

DEPARTMENT OF MATHEMATICS RTP POLICY DOCUMENT

(Approved by Department 2/26/98, Dean 6/16/98, Academic Affairs 7/20/98)

26. Retention, Tenure, and Promotion (RTP) Policy**1. Introduction**

The Department of Mathematics establishes the following criteria and procedures to be used as guidelines for decisions concerning retention, tenure, and promotion. Should any part of this document be in conflict with the Memorandum of Understanding (MOU) or relevant policies of the University, then the MOU or the relevant policies of the University shall prevail, with the understanding that the MOU takes precedence over University policies.

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. It should be well organized to allow those reviewing the file to locate pertinent information easily.

3. Criteria for Retention, Tenure, and Promotion

The three primary areas of evaluation are

- instruction and instructionally-related activities
- scholarly and creative activities
- professional service

Because the primary mission of the University is instruction, emphasis will be placed on the candidate's performance in this area.

Tenure will require satisfactory performance in all three areas, with the potential for excellence in teaching. Retention will require satisfactory progress towards a favorable tenure decision. Promotion to Associate Professor will normally accompany a favorable tenure decision, but may occur independently before or after a tenure decision if the Committee finds that the circumstances justify it. Promotion to Professor will require performance significantly beyond that required for promotion to Associate Professor in all three areas, including demonstrated excellence in teaching.

In the following sections, minimal requirements are listed in the three primary areas of evaluation. However, an exceptional performance in one area may compensate for deficiencies in another.

4. Instruction and Instructionally Related Activities

The RTP Committee will assess the teaching effectiveness of the candidate based upon the following evidence

- student evaluation data
- course materials submitted by the candidate
- peer evaluation based on classroom visitation by members of the RTP Committee
- signed written comments by students and colleagues

As part of their RTP files, candidates must provide a written description of their pedagogical approach and philosophy, copies of course syllabi and exams, and other material, such as prepared handouts. Candidates are expected to grow and mature as teachers by continually striving to improve their classroom presentation, and by taking advantage of developments in pedagogy.

5. Scholarly and Creative Activities

The primary demonstration of scholarly and creative activity is the publication, or acceptance for publication, of original research in mathematics or mathematics education in a journal or conference proceedings that is respected and refereed. The normal expectation for a favorable tenure decision (including promotion to Associate Professor) is the publication, or acceptance for publication, of at least two papers during the probationary period. At least two of these papers should be in respected, refereed journals, and at least one shall not duplicate research in the doctoral dissertation. The normal expectation for a favorable decision on promotion to Professor is the publication, or acceptance for publication, of at least two papers, in respected, refereed journals, beyond the material which was submitted by the candidate for promotion to Associate Professor. A lengthy paper in a prestigious research journal may be regarded as the equivalent of two papers of ordinary length.

Other scholarly activities which enter into tenure or promotion decisions include, but are not limited to, any of the following in mathematics or mathematics education

1. publishing expository articles;
2. writing published reviews of professional articles or books;
3. publishing original articles in journals devoted to the teaching of mathematics;
4. writing or contributing to books;
5. writing articles for publication in magazines or newspapers;
6. publishing solutions manuals for books in advanced mathematics;
7. giving talks;

8. participating in conferences, colloquia, seminars or courses;
9. serving as a referee for papers for professional journals or conference presentations;
10. reviewing pre-publication manuscripts for publishers;
11. supervising theses and graduate and undergraduate research projects;
12. disseminating solutions of problems in the field of mathematics or related fields.

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

It should be understood that, because of the scope and variety of contributions in the area of scholarly and creative activity, it is impossible to provide criteria, which can be universally and fairly applied, to all candidates. The Department trusts the good judgment of those individuals it has elected to the RTP Committee to assess the candidate's contributions.

6. Professional Service

All candidates are expected to contribute to the smooth functioning of the Department by serving on its committees and/or administrative positions. The emphasis in the evaluation will be on accomplishments. Additional credit in this area will be earned through service on committees of the University or the College of Natural Sciences and Mathematics. Participation in community service fostering the advancement of the discipline or educational goals in general, or participation in professionally related organizations, will also be favorably regarded.

7. Early Tenure and Promotion

Early tenure (promotion) is granted only in exceptional circumstances and for compelling reasons. In order to receive consideration for early tenure (promotion), the candidate must provide evidence of having not only satisfied all the criteria for tenure (promotion), but of having substantially exceeded the usual Department standards for such action.

8. Amendments

Amendments to this document may be proposed by submitting them to the Department Chair with the signatures of 20% of tenured and probationary members of the Department. Pro and con arguments may be submitted within seven school days following the Chair's notification of the department. After that period, an election will be held with tenured and probationary faculty being eligible to vote. The amendment will be adopted if it is approved by a majority of the tenured and probationary faculty members voting.

9. Appeals of Departmental Committee Action

A candidate has the right to appeal an unfavorable Committee recommendation, or to request additions or deletions of material in the report written by the RTP Committee. Such a request must be made in a timely fashion, in order to ensure that the deadline for submission of the RTP file to the College will be met.

Matters on an appeal may be resolved in writing or by a meeting of the RTP Committee with the candidate. The candidate may request that the Department Chair be present at this meeting.

10. Additions to the Candidate's RTP File After the Deadline

Only letters of acceptance for publications and material specifically requested by the RTP Committee will be accepted for addition to a candidate's file after the published deadline for the submission of the file. Tenured and probationary members of the Department. Pro and con arguments may be submitted within seven school days following the Chair's notification of the department. After that period, an election will be held with tenured and probationary faculty being eligible to vote. The amendment will be adopted if it is approved by a majority of the tenured and probationary faculty members voting.