

# College of Natural Sciences and Mathematics

## Department of Mathematics and Statistics

### Reappointment, Tenure, and Promotion (RTP) Policy

#### 1. Introduction

The Department of Mathematics and Statistics establishes the following criteria and procedures to be used as guidelines for decisions concerning reappointment, tenure, and promotion. Should any part of this document be in conflict with the Collective Bargaining Agreement (CBA) or relevant policies of the university or college, then the CBA, university, college, and department policies shall be applied in that order of precedence.

#### 2. Preparation of the RTP File

The candidate has the primary responsibility for collecting and presenting evidence of accomplishments to the department RTP committee by the published deadline. This evidence must be in the form of an RTP file prepared according to the format distributed to the candidate by the university early in the fall semester of the evaluation year. The file should be well organized to allow those reviewing it to locate pertinent information easily.

#### 3. Criteria for Reappointment, Tenure, and Promotion

The three areas of evaluation are

- i. instruction and instructionally related activities;
- ii. research, scholarly, and creative activities; and
- iii. service.

Reappointment will require significant and ongoing progress towards a favorable tenure decision in all three areas. Tenure will require ratings of at least competent in all three areas, with a rating of excellent in teaching or research. Promotion to associate professor will normally accompany a favorable tenure decision, but may occur independently before or after a tenure decision. Promotion to professor will require performance significantly beyond that required for promotion to associate professor in all three areas, including a rating of excellent in one area.

32 Candidates shall provide clear and detailed descriptions in their narratives of their  
33 major achievements and ongoing professional development in all three areas.

34 **4. Instruction and Instructionally Related Activities**

35 The RTP committee will assess the teaching effectiveness of the candidate based  
36 on the narrative and the following evidence:

- 37 i. student evaluation data, class GPAs, and drop rates;
- 38 ii. course materials submitted by the candidate;
- 39 iii. peer evaluation based on classroom visits by members of the RTP  
40 committee; and
- 41 iv. letters submitted during the Open Period.

42 A candidate's RTP file must include a written description of her/his pedagogical  
43 approach and philosophy in the narrative; student evaluation summary pages;  
44 copies of course syllabi and exams; and other assessment material, such as  
45 quizzes, projects, handouts, etc. Candidates are expected to grow and mature as  
46 teachers by continually striving to improve their classroom practices.

47 To be rated as competent or higher, candidates for tenure or promotion to  
48 associate professor must meet or exceed all of the following criteria in the  
49 judgment of the RTP committee:

- 50 i. The candidate's teaching style as described in the narrative is effective in  
51 producing favorable student learning outcomes.
- 52 ii. Student evaluation data, class GPAs, and drop rates are reasonable for the  
53 particular courses.
- 54 iii. The syllabi, exams, quizzes, homework, and other material demonstrate  
55 thorough coverage of course content as described in official department  
56 course outlines and catalog descriptions. Assessment tools are adequate to  
57 judge student learning outcomes.
- 58 iv. The classroom visits find the candidate's classes to be satisfactory in terms  
59 of content, presentation, and student engagement.
- 60 v. Letters submitted during the Open Period do not establish a pattern of  
61 negligence in teaching duties.

62 To be rated as excellent, candidates for tenure or promotion to associate professor  
63 must substantially exceed the criteria above in the judgment of the RTP  
64 committee. The committee will apply the following standards (a candidate may  
65 be rated excellent without meeting all of these standards):

- 66 i. The narrative contains a detailed reflection on different approaches the  
67 candidate has tried in the classroom and shows either a significant  
68 improvement or consistent high level of success in student learning  
69 outcomes.  
70 ii. Student evaluation data are usually above departmental averages for  
71 comparable courses.  
72 iii. Quizzes, exams, handouts, and other course material demonstrate  
73 extraordinary clarity, presentation of content, or innovative and insightful  
74 approaches to the course material.  
75 iv. The candidate's file contains evidence of one or more of the products or  
76 activities listed in Section 2.2.8 (Examples of Products/Activities) of the  
77 college RTP policy, as they are relevant to mathematics, statistics, or  
78 mathematics education.  
79 v. Other materials in the candidate's file (possibly including letters submitted  
80 during the Open Period) provide evidence of excellent teaching and/or  
81 other positive contributions to the instructional efforts of the department.

82 To be rated as competent or higher, candidates for promotion to professor must  
83 meet or exceed all of the following criteria in the judgment of the RTP  
84 committee:

- 85 i. The narrative describes the development of the candidate's teaching style  
86 since appointment as associate professor and appraises the effectiveness of  
87 the candidate's pedagogical methods in improving student learning  
88 outcomes.  
89 ii. Student evaluation data, class GPAs, and drop rates are reasonable for the  
90 particular courses.  
91 iii. The syllabi, exams, quizzes, homework, and other material demonstrate  
92 thorough coverage of course content as described in official department  
93 course outlines and catalog descriptions. Assessment tools are adequate to  
94 judge student learning outcomes.  
95 iv. The classroom visits find that the conduct of the candidate's classes  
96 reflects considerable maturity and shows a commensurate level of  
97 expertise in terms of content, presentation, and student engagement.  
98 v. Letters submitted during the Open Period do not establish a pattern of  
99 negligence in teaching duties.

100 To be rated as excellent, candidates for promotion to professor must substantially  
101 exceed the criteria above in the judgment of the RTP committee. The committee  
102 will apply the following standards (a candidate may be rated excellent without  
103 meeting all of these standards):

- 104 i. The narrative illustrates growth and development since appointment as  
105 associate professor. It contains detailed reflection on different approaches  
106 the candidate has tried in the classroom and shows either a significant  
107 improvement and/or consistent high level of success in student learning  
108 outcomes.
- 109 ii. Student evaluation data are usually above departmental averages for  
110 comparable courses.
- 111 iii. Quizzes, exams, handouts, and other course material demonstrate  
112 extraordinary clarity, presentation of content, or innovative and insightful  
113 approaches to the course material. The candidate should show the  
114 development of new and/or improved course material, or material for  
115 different courses, since appointment as associate professor.
- 116 iv. The candidate's file contains evidence of one or more of the products or  
117 activities listed in Section 2.2.8 (Examples of Products/Activities) of the  
118 college RTP policy, as they are relevant to mathematics, statistics, or  
119 mathematics education.
- 120 v. Other materials in the candidate's file (possibly including letters submitted  
121 during the Open Period) provide evidence of excellent teaching and/or  
122 other positive contributions to the instructional efforts of the department.

## 123 5. **Research, Scholarly, and Creative Activities**

124 The primary demonstration of scholarly and creative activity is the publication of  
125 original research in mathematics, statistics, or mathematics education in a journal  
126 or conference proceedings that is respected and refereed.

127 To be rated as competent or higher, a candidate for tenure or promotion to  
128 associate professor must show the acceptance for publication of at least two  
129 papers in respected, refereed journals based mainly on original research beyond  
130 the doctoral dissertation.

131 To be rated as excellent, a candidate for tenure or promotion to associate  
132 professor must substantially exceed the criterion above in the judgment of the  
133 RTP committee. This may be achieved if the candidate's papers are of  
134 exceptional quality or are accepted for publication in an especially prestigious  
135 journal. Other scholarly activities for which a candidate may be judged excellent  
136 include, but are not limited to, those listed in the college RTP policy, Section  
137 2.3.3 (Examples of Products/Activities Related to RSCA), as they are relevant to  
138 mathematics, statistics or mathematics education. (A candidate may be rated  
139 excellent without demonstrating all of these products or activities.)

140 To be rated as competent or higher, a candidate for promotion to professor must  
141 show the acceptance for publication of at least two papers in respected, refereed

142 journals, beyond the material that was submitted by the candidate for promotion  
143 to associate professor.

144 To be rated as excellent, a candidate for promotion to professor must  
145 substantially exceed the criterion above in the judgment of the RTP committee.  
146 This may be achieved if the candidate's papers are of exceptional quality or are  
147 accepted for publication in an especially prestigious journal. Other scholarly  
148 activities for which a candidate may be judged excellent include, but are not  
149 limited to, those listed in the college RTP policy, Section 2.3.3 (Examples of  
150 Products/Activities Related to RSCA), as they are relevant to mathematics,  
151 statistics or mathematics education. (A candidate may be rated excellent without  
152 demonstrating all of these products or activities.)

153 It is the responsibility of the candidate to convince the RTP committee of the  
154 value of her/his contributions in areas that may be unfamiliar to the members of  
155 the committee.

## 156 6. **Service**

157 All candidates are expected to contribute to the functioning of the department by  
158 serving on its committees or holding administrative positions.

159 To be rated as competent or higher, candidates for tenure or promotion to  
160 associate professor, as well as candidates for promotion to professor, must serve  
161 regularly on such departmental committees as are appropriate to their level of  
162 experience and expertise and contribute appropriately to the work of these  
163 committees.

164 To be rated as excellent, candidates for tenure or promotion to associate  
165 professor, as well as candidates for promotion to professor, must substantially  
166 exceed the criterion above in the judgment of the RTP committee. Possible areas  
167 of contribution include the following. (A candidate may be rated excellent  
168 without meeting all of these standards; in particular, many of these are not  
169 appropriate for untenured faculty.)

- 170 i. Holding administrative positions in the department, such as Undergraduate  
171 or Graduate Associate Chair, Student Teacher/Intern Coordinator, ELM  
172 Coordinator, Articulation Officer, Lower Division Service Course  
173 Coordinator, Tutoring Center Coordinator, Computer Lab Coordinator,  
174 Library Representative, Secretary of the Math Faculty, or other such  
175 positions.
- 176 ii. Serving in leadership roles on committees or in other aspects of  
177 professional service.

- 178           iii.   Serving on committees whose workload was particularly heavy during the  
179                    year of service or is traditionally heavy, such as hiring committees or the  
180                    RTP committee.  
181           iv.   Serving on committees at the college or university level.  
182           v.   Serving on subcommittees with special tasks, such as researching an issue,  
183                    writing a document, or serving as liaison with other parties.

184           Other service activities for which a candidate may be judged excellent include,  
185           but are not limited to, those listed in the college RTP policy, Section 2.4.3  
186           (Examples of Products/Activities Related to Professional Service), as they are  
187           relevant to mathematics, statistics or mathematics education.

188           The emphasis in the evaluation will be on accomplishments at all levels, and it is  
189           the responsibility of the candidate to convince the RTP committee of the value of  
190           her/his contributions in areas that may be unfamiliar to the members of the  
191           committee. Paid consultancies shall not normally count towards service.

## 192       7. **Early Tenure and Promotion**

193           Early tenure and promotion will be considered under the criteria established in  
194           the university RTP policy. Candidates may participate in the external evaluation  
195           process according to the Academic Senate policy on external evaluation;  
196           however, this is only one avenue to provide evidence of distinction.

## 197       8. **Amendments**

198           Amendments to this document may be proposed by submitting them to the  
199           department chair with the signatures of 20% of tenured and probationary  
200           members of the department. Pro and con arguments may be submitted within  
201           seven academic days following the chair's notification of the department. After  
202           that period, a referendum will be held with tenured and probationary faculty  
203           being eligible to vote. The amendment will be adopted if it is approved by a  
204           majority of the tenured and probationary faculty members voting and then  
205           approved by the CNSM Council, dean, and provost.