

Department of Mathematics

College of Arts and Sciences

University of West Georgia

Procedures and Criteria for Tenure

I. Forward

The Department of Mathematics adheres to the university's views and regulations on tenure and promotion found in **University of West Georgia Faculty Handbook, article 103.04**. Although tenure and promotion to associate professor are not linked, in most cases they will be considered at the same time, under the same criteria and expectations.

The Department of Mathematics recognizes that tenure is extended in order to provide an element of economic security and to insure academic freedom in teaching and research. It is not awarded merely on the basis of time in service or minimal effectiveness. The candidate must show a history of evaluations that merits the award of tenure. When a faculty member is first hired by the university, he or she will be given a probationary period in which to show worthiness for tenure. (The time limits related to the tenure process are as prescribed in the **University of West Georgia Faculty Handbook, article 103.0402.**) The purpose of this document is three fold: 1) to describe the minimal criteria for a positive recommendation for reappoint during the probationary period, 2) to describe the minimal requirements for a positive recommendation for tenure and promotion from the Department, and 3) to establish the method by which the probationary faculty member's qualifications for tenure will be evaluated at the Departmental level.

II. Evaluation of the Candidate.

Introduction. In order to best evaluate a faculty member for tenure, the faculty member shall submit a dossier to the Department Chair. (The format of the dossier is described in **Section VIII**.) The Promotion and Tenure Committee and the Department Chair will use the dossier to help in evaluating the candidate at the Departmental level. Once a date for the Departmental recommendation to the Dean of Arts and Sciences has been established by the Vice President for Academic Affairs, the Department Chair will inform the candidate of a date that his or her documentation is due to the Promotion and Tenure Committee. The

documentation should be submitted by the faculty member at least twenty (20) working days before the committee's recommendation is due at the next administrative level. These documents shall be placed in a secure area that is readily accessible by members of the Promotion and Tenure Committee and the Department Chair. These documents can be signed out by a committee member and the Department Chair, but should be returned to the secure area in a timely manner. If the candidate wishes to modify his or her dossier after it has been handed in, the candidate shall inform the Promotion and Tenure Committee Chair who shall make the dossier available for this modification. The Promotion and Tenure Committee Chair shall then inform the other members of the committee as well as the Department Chair of the modification.

Composition of the Promotion and Tenure Committee. The Promotion and Tenure Committee will be composed of the tenured members of the Department other than the Department Chair. If the number of voting members should be less than three, the Dean of the College of Arts and Sciences in consultation with the Department Chair and the remaining tenured faculty of the Department will appoint tenured faculty members from closely related Departments of the College of Arts and Sciences to increase this number to three. All individuals on the Promotion and Tenure Committee are honor-bound not to divulge the proceedings of meetings or outcomes of any balloting. Official documents, prepared and approved by the committee, will serve to communicate committee decisions to interested parties.

The committee shall have one officer: the Promotion and Tenure Committee Chair. After acceptance of this document the Department Chair shall call the first meeting of the Promotion and Tenure Committee. In April of each year, the Chair of the Promotion and Tenure Committee will convene the committee in April to elect a new (different) committee chair for the upcoming academic year.

Pre-Tenure review. The tenure-track faculty that are serving a full probationary period are required to have a pre-tenure review in their third year. The Promotion and Tenure Committee shall conduct this review. This committee shall meet in the first three weeks of the semester of the candidates' review, no later than fifteen (15) workdays prior to the date their review is due at the office of the Dean of Arts and Sciences. The Promotion and Tenure Committee shall at this time thoroughly and comprehensively review the individual's achievements and performances in light of the Department's guidelines toward tenure and promotion.

The committee shall write a report stating whether the candidate's progress toward tenure and/or promotion is sufficient at this time. It shall also make suggestions to the candidate for improvement in any of the four areas considered in the tenure decision as outlined above. All committee members are required to sign the official copy of the report. The report by the committee will be given to

the Department Chair and the faculty member under review at least twelve (12) working days before it is due at the next level. The Department Chair and the Dean of the College of Arts and Sciences will each provide separate written reports as to the progress of the faculty member under review. The faculty member under review is also permitted to submit a written response to the report if desired.

Progress judged toward promotion and/or tenure in the reports does not guarantee or prejudice a favorable recommendation for tenure and/or promotion.

Evaluation of the candidate for tenure. The Promotion and Tenure Committee Chair will convene a meeting of the committee in the Fall Semester to consider candidates for tenure. The Department Chair will assist the committee by providing pertinent documents such as annual reports, final grade sheets, teaching schedules, student evaluations, etc. This meeting will occur at least fifteen (15) working days before the due date of the committee's recommendation to the Dean of the College of Arts and Sciences.

At the meeting each applicant's dossier will be discussed separately. The vote to recommend or not recommend that candidate will be taken before another candidate is discussed. All voting will be done by secret ballot. After tallying and recording the outcome of the voting, the ballots will be destroyed. All members of the Promotion and Tenure Committee who are in residence are required to vote (either Yes to recommend or No to not recommend) on each personnel recommendation. A minimum requirement for a yes vote is that the candidate has met the criteria for tenure as set in **Section III**. Every committee member should make an extraordinary effort to attend those meetings in which a ballot on personnel recommendations will occur. If circumstances prohibit a committee member from attending such a meeting, then that member should submit a written authorization to the Promotion and Tenure Committee Chair prior to the meeting in which the vote will occur, designating an alternate committee member to cast a proxy vote.

The Promotion and Tenure Committee Chair will draft the official recommendation of this committee for each candidate. The recommendation shall include a discussion of the candidate's strengths if the candidate receives a positive recommendation and shall point out areas needing improvement if the candidate is not recommended. All committee members who voted on the recommendation are required to sign the official copy of the recommendation. If the candidate is not the Department Chair, this recommendation shall be submitted to the Department Chair for forwarding at least twelve (12) working days before it is due at the office of the Dean.

The Department Chair will include his or her personal evaluation of the

candidates for tenure separately. Both the evaluation by the Department Chair and the recommendation of the Promotion and Tenure Committee will be included in the dossier to be forwarded to the office of the Dean of Arts and Sciences.

At least ten (10) working days prior to the deadline for receipt of the candidates dossier in the Dean's office, the Department Chair shall give the candidate a copy of any evaluation that does not recommend tenure in order to provide the candidate five (5) working days to prepare an appeal for reconsideration at this level. (See **University of West Georgia Faculty Handbook, article 103.0204.**)

In the case that the candidate under consideration is the Department Chair, The Promotion and Tenure Committee Chair will forward the recommendation of the Promotion and Tenure Committee directly to the Dean of Arts and Sciences. If there is a negative recommendation, the Promotion and Tenure Committee Chair shall give the candidate a copy of the evaluation at least ten (10) working days before the dossier is due to the dean in order to provide the candidate five (5) working days to prepare an appeal for reconsideration at this level, the only exception being if the Chair is evaluated prior to his or her initial appointment, and is hired as Chair from outside the University. (See **University of West Georgia Faculty Handbook, article 103.0204.**)

The rest of the tenure procedure takes place outside of the Department and follows the guidelines in **University of West Georgia Faculty Handbook, Section 103.**

III. Criteria

In the consideration for the awarding of tenure, the Department follows the four criteria prescribed in **Board of Regents Policies, 803.08:** Teaching, Service to the Institution, Academic Achievement, and Professional Growth and Development. The criteria prescribed in this document reflect the expectations of the Department of Mathematics only. Thus a positive recommendation for tenure from this Department does not imply a positive recommendation at other levels of the evaluation process.

During the processes of review for pre-tenure review and tenure review, the Promotion and Tenure Committee and separately the Department Chair shall decide whether the candidate (i) needs improvement, (ii) meets expectations, or (iii) exceeds expectations in each of the four criteria prescribed above. The committee will make a positive recommendation if the candidate meets or exceeds expectations in all four areas.

IV. Assessing Academic Achievement

In order for a faculty member to be hired in a tenure track position in the Department of Mathematics at the University of West Georgia, he or she will have a terminal degree in

the candidate's discipline. In order to exceed expectations in the criterion of Academic Achievement, a faculty member must obtain an internationally recognized award (for example, the AMS Steele Prize) for achievement in Mathematics or their discipline or a degree such as Honorary Doctor, Doctor of Habilitation, Doctor of Sciences.

V. Assessing Professional Growth and Development

Forward. The Department of Mathematics believes that in order for a faculty member to be a dynamic professional, he or she should contribute to the growth of the body of knowledge within the discipline. According to University of West Georgia Faculty Handbook, article 103.0403.B, the minimum criteria for Professional Growth and Development for tenure is the same as the criteria for promotion to the candidate's current rank. The candidate will be judged on his or her contributions while a tenure-track faculty member of the University of West. If at the time of hiring the candidate received probationary credit for service at other institutions, contributions made while at those institutions will also be considered. All untenured tenure-track faculty are assumed to have a 9-hour load, and the following criteria are based on that assumption.

In order to aid the Promotion and Tenure Committee in evaluating the candidate's research accomplishments, the candidate will provide the following items in their dossier (see **Section VIII**):

- A. Research Agenda.** This statement should outline what the candidate has done, is doing, and plans to do to further the body of knowledge in his or her discipline. References should be made as to how this work is pertinent to the discipline and how this information is being disseminated to the professional community. If the candidate should change his or her area of interest, it should be noted in the research agenda.
- B. Preprints and/or Reprints.** Preprints or reprints of journal articles, abstracts, etc. for the period under review will be part of the dossier of the candidate under review. (See **VIII.C**.) It should be clearly marked as to where the article has or will appear including page numbers if available. If a joint work, the role of the candidate should be noted (i.e., primary author, equal author, secondary author.)
- C. Correspondence.** Any correspondence with an editor of a journal and/or publisher that acknowledges receipt, verifies acceptance for publication, or contains the referee's report of a manuscript must be included in the dossier.
- D. Presentations.** Clear evidence of presenting at professional meetings and/or workshops within the area of interest of the candidate shall include a copy of the agenda showing when and where the presentation was given. Letters of invitation to give a colloquium and/or seminar should also be included. The candidate should produce some other evidence to show that the invited colloquium or

seminar was given. For seminars within the University of West Georgia, a note of verification from other participants will constitute strong evidence.

Research Grant Proposals. The candidate should supply any evidence of research grants that he or she has proposed including details of the proposal and whether or not it was funded.

Other Evidence. The candidate is encouraged to supply other evidence of professional growth such as textbooks, research monographs, book chapters, articles in non-refereed journals, or publications in journal with less rigorous refereeing procedures. Other evidentiary sources relevant to this criterion can be found in University of West Georgia Faculty Handbook, article 103.0302.E.3.

Research Expectations at the Time of Tenure Review. The department's research expectations are based on the assumption that the candidate has on the average a nine (9) hour teaching load per semester and is not in an administrative position.

The candidate should have evidence of at least four papers published or accepted for publication in nationally recognized and respected journals and/or conference proceedings. (A research monograph shall have the same weight as two papers.) There should be evidence that the candidate is either the primary author or sole author of at least one of the accepted papers. At least two of the papers must have been submitted while the candidate was on the University of West Georgia faculty. Fewer than four publications may be acceptable if they appear in journals of exceptionally high quality. More than four publications may be required if they are (i) expository in nature, (ii) in lesser quality journals, or (iii) textbooks. The candidate should have evidence of at least three presentations either at professional meetings or invited colloquiums at institutions of higher learning other than the University of West Georgia. The candidate should have evidence of a major contribution to the writing of a research grant submitted to an outside funding.

VI. Assessing Teaching

Forward. The Department of Mathematics supports the goal of the University of West Georgia in providing "Educational excellence in a personal environment." An effective teacher must maintain an active interest in the communication of ideas and have a dedication to studying, learning, and understanding mathematics at levels significantly beyond those at which he/she is teaching.

In order to fairly assess the level that the candidate has attained in this criterion, he or she shall provide the following:

A. Teaching Philosophy. The candidate should prepare a statement of his or her

teaching philosophy that reflects the personal goals of the candidate as a teacher of mathematics at the post secondary level. This statement should address the candidate's strategy in offering the students an excellent learning experience at the various class levels while preparing them for their professional and personal goals. The candidate should emphasize any innovative methods that he or she employs and should also comment upon how technology is used to enhance the learning experience.

- B. Syllabi and examples of assessment of students.** The candidate will provide syllabi that reflect the various levels of courses they have taught during the review period (for example, 1000 level, 2000-3000 level, 4000 level, and graduate level 5000 and above). The syllabi should show clearly defined goals as well as how the student will be assessed in the course. (The following are examples of assessment of students: batteries of tests, quizzes, papers, and independent projects. In no manner should this list be considered to be exhaustive.)
- C. Self-Evaluation.** As part of each faculty member's tenure review, he or she will fill out a self-evaluation that is found in **University of West Georgia Faculty Handbook, article 103.0602.**
- D. Student Evaluations.** Each faculty member is required to have their courses reviewed by the students at the end of the term. The instrument of student evaluation is spelled out in **University of West Georgia Faculty Handbook, article 103.06.** All classes must be evaluated in the final week of each semester. A copy of the tabulated results will be given to each faculty member by the middle of the following semester. The actual evaluation forms shall be kept by the Department Chair of Mathematics and shall be available to the faculty member reviewed. These shall also be available to the Promotion and Tenure Committee at the time of reviewing a candidate.
- E. Peer evaluation.** Each probationary member of the Department shall have at least one class per semester evaluated by a colleague who is not the Department Chair. This colleague shall be assigned by the Department Chair and be a tenured member of the faculty, not the candidate's mentor. The instrument of evaluation shall be the **Classroom Observation Form**. The candidate is encouraged to have other peers observe and either write letters evaluating the candidate's teaching or use the **Classroom Observation Form**.
- F. Chair evaluation.** Each probationary member of the Department shall have at least one class per semester evaluated by the Department Chair. The instrument of evaluation shall be the **Classroom Observation Form**.
- G. Other Evidence.** The candidate is encouraged to supply other evidence of teaching such as curriculum development, supervision of independent studies and

research projects, giving seminars or colloquia primarily intended for students, and grants or research projects related to teaching. Other evidentiary sources can be found in **University of West Georgia Faculty Handbook, article 103.0302.E.1.**

Teaching Expectations at the Time of Tenure Review. To meet the department's expectations for teaching, tenured faculty must be good teachers who communicate effectively and work enthusiastically with students. Tenure-track faculty are expected to show a clear interest in, and promise of, developing these attributes in themselves.

The candidate's statement on his or her teaching philosophy shall be coherent and in line with the academic objectives and goals of the University as a whole and the Department of Mathematics in particular. The syllabi shall have clearly defined goals and the candidate shall provide examples of fair assessment of the student's progress.

The student evaluations, peer evaluations, and Chair evaluation should show a consensus that the candidate is an effective teacher. The comments should reflect that the candidate is fair in his or her assessment of the students and has expectations of students that are appropriate for the level of the class. There must be evidence of achievement in at least three (3) other categories. (See VI.G)

VII. Assessing Service

Forward. The Department of Mathematics' view is that outstanding service is a hallmark of professionalism. Service includes service to the discipline, service to the university, and service to the community. According to **University of West Georgia Faculty Handbook, article 103.0403.B** the minimum criteria for Service for tenure is the same as the criteria for promotion to the candidate's current rank.

In order to fairly assess the level that the candidate has attained in this criterion, he or she shall provide the following:

- A. Committee Work.** The candidate should supply evidence of their contribution to committee work at both the department and university level. This may include comments from the Chairs of committees on which the candidate has served.
- B. Advising.** The candidate should provide evidence of academic advising or counseling of students, any advising of student organizations, and/or advising during open enrollment.
- C. Recruiting.** The candidate should provide evidence of their involvement in the department's efforts to recruit undergraduate math majors and/or students for the graduate program. This could include, for example, involvement in the Festival of Majors, Visitation Day, Math Day, etc.

D. Other Evidence. Other examples of evidence relevant to this criterion include conference organizing (including organizing a special session of a conference) and any editorial or refereeing work related to the candidate's discipline. Other evidentiary sources relevant to this criterion can be found in **University of West Georgia Faculty Handbook, article 103.0302.E.2.**

Service Expectations at the Time of Tenure Review. The candidate attends called meetings and contributes significantly to the work of the committees within the Department, college, and/or university that he or she has been assigned or elected to (at least one such committee beyond the college level.) The candidate has a position of leadership in one or more of these committees. The candidate successfully advises majors and/or has volunteered and participated in advisement during open enrollment on several occasions.

VIII. Documentation

Dossier. To show evidence of attainment in each of the four criteria, the candidate will submit a dossier. This document shall be broken into four major areas: Forward, Teaching Portfolio, Research Portfolio, and Service Portfolio.

The Forward. The candidate will include his or her vitae in the form outlined in **University of West Georgia Faculty Handbook, article 103.05.** At the time of the Pre-Tenure and Tenure Review the forward shall also include the letters of recommendation from the Promotion and Tenure Committee of the Department, Department Chair, the Promotion and Tenure Committee of the College of Arts and Sciences, and the Dean of Arts and Sciences when they are submitted as well as any response by the candidate to these recommendations.

Research Portfolio. The Research Portfolio shall include all the evidence of Professional Growth and Development the candidate wishes to present. It must include (i) a statement on the candidate's research agenda and (ii) reprints and/or reprints of articles.

Teaching Portfolio. The Teaching Portfolio shall include all the evidence of Teaching the candidate wishes to present. It must include:

1. Statement of Teaching Philosophy.
2. Self-evaluation, if this is a tenure review. (See **University of West Georgia Faculty Handbook, article 103.0602**)
3. Peer evaluations
4. Chair evaluations
5. Summaries of student evaluations
6. Sample Syllabi.

Service Portfolio. The Service Portfolio shall include all the evidence of Service the candidate wishes to present.