

TENURE AND PROMOTION EVALUATION AND CRITERIA

Department of Mathematics
The University of Southern Mississippi

I. Introduction

Undergraduate education, graduate education, scholarship, and service represent the core missions of the Department of Mathematics at The University of Southern Mississippi. The Department strives to (1) provide high quality undergraduate and graduate education that prepares students to pursue advanced degrees and/or to enter the workforce with skills necessary for life-long professional achievement, (2) advance the body of mathematical knowledge through the scholarship of discovery, integration, and disciplinary as well as interdisciplinary application, and (3) offer technical and educational expertise through formal and informal outreach locally, regionally, nationally and internationally.

The Department of Mathematics expects its faculty members to contribute to its missions by fostering the intellectual growth of students through effective teaching and mentoring, and by advancing knowledge through productive research and scholarly activities. The Department also expects its faculty to render professional service to the University, the mathematical community, and the general public. Service activities, whether compensated or not, that draw upon the faculty member's professional expertise and relate to the teaching, research, and service missions the Department and the University are typically considered components of a faculty member's professional duties. Activities in which faculty engage as citizens that do not involve their professional expertise (e.g., activities centered on the family, neighborhood, church, political party, community or social action group) are commendable, but are generally not among a faculty member's professional duties.

In evaluating faculty performance, the Department expects demonstrated achievement in all three areas of teaching, research, and service while recognizing that generally the first two categories weigh heavier as central criteria for tenure and promotion in rank. Demonstrated productivity in teaching, research, and service are expectations of all mathematics faculty members, although the level of productivity in particular areas will vary depending on specific assigned responsibilities of faculty over extended periods of time. For example, the primary emphasis of the Department on the Gulf Coast campus and for Teaching Professors, Instructors, Lecturers and Senior Lecturers is undergraduate education, including provision for undergraduate research. Consequently, evaluation of these faculty may be more weighted toward teaching excellence.

II. Criteria for Promotion in Faculty Rank (normal expectations)

The following are expected of all members of the Corps of Instruction and are therefore essential to be demonstrated by candidates for promotion.

- Being a good teacher.
- Ability to work well with colleagues and students.

In addition, the following criteria typically need to be satisfied to achieve promotion to the rank in question.

A. Faculty seeking promotion to the rank of Professor are normally expected:

- To hold the doctorate or other terminal degree appropriate to mathematics instruction, research, and professional service
- To be accomplished teachers
- To have achieved a nationally recognized professional record of scholarship
- To have participated significantly in the professional work of the discipline, in ways other than teaching and research
- To have served as an associate professor for at least five years
- To have sought external funding on a regular basis

B. Faculty seeking promotion to the rank of Associate Professor are normally expected:

- To hold the doctorate or other terminal degree appropriate to mathematics instruction, research, and professional service
- To have produced a recognized professional record of scholarship
- To have participated in the professional work of the discipline, in ways other than teaching and research
- To have sought external funding on a regular basis
- To have served as an assistant professor for at least five years

C. Faculty seeking promotion to the rank of Teaching Professor are normally expected:

- To hold the doctorate or other terminal degree appropriate to mathematics instruction, research in mathematics or mathematics education, and professional service
- To be accomplished teachers
- To have contributed significantly to curriculum development and university outreach and to have achieved a recognized professional record of scholarship in education
- To have participated significantly in the professional work of the discipline, in ways other than teaching and research
- To have served as an associate teaching professor for at least five years

D. Faculty seeking promotion to the rank of Associate Teaching Professor are normally expected:

- To hold the doctorate or other terminal degree appropriate to mathematics instruction, research in mathematics or mathematics education, and professional service
- To have contributed significantly to curriculum development and university outreach or to have produced a recognized professional record of scholarship
- To have participated in the professional work of the discipline, in ways other than teaching and research
- To have served as an assistant teaching professor for at least five years

E. Faculty seeking promotion to the rank of Senior Lecturer are normally expected:

- To hold a Master's Degree in Mathematics or Mathematics Education
- To have contributed significantly to curriculum development and university outreach

- To have served as a lecturer for at least five years

F. Faculty seeking promotion to the rank of Lecturer are normally expected:

- To hold a Master's Degree in Mathematics or Mathematics Education
- To have contributed to curriculum development and university outreach
- To have served as an instructor for at least five years

G. Faculty seeking promotion to the rank of Assistant Teaching Professor are normally expected:

- To hold the doctorate or other terminal degree appropriate to mathematics instruction, research in mathematics or mathematics education, and professional service
- To have previously served as an instructor, lecturer or senior lecturer

III. Performance Assessment Criteria

Teaching, service, advisement and collegiality are expected of all members of the Corps of Instruction. The following are examples of what will be used to assess a candidate's abilities in these areas.

Selected Teaching Criteria

- Participation in course offerings appropriate to the position held
- Development of courses in area of expertise
- Supervision of graduate and undergraduate research, if appropriate for the position held
- Evaluation of quality teaching
 - a. Average scores of student evaluations and student comments
 - b. Self-Assessment including course portfolios
 - c. Letters from former students, both undergraduate and graduate
 - d. Outcomes from student-oriented scholarship, including publication and presentations
 - e. Post-graduate achievement/placement of students

Service

- Institutional: Service on department, college and/or university committees.
- Community service/outreach
 - a. Professionally based assistance to organizations such as schools, business/industry as applicable
 - b. Presentations to lay audiences
- Participation in programs to advance mathematics education
- Professional discipline
 - a. Participation in state, regional, national, international societies/organizations in area of expertise

- b. Review of journal articles and research proposals (primarily for promotion to Associate Professor, Professor or Teaching Professor)

Advisement (including informal advice for non-majors; not all faculty will advise mathematics of mathematics licensure majors)

- Familiar with university, college and departmental requirements
- Assisting students in preparing class schedules and advising students on career goals and opportunities
- Writing letters of recommendation on behalf of students

Collegiality

Collegiality among faculty is essential for the effective operation of any department. Hence, colleagues must be able to interact with faculty and students in a constructive and professional manner, including the following.

- Share committee assignments
- Participate in departmental and university functions
- Provide advice in areas of expertise in research and teaching to faculty and students
- Collaborate with colleagues within/without the Department when appropriate

It is assumed a candidate for promotion/tenure demonstrates sufficient quality in the activities he or she offers in support of promotion/tenure. Frequency of activity is often important (such as frequency of publication), but establishing sufficient quality is paramount.

Because requirements for promotion in the various ranks differ in the various career tracks (Assistant Professor – Associate Professor – Professor; Assistant Teaching Professor – Associate Teaching Professor – Teaching Professor; Instructor – Lecturer – Senior Lecturer), further specifications, especially in the area of research/scholarly activity, are given below.

A. Requirements for Tenure

1. Criteria for tenure are very similar to those for promotion in rank to Associate Professor.
2. The Department will formally evaluate progress toward tenure through the *pre-tenure review* process, a cumulative review that generally occurs during the third year of University employment as a full-time, tenure-track faculty member. The *tenure review* normally occurs in the sixth year of a faculty member's appointment.
3. All department tenure procedures including criteria are aligned with those of the University (See the University's Faculty Handbook) and the College of Science and Technology (See the College of Science and Technology's By-Laws, Appendix I, Tenure and Promotion Policies). Web addresses for accessing these documents are given in Section V of this document.

B. Additional Requirements for Promotion to Associate Professor/Tenure

1. Research/Scholarship (examples of research/scholarship)

- Dissemination of scholarly activity
 - a. Publication in peer-reviewed, national/international books, journals, proceedings, monographs, etc. A minimum of five refereed journal papers in the five years immediately preceding the evaluation would generally constitute persuasive evidence of publication. However, quality and length are important factors.
 - b. Presentations at national/international meetings/conferences/workshops
 - c. A published book of sufficient scholarly merit is a plus.
- Extramural funding
 - a. Submission of proposals to external funding agencies as PI or Co-PI is essential.
 - b. Receipt of external funding is desirable.

C. Additional Requirements for Promotion to Professor

1. Additional Criteria in the Area of Teaching

- Graduation/placement of MS and PhD students
 - Outcomes from student-sponsored research, including publication and presentations Post-graduate achievement including placement of graduate students

2. Research/Scholarship (examples of research/scholarship)

- Dissemination of scholarly activity
 - a. Publication in peer-reviewed, national/international books, journals, proceedings, monographs, etc. A minimum of five refereed journal papers in the five years immediately preceding the evaluation would often be persuasive evidence of publication. However, quality and length are important factors.
 - b. Sustained pattern of presentations at national/international meetings/conferences/workshops
- Attempted establishment of externally funded research program is required
 - a. Pattern of submission of proposals to funding agencies as PI or Co-PI
 - b. Success in attaining external funding is desirable
- Achievement of nationally recognized scholarly record
 - a. Evidence that research has made an impact on the field and influenced the thinking of others in the field
 - b. Peer evaluation (See Section III.D.6 below) by nationally recognized leaders in their respective fields

- Mentoring junior faculty

3. Additional Criteria in the Area of Service (examples of service contributions)

- Institutional: Accept leadership roles on department, college and/or university committees
- Professional discipline: Leadership role in state, regional, national, and/or international societies/organizations in area of expertise
- Participation on review panels for funding agencies

4. External Evaluation

- At least three external letters of evaluation that address the quality of a candidate's published research, and possibly other categories of evaluation, are required as a part of the dossier for promotion to professor. External evaluators will be selected by the Department Promotion Committee, but the candidate is free to submit a list of suggested evaluators.

D. Promotion to Lecturer, Senior Lecturer, Associate Teaching Professor or Teaching Professor

The primary responsibility of Instructors, Lecturers, Senior Lecturers and Teaching Professors is instruction. Therefore, for promotion within the tracks Assistant Teaching Professor – Associate Teaching Professor – Teaching Professor; Instructor – Lecturer – Senior Lecturer, it is acceptable to replace research/scholarly activity with documentation of high quality/high impact curriculum development activities. The only exception is the promotion to Teaching Professor, which requires evidence of scholarly activity in the area of mathematics education.

E. Promotion to Assistant Teaching Professor

Promotion to Assistant Teaching Professor is available to instructors, lecturers and senior lecturers who hold the doctorate or other terminal degree appropriate to mathematics instruction, research in mathematics or mathematics education, and professional service. Promotion considerations will focus primarily on quality of teaching and service, with scholarly or curriculum development activities considered favorably.

IV. Policy and Procedures

A. Promotion (See Faculty Handbook Sections 9.4 and 9.5.)

1. Candidates for promotion to the rank of Professor should declare their intention during the spring semester before the formal application is submitted and provide any credentials needed for evaluation by at least three external referees deemed qualified by the Promotion Committee (i.e., nationally recognized leaders in their respective fields). The candidate may assist the Committee in their selection of external referees by suggesting a list of potential referees. The Chair of the Promotion Committee solicits and receives letters from external referees selected by the Committee (see Appendix D).
2. Eligible candidates for promotion prepare and submit a promotion dossier to the Department Chair on or before date specific in the College's annual Academic Calendar. Instructions for preparation of the dossier may be found at <http://www.usm.edu/provost/promotion-and-tenure>. Faculty being reviewed may supplement their dossiers with additional relevant information, including a response to negative recommendations, at any level of the promotion process.
3. The Department Chair convenes the Department Promotion Committee, provides the committee with the promotion dossier, pre-tenure review reports, tenure review reports and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and votes to recommend or decline to recommend promotion. The result of this vote is recorded on the Promotion Recommendation Form that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.
4. In addition, the chair of the Promotion Committee prepares and submits to the Department Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
5. The Department Chair reviews the written report of the Promotion Committee and prepares an independent report either concurring or disagreeing with the recommendation of the Promotion Committee.
6. Copies of the Committee's report and the Chair's report are placed in the candidate's personnel file and also submitted to the candidate. Then the Promotion Recommendation Form, the Committee's report and the Chair's report are added to the appropriate sections of the dossier and forwarded to the Dean.

C. Tenure (See Faculty Handbook Sections 9.6 and 9.7.)

1. Pre-tenure Review Proceedings
 - a) Formal Pre-tenure Review of progress toward tenure is normally conducted during the third year of University employment as a full-time, tenure track faculty member. Credit for prior service may be included in determining years of service provided that credit for this service was negotiated and included at the time of the appointment.

- b) Faculty to be reviewed submit a pre-tenure review dossier to the Department Chair on or before date specific in the College's annual Academic Calendar. Instructions for preparation of the dossier may be found at <http://www.usm.edu/provost/promotion-and-tenure>. Faculty being reviewed may supplement their dossiers with additional relevant information, including a response to negative recommendations, at any level of the pre-tenure review process.
- d) The Department Chair convenes the Department Tenure Committee, provides the committee with the pre-tenure review dossier and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and votes to recommend or decline to recommend renewal. The result of this vote is recorded on the Recommendation Form for Third-Year Review that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.
- e) In addition, the chair of the Tenure Committee prepares and submits to the Departmental Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
- f) The Department Chair reviews the written report of the Tenure Committee and prepares an independent pre-tenure review report either concurring or disagreeing with the report of the Tenure Committee.
- g) Copies of the Committee's report and the Chair's report, if applicable, are placed in the candidate's personnel file and also submitted to the candidate. Then the Third-Year Review Recommendation Form, the Committee's report and the Chair's report, if applicable, are added to the appropriate sections of the dossier and forwarded to the Dean.

2. Tenure Proceedings

- a) Eligible candidates for tenure prepare and submit a tenure dossier to the Department Chair no later than the last day of the first full week of the fall semester. Instructions for preparation of the dossier may be found at <http://www.usm.edu/provost/promotion-and-tenure>. Faculty being reviewed may supplement their dossiers with additional relevant information, including a response to negative recommendations, at any level of the tenure review process.
- b) The Department Chair convenes the Department Tenure Committee, provides the committee with the tenure dossier, pre-tenure review reports and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and votes to recommend or decline to recommend tenure. The result of this vote is recorded on the Tenure

Recommendation Form that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.

- c) In addition, the chair of the Tenure Committee prepares and submits to the Department Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
- d) The Department Chair reviews the written report of the Tenure Committee and prepares an independent report either concurring or disagreeing with the recommendation of the Tenure Committee.
- e) Copies of the Committee's report and the Chair's report, if applicable, are placed in the candidate's personnel file and also submitted to the candidate. Then the Tenure Recommendation Form, the Committee's report and the Chair's report, if applicable, are added to the appropriate sections of the dossier and forwarded to the Dean.

V. Miscellaneous Information

A. Important Document Locations

1. The University of Southern Mississippi Faculty Handbook:
<http://www.usm.edu/provost/faculty-handbook>
2. Tenure and Promotion Related Forms (Word and pdf formats):
<http://www.usm.edu/provost/promotion-and-tenure>
This page will provide access to the following forms.

Format for Tenure and Promotion Dossiers
Third Year (Pre-Tenure) Review Form
Instruction Sheet for Promotion Recommendation Form
Promotion Recommendation Form
Instruction Sheet for Tenure Recommendation Form
Tenure Recommendation Form

3. The College of Science and Technology By-Laws:
<http://www.usm.edu/science-technology/college-bylaws>

Appendix - Sample letter to external reviewers

XX Date XXXX

XXXX <Address>

Dear XXX:

Thank you for agreeing to serve as an external reviewer for FACULTY MEMBER, who is a candidate for promotion to the academic rank of Professor in the Department of Mathematics at the University of Southern Mississippi.

On behalf of the Department's Promotion Committee, I enclose the candidate's curriculum vitae, publications representative of the candidate's scholarship, the candidate's synopsis of contribution in the areas of teaching, research and service, and a copy of the tenure and promotion guidelines of the College of Science & Technology, which should help to guide your evaluation. Tenure-track faculty in Mathematics are expected to contribute to our instructional programs while developing an active research program that includes opportunities for undergraduate and/or graduate education. Our evaluation of the candidate's research record includes consideration of both the pace of publication and the quality of the published work. We expect those promoted to the rank of Professor to have established a national reputation in his/her field of study. With respect to extramural funding, we consider both the effort and success at obtaining funding for research.

We are especially interested in your assessment of the following:

1. Candidate's professional competency.
2. Quality and significance of the candidate's professional publications/performances.
3. Candidate's reputation and relative standing in the discipline.
4. Candidate's service to the profession.

I encourage you to send your letter of evaluation via e-mail (see below) to be followed by a hard copy on your institutional letterhead addressed to the Chair of the Promotion Committee, The University of Southern Mississippi, Department of Mathematics, 118 College Drive #5045, Hattiesburg, MS 39406-0001. A response by XXX DATE XXX, if not sooner, would be very helpful. Please be advised that your letter may be subject to examination by the candidate in the event of University or Institute of Higher Learning appeal unless the candidate has waived his or her right to view the document. Otherwise, your reply is kept in strict confidence.

Please do not hesitate to contact me if you have any questions, and thank you once again for your assistance in this important process.

Sincerely,
<signed>
Professor & Chair

Phone: 601-266-4289
FAX: 601-266-5818
E-mail: