

## CRITERIA FOR ACADEMIC RANK DEPARTMENT OF MATHEMATICS

### PREFACE

In addition to University Promotion Eligibility Standards as stated in the Faculty Handbook of Southeast Missouri State University, a candidate for promotion 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

The promotion application should follow the outline described in the following pages to document that the department's criteria for promotion have been met. Since the candidate is responsible for providing rationale as to why a particular activity is relevant and important, he or she is encouraged to supply all supporting materials in appendices to substantiate activities listed under headings in the department's promotion 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 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.

The candidate for promotion, in addition to writing a self-evaluation, should provide student evaluations and letters of support from colleagues. The candidate's self-evaluation should include an appraisal of strengths and weaknesses and plans for continued development as a teacher. The candidate should submit an overall analysis of student evaluations and a copy of an official summary report for each class taught.

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 separate activity (note the exception in Service Category C).

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).

The Mathematics Department Promotion and Tenure Advisory Committee shall be selected in accordance with department procedures. The duties of the Committee are as follows:

1. Conduct classroom observations of each probationary faculty member (tenure-track, non tenure-track, and term appointees), review the evaluation with the faculty member who was observed, and provide a written report of each classroom visit to the chair of the department with a copy of the report given to the probationary faculty member.
2. Make reappointment and tenure recommendations concerning faculty members. A faculty member must have a majority vote from the committee in order to be recommended for tenure.
3. Make fifth year base salary increase recommendations concerning non tenure-track faculty. A faculty member must have a majority vote from the committee in order to be recommended for the base salary increase.
4. For promotion:
  - a. In the event that a member of the committee advances his or her candidacy for promotion or for post-professorial merit, an alternate will be elected at an early fall meeting to replace him or her for that particular year.
  - b. The committee will review all pertinent data. It will, by ballot, rate each candidate in each of the three criteria as unacceptable, good, superior, or outstanding. These ratings will be recorded numerically as 0 (unacceptable), 1 (good), 2 (superior), and 3 (outstanding).
  - c. The average of these ratings for each candidate in each of the three criteria will be calculated by the chair of the committee. Fractions equal to or greater than one half will be rounded up to an integer. This process will provide a committee rating for each of the candidates in each of the three criteria.
  - d. 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	Two ratings of superior (one of which must be in teaching effectiveness) and one rating of good.
Professor	One rating of outstanding and two ratings of superior.

Candidates meeting these minimum standards will be considered worthy of promotion.

## **I. Teaching Effectiveness**

### **A. Basic requirements**

The candidate for promotion must show evidence of activity in all of the following:

1. Provide students with a class syllabus.
2. Provide adequate time in class and outside class to help students understand course material and concepts.
3. Make periodic assignments and promptly return graded work.
4. Utilize student evaluations to improve teaching performance.

### **B. Indicators/Activities that exhibit teaching effectiveness**

In addition, the candidate for promotion must display teaching effectiveness by activity in some of the following:

1. Demonstrate average and above ratings on a normed instrument for student evaluations of teaching performance.
2. Demonstrate that peer and/or self-evaluations of teaching performance were used to improve teaching.
3. Be considered an excellent teacher (letters from members of the department Promotion and Tenure Advisory Committee, letters from colleagues, letters from students, teaching awards, etc.).
4. Serve as an advisor for a graduate thesis or graduate paper.
5. Supervise undergraduate research.
6. Direct an independent study or complete a contract for honor's credit.
7. Supervise a student experiential learning activity.
8. Advise students for competitions or problem solving events.
9. Obtain internal funding, or apply for external funding for the improvement of teaching or new course development.
10. Attend/participate in activities that contribute directly or indirectly to improvement in teaching.
11. Develop a new course or program.
12. Participate in departmental curriculum committee work. (general curricula committees, new course committees, syllabi committees, textbook committees, etc.)
13. Write a major revision of an existing course.
14. Be involved in other activities that enhance teaching effectiveness.

**C. Activities that exhibit excellence in teaching effectiveness**

The candidate for promotion may display excellent teaching by activity in some of the following:

1. Demonstrate high average and above ratings on a normed instrument for student evaluations of teaching performance.
2. Receive recognition, external to the College, for quality teaching or pedagogical developments.
3. Receive 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 undergraduate or graduate research that results in a presentation at a professional meeting or a peer-reviewed publication.
6. 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, B2, and B3.

**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 indicators/activities that includes one or more of indicators B1, B2, and B3. 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.

**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 three or more Category B indicators/activities that includes one or more of indicators B1, B2, and B3. 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.

## II. Professional Growth

### A. Basic requirements

The candidate for promotion must show evidence of remaining current in mathematics and in specialized areas of interest by activity in all of the following:

1. Be a member of one or more national professional organizations related to his/her field.
2. Attend seminars, workshops, short courses, conferences, and/or professional meetings related to his/her field (average of one per year).
3. 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 promotion 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/review journal articles.
3. Present a paper at a
  - (a) state meeting, or
  - (b) conference or meeting considered higher than a state meeting.
4. Submit an external grant application.
5. Enhance faculty member's teaching or research through further study.
6. Present/conduct a workshop, conference, mini-course, short course.
7. Give departmental seminar presentations (average of one every two years).
8. Have proposed/solved problems accepted by journals (average of six points per year based on values given below):
 

(a) <i>School Science and Mathematics</i>	(one point each)
(b) <i>College Mathematics Journal</i> <i>Missouri Journal of Mathematics</i> <i>Crux Mathematicorum</i> , and others	(two points each)
(c) <i>American Mathematical Monthly</i>	(three points each)
9. Receive an internal grant.
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 promotion must display quality professional development by activity in some of the following:

1. Have an article accepted for publication in a peer-reviewed journal.
2. Have a chapter accepted for publication in a book in his/her field.
3. Author or co-author a book in his/her field accepted for publication.
4. Receive funding from an external grant application.
5. Be involved in other quality professional development activities.

### **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 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 is funded can not be listed in both B4 and C4.

### **III. Service**

#### **A. Basic requirements**

The candidate for promotion must show evidence of performing service by appropriate activity in all of the following:

1. Participate on departmental committees.
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 promotion must show evidence of service by activity in some of the following:

1. Participate on a graduate student's thesis or graduate paper committee (role other than advisor).
2. Advise majors.
3. Be a faculty sponsor for a student organization.
4. Utilize professional expertise in service to the region.
5. Share expertise with colleagues.
6. Serve as a webmaster for a professional organization.
7. Coordinate a mathematics competition.
8. Serve as conference/program chair for a conference.
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 NCATE 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 promotion must show activity in some of the following (Note that listings under each subcategory C1, C2, C3, or C6 will be counted as at most one activity.):

1. Participate on College committee(s).
2. Participate on University committee(s).
3. Contribute significantly to departmental committee(s).

4. Contribute significantly to a College committee.
5. Contribute significantly to a University committee.
6. Hold membership on Faculty Senate.
7. Serve as an officer of a state/national professional organization.
8. Participate in an academic review at another school.
9. Perform activities that benefit the service region of the University.
10. 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 outside the department. In C3, C4, and C5, to contribute significantly indicates that the candidate has participated in a manner that exceeds attendance and participation in discussions at committee meetings. 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 outside the department. In C3, C4, and C5, to contribute significantly indicates that the candidate has participated in a manner that exceeds attendance and participation in discussions at committee meetings. 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 Outstanding is five, with two or more of the activities from Category C.