

CRITERIA FOR TENURE, ACADEMIC RANK, POST-PROFESSORIAL MERIT AND RNTT MERIT DEPARTMENT OF MATHEMATICS

PREFACE

In addition to University Tenure and Promotion Eligibility Standards as stated in the Faculty Handbook of Southeast Missouri State University, a candidate for tenure and promotion (T&P), promotion (P) or post-professorial merit (PPM) from the Department of Mathematics will be evaluated in the three areas listed below as described in detail in the pages following this preface.

- I. Teaching Effectiveness
- II. Professional Growth
- III. Service

A candidate for RNTT merit (M) promotion will be evaluated in Teaching Effectiveness and Service.

The T&P, P, PPM or M application should follow the outline described in the following pages to document that the department's criteria for T&P, P, PPM or M have been met. The candidate is responsible for providing rationale as to why a particular activity is relevant and important. Therefore, the candidate is encouraged to supply all supporting materials in appendices to substantiate activities listed under headings in the department's T&P, P, PPM or M criteria. Supporting materials could include such things as course syllabi and outlines, evaluations, letters of recommendation, awards, etc.

The supporting materials in the appendices should be organized into the three areas of evaluation: Teaching Effectiveness, Professional Growth, and Service. These three sections should be further subdivided into divisions that will include supporting materials for activities listed under A, B, or C in each area of evaluation. The information in the appendices should be arranged so that each item included effectively documents (in the same order) an activity listed under a subcategory in Categories A, B, or C of one of the three areas of evaluation. Examples of effective documentation will be kept on file in the department office. In addition, the department chair and members of the department Promotion and Tenure Advisory Committee may advise the candidate on the best means of documenting particular activities.

Period Covered by Dossier. The period covered by the faculty member's Record of Service should be from the time of original employment (including any activities contractually counting towards tenure and/or promotion) or from the time of any previous, successful application for T&P, P, PPM or M until the date when the final version of the dossier is submitted for consideration for T&P, P, PPM or M.

Preparation of the Dossier. The faculty member's promotion dossier shall comprise the Summary Form, a Record of Service of accomplishments organized according to the departmental tenure and promotion criteria, a professional curriculum vita, letters of support from professional colleagues addressing the three areas of Teaching Effectiveness, Professional Growth, and Service (RNTT faculty – Teaching Effectiveness and Service), and any supporting materials that the faculty member wishes to include.

The tenure and promotion, post-professorial merit processes and merit promotion involve critical reviews by individuals and committees on several levels. The evaluations and judgments made during these processes must be based solely on evidence presented in the dossier as measured against the departmental criteria. For this reason, the collection and organization of evidence are vital. Thorough documentation enables the reviewers to make judgments based on sound evidence and greatly enhances the prospects of a favorable recommendation. Conversely, inadequate documentation can seriously reduce the possibility of a favorable recommendation even though the performance of the faculty member may otherwise warrant it. It is the candidate's responsibility to submit the dossier using appropriate grammar and formatting. (Refer to the Faculty Handbook.)

Only professional accomplishments while serving at the current rank (or since the previous successful application for PPM) will be considered. (Refer to the Faculty Handbook.)

In listing activities to satisfy requirements in these areas, the candidate is responsible for the following:

1. In addition to the title and dates of the activity, the candidate must indicate the amount of involvement in and the contributions made to the particular activity.
2. An activity may be listed only once, but the candidate should use discretion in selecting where to list the particular activity. In some cases, a statement justifying the location may be needed. If two or more activities are listed in the same subcategory, then each may count as a distinct activity.
3. The candidate must provide documentation that demonstrates significant and sustained involvement according to the specific definitions in each criterion. A record of *significant* and *sustained involvement* is defined in the Performance Levels for each area (Teaching Effectiveness, Professional Growth, and Service).

Based upon the performance level assessment in each of the three criteria, the following will be used as an overall performance level:

Overall Minimum Performance Levels

Assistant Professor	A rating of good in all three areas.
Associate Professor & Tenure	Two ratings of superior (one of which must be in Teaching Effectiveness) and one rating of good.
Professor/PPM	One rating of outstanding and two ratings of superior.
RNTT	A rating of Superior in Teaching Effectiveness and Good in Service and attend one professional meeting that has sessions focused on teaching in the four-year period

Candidates meeting these minimum standards will be considered worthy of T&P, P, PPM or M.

I. Teaching Effectiveness

A. Basic requirements

The candidate for T&P, P, PPM or M must show evidence of activity in all of the following:

1. Perform the following instructional activities for each class taught: provide students with a class syllabus, provide adequate time in class and outside class to help students understand course material and concepts, make periodic assignments, and promptly return graded work and other feedback to students.
2. Provide a self-evaluation including an appraisal of strengths and weaknesses encompassing all years of the Record of Service and plans for continued development as a teacher.

B. Indicators/Activities that exhibit teaching effectiveness

In addition, the candidate for T&P, P, PPM or M must display teaching effectiveness by activity in some of the following:

1. Demonstrate that at least 50% of classes during the years of record of service have received average or above ratings on an institutionally-approved instrument for student evaluations of teaching performance.¹
2. Demonstrate that student feedback, combined with self-evaluation, were used in a continual process to become a more effective teacher.
3. Demonstrate that peer evaluations, combined with self-evaluation, were used in a continual process to become a more effective teacher.
4. Provide evidence of excellence in teaching. (e.g. letter from peer, colleague, or departmentally solicited letter from student or alumnus; nomination for teaching award; etc.).
5. Supervise undergraduate research.
6. Direct an independent study or complete a contract for honors credit.
7. Supervise a student experiential learning activity.
8. Apply for internal or external funding for the improvement of teaching or new course development.
9. Attend/participate in activities that contribute directly or indirectly to improvement in teaching.
10. Participate in departmental curriculum work (general curricula committees, new course committees, syllabi committees, textbook committees, etc.).
11. Be involved in other activities that enhance teaching.
12. Participate on a graduate student's thesis or graduate paper committee (role other than advisor).
13. Advise majors.

¹ An average or above rating is defined as at least half of the pertinent indicators must obtain 50% neutral or better responses.

Note for I.B.1 and/or I.B.2.: While inclusion of student evaluations cannot be mandated as per the Faculty Handbook, it is important to remember that it is up to the candidate to make the case for their promotion. In order for I.B.1. and/or I.B.2 to count, official summaries of all student evaluations should be included for all classes during the period of the Record of Service.

Note for I.B.3.: In order for I.B.3. to count, all peer, chair and dean evaluations during the period of the Record of Service should be included.

C. Activities that exhibit excellence in teaching effectiveness

The candidate for T&P, P, PPM or M may display excellent teaching by activity in some of the following:

1. Demonstrate that at least 70% of classes during the years of record of service have received average or above ratings on an institutionally approved instrument for student evaluations of teaching performance.²
2. Receive recognition, external to the College, for quality teaching or pedagogical developments.
3. Receive internal or external funding for improvement of teaching or new course development.
4. Be recognized as making significant contributions to improve the quality of instruction in the Department.
5. Supervise student research that results in a presentation at a professional meeting or a peer-reviewed publication
6. Receive CoSTEM teaching award
7. Supervise graduate research
8. Write a major revision of an existing course
9. Develop a new course or program
10. Advise students for competitions, problem solving events, or professional exams
11. Be involved in other activities that demonstrate excellence in teaching effectiveness.

Performance Levels for Teaching Effectiveness

Good: The candidate must demonstrate continuous involvement in all Category A activities and have a record of involvement in two or more Category B indicators/activities that includes one or more of indicators B1(or C1), B2, B3, and B4.

Superior: The candidate must demonstrate continuous involvement in all Category A activities and have a record of significant and sustained teaching effectiveness. A record of significant teaching effectiveness is defined as involvement in three or more Category B or C indicators/activities that includes one or more of indicators B1 (or C1), B2, B3, and B4. A record of sustained teaching effectiveness is defined as continued involvement in Category B indicators/activities for four or more

² An average or above rating is defined as at least half of the pertinent indicators must obtain 50% neutral or better responses.

consecutive years. Sustained teaching effectiveness can be accomplished by more than one indicator/activity.

Outstanding: The candidate must demonstrate continuous involvement in all Category A activities, have a record of significant and sustained teaching effectiveness, and have a record of involvement in one or more Category C indicators/activities. A record of significant teaching effectiveness is defined as involvement in four or more Category B or C indicators/activities that includes one or more of indicators B1(or C1), B2, B3, and B4. A record of sustained teaching effectiveness is defined as continued involvement in Category B indicators/activities for four or more consecutive years. Sustained teaching effectiveness can be accomplished by more than one indicator/activity.

Note: If the Category C activity is from C4 or C11, the candidate must provide justification that the level of work of the activity is sufficient for a C level activity.

II. Professional Growth

A. Basic requirements

The candidate for T&P, P or PPM must show evidence of activity in all of the following:

1. Attend professional meetings related to the candidate's field (e.g. seminars (including departmental), workshops, short courses, conferences, etc.). (average of one per year).
2. Pursue scholarly activity that has the promise of leading to a presentation or a publication.

B. Additional activities that exhibit professional growth

In addition, the candidate for T&P, P or PPM must show evidence of professional growth by activity in some of the following:

1. Review a book or a chapter of a book.
2. Referee a journal article for publication.
3. Review published journal articles (average of one every two years).
4. Present a paper at a
 - (a) state meeting, or
 - (b) conference or meeting considered higher than a state meeting.
5. Submit a grant application³.
6. Enhance faculty member's teaching or research through further study.
7. Present/conduct a workshop, conference, mini-course, short course.
8. Give departmental seminar presentations (average of one every two years).

³ Submitting an NSF or NSA, or comparable, grant may be counted in C.5. Such an application cannot be counted in both B.5 and C.5.

9. Have proposed problems accepted by journals or confirmation of correct solutions submitted for problems posed in journals. (average of two per year)
10. Serve as a journal editor.
11. Participate in a faculty exchange program.
12. Serve as a professional consultant.
13. Be involved in other activities that exhibit professional growth.

C. Activities that exhibit quality professional development

Furthermore, the candidate for T&P, P or PPM must display quality professional development by activity in some of the following:

1. Have an article published or accepted for publication in a peer-reviewed journal. Candidates must indicate their specific role in multiple-authored publications. The article, or contribution to the article, must be related to the candidate's field or related fields.
2. Have a chapter accepted for publication in a book in candidate's field⁴.
3. Author or co-author a book in candidate's field accepted for publication⁴.
4. Receive funding from a grant application.
5. Be involved in other quality professional development activities³.

Performance Levels for Professional Growth

Good: The candidate must have a record of sustained professional growth, have a record of one Category B activity, and do one or more of activities C1, C2, and C3. A record of sustained professional growth is defined as continued involvement in all Category A activities for four or more consecutive years.

Superior: The candidate must have a record of significant professional growth, must have a record of sustained professional growth, and do one or more of activities C1, C2, and C3. A record of significant professional growth is defined as involvement in three Category B or Category C activities that includes one or more activities from Category B. A record of sustained professional growth is defined as continued involvement in all Category A activities for four or more consecutive years.
Note: The total number of Category B and Category C activities needed for a rating of Superior is four, with one or more from Category B and one or more from C1, C2, and C3.

Outstanding: The candidate must have a record of significant professional growth, have a record of sustained professional growth, and do one or more of activities C1, C2, and C3. A record of significant professional growth is defined as involvement in three Category B or Category C activities that includes one or more activities from Category B. A record of sustained professional growth is defined as continued involvement in all

⁴ Whether a self-published book (or chapter) counts for a C category item is at the discretion of the P&T committee.

Category A activities for four or more consecutive years. In addition, the candidate must demonstrate involvement in one additional Category B activity and one additional Category C activity.

Note 1: The total number of Category B and Category C activities needed for a rating of Outstanding is six, with two or more from Category B and two or more from Category C. One or more of the Category C activities must be from C1, C2, and C3.

Note 2: If the second Category C activity is from C4 or C5, the candidate must provide documentation that the scope and/or magnitude of the activity is comparable to that of a C1, C2 and C3 activity. An external grant application that that is funded cannot be listed in both B5 and C4.

III. Service

A. Basic requirements

The candidate for T&P, P, PPM or M must show evidence of

1. Participate in the departmental committee system
2. Assist the Department, College, and University in student-oriented activities (e.g., recruitment, advising, student organizations).
3. Participate in Mathematics Field Day.
4. Participate in student-recognition programs (e.g., commencement, honors programs, etc.).

B. Additional activities that exhibit service

In addition, the candidate for T&P, P, PPM or M must show evidence of service by activity in some of the following:

1. Participate on a committee outside of the department.
2. Participate actively on an auxiliary departmental committee.
3. Participate on a graduate student's thesis or graduate paper committee (role other than advisor).
4. Advise majors.
5. Be a faculty sponsor for a student organization.
6. Utilize professional expertise in service to the region.
7. Share expertise with colleagues. (e.g., effective use of technology in teaching, extensive consultations in candidate's field, sharing effective scheduling strategies, etc. The candidate must provide the evidence of time commitment and the impact.)
8. Serve as a webmaster for a professional organization.
9. Give a presentation to a pre-K through high school student group.
10. Give a presentation to a University group.
11. Perform departmental administrative duties (e.g., record minutes for departmental meetings, coordinate dual-credit, coordinate-Show-Me Days, etc.).

12. Participate in CAEP (Council for the Accreditation of Educator Preparation) or similar review of an academic department or program on campus.
13. Carry out other service activities.

C. Evidence of Participation in Governance or Service to the Region

Furthermore, the candidate for T&P, P, PPM or M must show activity in some of the following:

1. Participate on two committees outside of the department.
2. Leadership or contribute significantly⁵ to a departmental committee.
3. Leadership or contribute significantly⁵ to a College committee.
4. Leadership or contribute significantly⁵ to a University committee.
5. Hold membership on Faculty Senate.
6. Serve as an officer of a state/national professional organization.
7. Coordinate a mathematics competition.
8. Serve as a conference/program chair for a conference.
9. Participate in an academic review at another school.
10. Perform activities that benefit the service region of the University.
11. Perform service activities outside the service region of the University.

Performance Levels for Service

Good: The candidate must have a record of sustained service and have a record of involvement in one Category B or Category C activity. A record of sustained service is defined as continued involvement in Category A activities for four or more consecutive years. Sustained service can be accomplished by more than one activity.

Superior: The candidate must have a record of significant and sustained service. A record of significant service is defined as involvement in three Category B or Category C activities that includes one or more Category C activities. A record of sustained service is defined as continued involvement in Category A activities for four or more consecutive years. Sustained service can be accomplished by more than one activity. Note: The total number of Category B and Category C activities needed for a rating of Superior is three, with one or more of the activities from Category C.

Outstanding: The candidate must have a record of significant service, have a record of sustained service, and have a record of involvement in two additional Category B or Category C activities that includes one or more Category C activities. A record of significant service is defined as involvement in three Category B or Category C activities that includes one or more Category C activities. A record of sustained service is defined as continued involvement in Category A activities for four or more consecutive years. Sustained service can be accomplished by more than one activity.

⁵ “to contribute significantly” indicates that the candidate has participated in a manner that exceeds attendance and participation in discussions at committee meetings. It is the responsibility of the candidate to demonstrate that the work load and time commitment warrants recognition of a significant contribution to the committee.

Approved by Department: 12/09/2022

Approved by College Promotion and Tenure Committee: 02/10/2023

Approved by Dean: 04/03/2023

Approved by University Tenure & Promotion & Sabbatical Leave Advisory Committee: 06/13/2023

Approved by Provost: 06/23/2023

Note 1: The total number of Category B and Category C activities needed for a rating of Outstanding is five, with two or more of the activities from Category C.

Note 2: If the Category C activity is from C10 – C11, the candidate must provide justification and evidence that the level of work of the activity is sufficient for a C level activity