4. Other Major Publications *List chronologically; and number each item. Include books in the final editing or printing stage and books not included in Category 1 above. Also include proceedings of unrefereed conferences and papers in unrefereed journals.*

1. Cooper, J.F. and R. B. Eagle, "Shoemaking Implements Among New York State Indians," Leather Industry Newsletter 48, 21-24, June 1960.

2. Eagle, R.B., "The Existence of a Fixed Point in the Hammurabi Code," in Information Theory and the Law, Lintpicker and Snyder, eds., Babbleon Press, 1985.

3. Eagle, R.B. and A. Sibyl, "Non-Invasive Osteomancy Techniques," submitted to Journal of X-Ray Astrology.

** Outgrowth of supervised student research

5. Internal Memoranda and Progress Reports *List chronologically; number each item.*

1. Eagle, R.B., "A Study of Personnel Policies and Morale in the Czechoslovakian Coast Guard," Res. Memo 73-037, January 1973.

6. Invited Lectures *List chronologically, do not number; note style. Include papers given at conferences without published proceedings. Talks given at several locations in succession can be grouped as shown. **Talks given at MIT should not be listed here. (Changed from, "talks given in MIT subjects should not be included here.")***

March 1975, "Integers Expressible as the Sum of Two Triangles," Department of Mathematics, University of California, Lumbago Springs, CA.

June 1989, "Iterated Use of Tellagain's Theorem," Department of Architecture, Xanadu University, Mongolia Station, NE; also at Annual Meeting of the Lawyer's Aid Society

July 1989 Moote Point, MI; and National Convention of Lake Erie Cleanup Clubs, Seacaucus, NJ.

BEGIN A NEW PAGE

Research Contracts and Grants of Richard B. Eagle

This page is optional, at the discretion of the department. However, if a department decides to include this page in a promotion or tenure case, then it must appear in all faculty cases for that department.

Year	Sponsor Project Title Role in Research (PI, Co-PI, Other)	Annual Contract Expenditures
1976-77	Agricultural Research Institute Study of Corn Blight Principal Investigator	\$80,000
	General Medical Science Institute Study of Relation Between Corn Blight and Aging Richard B. Eagle has substantial responsibility for preparation of the proposal and was in charge of the field studies.	\$67,500
1975-76	Agricultural Research Institute Study of Corn Blight Principal Investigator	\$40,000
	General Medical Science Institute Study of Relation Between Corn Blight and Aging Richard B. Eagle has substantial responsibility for preparation of the proposal and was in charge of the field studies.	\$67,500

BEGIN A NEW PAGE

Theses Supervised by Richard B. Eagle

For theses written by students in other departments or other universities, indicate the department/ university in parentheses after the completion date. If a thesis was used for two degrees, list it under the highest degree and include the comment: (also used for ____ degree). Departments may, if they choose, list SM and MEng theses separately.

	Total	Completed	In Progress
Bachelor's	7	7	
Master's	5	3	2
MEng	4	2	2
Engineer's			
Doctoral			
As Supervisor	2	1	1
As Reader	3	1	2

Bachelor's Theses *List chronologically by completion date. In some cases, student projects (other than Bachelor's theses) that involve significant faculty supervision may also be included here. Check with department head to find out if particular projects/subjects may be included under this category.*

Anderson, John A., "A Content-Free Grammar for the Programming Language AVALANCHE," June 1972.

Swift, Howard, "A New Application of Murphy's Law," expected September 1990.

Master's Theses *List chronologically*

MEng Theses *List chronologically*

Engineers Theses *List chronologically*

Doctoral Theses, Supervisor *List chronologically*

Preamble, Colin S., "Synthesis of Bureaucratic Verbiage: A Polynomial-Time Obfuscation Generator," expected February 1995. (co-supervised with _____)

Finch, Lorenzo, "Practical Heuristics for the Generation of Recursive Questionnaires," proposal expected September 1993.

Doctoral Theses, Reader *List chronologically*

BEGIN A NEW PAGE

Postdoctoral Associates and Fellows supervised by *Richard B. Eagle*

This category is new this year, and it is optional. However, if a department decides to include this information for one candidate, it must include the information for all candidates being considered for the same promotion.

For each postdoc, please include name, dates of appointment as postdoc working with the candidate, PhD granting institution and current position, if no longer a postdoc working with the candidate, including title and name of employer.

BEGIN A NEW PAGE

List Of Peers

Name and Title

Department and
University/Employer

List four to eight peers of the candidate. This page should not be sent to the outside letter writers.

BEGIN A NEW PAGE

Letters of recommendation from outside MIT concerning Richard B. Eagle

Provide a list of the outside letter writers and a sample of the letter sent to outside references. The list and sample letter should appear before the letters. On the list of letter writers, indicate the name, title, department and/or employer of all of the individuals from whom letters were solicited. Also include a brief description of the letter writer and how (s)he knows the candidate. Faculty members from whom letters are requested must be of at least the rank for which the candidate is being considered. Only new letters are to be submitted as part of a tenure or promotion case.

All of the individuals from whom letters are solicited should be listed, whether or not they responded. Please note with an * anyone who did not submit a letter.

At the direction of Academic Council, the list of outside letter writers should be annotated to distinguish between references suggested by the department (D), references suggested by the candidate (C) and references listed in both categories (D, C). The department should compile its list of outside letter writers first, and only then should the candidate be asked for names that might be added to the list. Please note that it is inappropriate for department heads or other faculty members to contact potential outside letter writers before requesting letters from them.

Numbers of letters:

Promotion to associate w/o tenure: **Cases should include a total of ten letters including at least six outside letters.**

Tenure: **Cases should include a total of 15 letters including ten from outside and at least three from inside. If appropriate (to the field), at least one international letter should be included.**

Promotion to full professor: **Cases should include a total of 11 letters including at least five from outside. If appropriate (to the field), at least one international letter should be included.**

In the upper right hand corner of each page of each referee's letter, please write, in pen, the last name of the letter writer.

Also, the following paragraph must appear in its entirety in the body of the department head's letter requesting letters of reference:

Legal developments over the past several years indicate that persons being evaluated may, under a variety of circumstances, obtain access to such assessments of themselves and others. MIT intends to continue its long-standing policy of treating faculty evaluations with the highest degree of confidentiality. This policy includes taking the

necessary legal actions, when appropriate, to resist attempts to breach the confidentiality of such records, and, if disclosure is required, to limit its scope as much as is feasible.

BEGIN A NEW PAGE

Letters of recommendation from inside MIT concerning Richard B. Eagle

Provide a list of the MIT letter writers and a sample of the letter sent to the inside references. The list and sample letter should appear before the reference letters. Please also indicate the current position of each letter writer. Only new letters are to be submitted as part of a tenure or promotion case. Everyone from whom a letter was solicited should be listed. Note with an * anyone who did not submit a letter.

Inside letter writers should be of at least the rank for which the candidate is being considered. Letter writers from Lincoln Laboratory may be considered inside or outside references, at the department's discretion.

Inside letter writers must submit their own letters to the department head before gaining access to the outside letters for that particular case.

Also, the following paragraph must appear in its entirety in the body of the department head's letter to referees:

Legal developments over the past several years indicate that persons being evaluated may, under a variety of circumstances, obtain access to such assessments of themselves and others. MIT intends to continue its long-standing policy of treating faculty evaluations with the highest degree of confidentiality. This policy includes taking the necessary legal actions, when appropriate, to resist attempts to breach the confidentiality of such records, and, if disclosure is required, to limit its scope as much as is feasible.

BEGIN A NEW PAGE

PHOTOGRAPH

Please mount a 5 X 7 photograph on 8 1/2 x 11 paper as the last item of each case. Type the candidate's name under the picture.