

# Department of Mathematics

## Guidelines and Procedures <sup>1</sup> : Promotion and Tenure Committee

September, 1993

### Responsibilities.

1. To write Annual Reviews for all untenured faculty members and to carry out regular reviews for all tenured faculty members in accordance with Article 11 of the *Collective Bargaining Agreement*.
2. To create portfolios <sup>2</sup> with recommendations for promotion and/or tenure.

### Promotion and Tenure (P&T) Committee.

#### 1. Membership.

All tenured faculty serve on the P&T Committee in consideration of decisions regarding Assistant Professors.

Only tenured Professors serve on the P&T Committee in consideration of decisions regarding Associate Professors and untenured Professors.

The Department Chair serves as a non-voting member of the Department's P&T Committee.

2. Chair. A Chair is elected at the first meeting in the Fall Semester of an academic year and serves for a period of one year.

The Chair calls and moderates meetings, appoints subcommittees, oversees the creation of portfolios, ensures that deadlines are met, and maintains/updates records for the Committee (in order to provide a continuity for the proceedings).

### Decision Process.

At its first meeting of the fall semester the Committee identifies those faculty members who will be reviewed and those who will be considered for promotion and/or tenure.

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<sup>1</sup>This document augments the departmental policies and practices describes in Article 13 of *Collective Bargaining Agreement*.

<sup>2</sup>We use "portfolio" to refer to the written document that the Department prepares in making recommendations in the University's P&T process.

## **Annual Review of Untenured Faculty Members.**

1. Purpose: In compliance with University policy, to provide a “written assessment of performance” in order “to make faculty members aware ... of how their performance is perceived and to provide an early opportunity for commendation and to remedy any deficiencies.”

### **2. The Committee’s Role.**

For each untenured person, for whom a portfolio will not be written in the current academic year, the Chair of the P&T Committee appoints a two-person committee

- (a) to consult with (as well as advise) the individual in updating data on teaching, scholarship and service and
- (b) to prepare the Committee’s written review (usually for an April meeting).

The Review, which the Department Chair forwards to the Dean, must be approved by the full P&T Committee.

## **Creating Promotion and Tenure Portfolios.**

### **1. Overview of Subcommittee Creation.**

- (a) The Committee makes a preliminary decision concerning who might be considered <sup>3</sup> this academic year.
- (b) For each person being considered, the P&T Chair appoints a three-person committee to prepare the full portfolio.
- (c) When the Committee needs additional information before making a decision on whether a person will be considered, a two-person documentation committee is appointed (similar to the situation for a review). If the Committee decides to consider the individual, then a third person is added to the subcommittee to prepare the full portfolio.

### **2. Documentation.**

The individual under consideration writes a draft for each of the documentation sections (I. Curriculum Vitae, II. Documentation of Teaching, IV. Documentation of Scholarship, VI. Documentation of Service)

Summaries of teaching evaluations for all courses are included in the appendix of the portfolio; the “summaries” would normally be the numerical summaries, compiled from the use of the standard University form, or departmentally prepared summaries when non-standard forms are used. Actual evaluation forms are made available in accompanying notebooks provided by the Department.

Reprints and preprints of all published work, as well as other relevant materials, that the candidate wishes to be included are collected by the subcommittee and made available on request.

The P&T Committee has responsibility for assuring the accuracy of the final version of the portfolio.

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<sup>3</sup> “considered” means that a portfolio will be created so that the P&T Committee might formulate a promotion and/or tenure recommendation.

### 3. Evaluation.

The subcommittee writes the evaluation sections of the portfolio (III. Evaluation of Teaching, V. Evaluation of Scholarship, VII. Evaluation of Service)

#### (a) Teaching.

In addition to teaching evaluations supplied by the individual, the subcommittee uses a written letter of solicitation (a sample of which is appended) to obtain letters from students that evaluate the individual's teaching.

#### (b) Scholarship.

Letters from evaluators outside of the University are obtained through a written solicitation (a sample of which is appended).

Outside evaluators are chosen using the following procedure: A list of possible evaluators is obtained from the individual, who chooses one evaluator; the individual is encouraged to seek the advice of the subcommittee in making this selection. The P&T Committee as a whole chooses at least two other outside evaluators; the Department Chair is provide the option of naming one of these. *None of the evaluators need be on the list obtained from the individual.*

#### (c) Service.

Letters from professional colleagues are frequently solicited by the Committee. (A sample letter that is used for this purpose is appended.)

## **Annual Review of Non-tenure-track Faculty**

**Purpose.** To provide feedback to faculty and to provide assessment for use by the department in reappointment considerations

### **Lecturer Review Committee (LRC).**

**Membership.** All tenure-track faculty serve on the LRC.

**Chair.** The departmental chair calls and moderates meetings, appoints subcommittees, oversees the creation of reports, and maintains/updates departmental files

**Process for Creating the *Annual Review*.** Before the conclusion of the spring semester two-person committees, consisting of tenured faculty, will be formed at a meeting of the LRC to review each non-tenure-track faculty member.

Using the Faculty Annual Report as a starting point, each two-person committee meets with its assigned faculty member to review data on teaching, research and service. Minimally, this data would include teaching evaluations (possibly grade distributions), as well as reprints of scholarly activities. Brief statements of self-assessment, perspectives and overviews could be included.

The individual's committee writes an evaluation of the faculty member's contributions in teaching, research and service, as well as a summary statement that provides an overall assessment of the individual's contributions and suggestions for improvement or enhancements, where appropriate.

The *Annual Review*, consisting of documentation of data and the evaluation of contributions, must be approved by the LRC. This is completed by November 1.

The departmental chair provides a copy of the *Annual Review* to the individual.

**Confidentiality.** *Annual Reviews* will be maintained in a departmental file. Information therein is available to members of the LRC, and will be made available to others by written permission from the individual.