PERSONNEL STANDARDS AND EXPECTATIONS OF FACULTY RANKS
COLLEGE OF SCIENCE. MATHEMATICS & TECHNOLOGY

These are the minimum requirements that faculty member should meet to be considered for promotion, tenure or merit pay.
Each of the departments at CSMT should develop active learner standards that will provide faculty members with more clear guidelines for academic performance.

Teaching Excellence	Assistant Professor	Associate Professor	Professor
Evaluations	Good evaluations of teaching and/or classroom observations by chair and peers.	Consistent good student evaluations of teaching and classroom observations by chair and peers of active teaching.	Consistent excellent evaluations of teaching and classroom observations by chair and peers of active teaching.
Technology	Uses new and appropriate technology in teaching and learning,	Uses new and identifies appropriate technology in teaching and learning	Uses and identifies new and appropriate technology in teaching and learning
Pedagogy	Syllabi, course material and exams - give evidence of new material developed and teaching methods, if applicable	Syllabi, course material and exams - give evidence of new material and teaching methods.	Syllabi, course material and exams - give evidence of new material, and methods; teaches and develops new courses or programs;
Potential	Demonstrates potential to be a good instructor.	Demonstrated ability to be a good instructor	Demonstrated ability to be an excellent instructor
Mentor	Accepts mentorship from senior faculty and serves the student body	Demonstrates ability to be a good student mentor	Demonstrates ability to be a good instructor role model and student mentor
Academic Fit and Compatibility			
Academic Fit	Teaching fits with needs of department and school	Teaching and scholarship fit with needs of department and school	Teaching and scholarship fit with needs of department and school
Compatibility Fit	Harmonious, agreeable and friendly with department, school, and university faculty and staff.	Harmonious, agreeable and friendly with department, school, and university faculty and staff	Harmonious, agreeable and friendly with department, school, and university faculty and staff; Is well regarded by colleagues and staff within and out of the university
Evidence of Teaching Performance	**While evidence of satisfactory teaching would come primarily from Level 1, and evidence of higher Level teaching would come from Levels 2 and 3. (Shell –Teaching Performance)**	**While evidence of satisfactory teaching would come primarily from Level 1 and 2, and evidence of advance level teaching would come from Level 3. (Shell –Teaching Performance)**	**While evidence of satisfactory teaching would come primarily from Level 2, evidence of advance level teaching would come from Level 3. (Shell –Teaching Performance)**

Shell - Teaching Performance

Level 1 **Evidence of Satisfactory Teaching**	Level 2 **Evidence of Higher level Teaching** (ABOVE AND BEYOND LEVEL 1)	Level 3 **Evidence of Advanced level Teaching** (ABOVE AND BEYOND LEVEL 2)

1. Faculty is expected to be in compliance with the University Policy on teaching:
  a) Preliminary Syllabus and CV placed in due deadline and reported to the departmental secretary.
  b) Office hours maintained per HOOP.
  c) Evidence of Grades submitted in timely manner and that is reported to the departmental secretary
  d) Evidence of students questions are answered in timely manner according to the departmental policy for faculty teaching online courses.
  e) Evidence of time spent in open lab and tutoring.
  f) Student evaluations are submitted with quantitative measure.
  g) Students' comments mostly positive.
  h) Peers' and supervisor's comments are mostly positive.
 	
2. Evidence of sustained implementation of up-to-date curriculum.
 	
3. Evidence of developing effective teaching materials/tools.
 	
4. Effective teaching of courses with mostly positive student evaluation.
 	
5. Graduate Faculty: Serving on thesis and/or dissertation committees or supervised
	1. Developing new courses, new content for an existing course, or changes in content for an existing course.
	
	2. Evidence of improving teaching performance by applying ideas gained from teaching professional development and advanced content courses, seminars, conferences, workshops independent readings on pedagogical practices and research.
	
	3. Teaching to peers or approved groups by way of seminars, courses, project workshops, or content presentations at area schools.
	
	4. Serving as textbook and or curriculum materials reviewer for a publisher/developer.
	
	5. Including Service Learning Component in Courses.
	
	6. Helping develop new emphasis in program including curriculum and Student Learning Outcomes.
	
	7. Development of supplemental workbooks, labs, computer-based materials, test banks of questions, or other innovative instructional or assessment methods for use with courses or programs.
	
	8. Evidence of academic advising (e.g. maintain a log of advisees and advising activities).
		1. Recognized teaching awards.
		
		2. Documented evidence of student success in subsequent courses and/or careers.
		
		3. Creation of new degree programs
		
		4. Implementation of innovative, peer evaluated teaching methodologies.
		
		5. Enrichment of department/university teaching infrastructure through Partnerships and Collaborations with external entities.
		
		6. Successful mentor for award winning science/technology projects.
		
		7. Other activities that recognized on campus or outside of campus and contribute to development of high standards of teaching.

student research. 6. Evidence of faculty tracking and analyzing student retention. 7. Evidence of implementation and assessment of Student Learning Outcomes.	9. Introduction of new and emerging science/technology through existing courses/programs or new courses/programs. 10. Supervising student's research. Projects or presentations or thesis/ dissertations. 11. Other activities that contribute to development of effective teaching environment in the class room.	

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Scholarship	Assistant Professor	Associate Professor	Professor
Scholarly Activity - Brief Description	Demonstrates potential for scholarly activity such as attendance at workshops, presentations or other appropriate activities	Participates in actively involved in scholarly activity such as workshops, presentations, papers, textbooks, etc.	Actively involved in scholarly activities such as attendance at workshops, presentations, reviewing textbooks or papers, etc.
	Activities such as conducting professional presentations at workshops, conferences, university and continuing education, and/or grant writing	Participates in activities such as attendance at workshops, presentations, or other appropriate activities	Demonstrates leadership in scholarly activity such as workshops, conferences, university (membership, officer, speaker) and continuing education
	Publishes at least 1 article in a professional journal or conference proceeding every 2 years	Participates in activities such as conducting professional presentations at workshops, conferences, university and continuing education, and/or grant writing	Demonstrates leadership in scholarly activities, such as conducting or contributing research at professional presentations at workshops, conferences, university and continuing education, and/or grant writing
	Submit at least one Grant a year with positive mix of reviewer comments.	Publishes at least 2 articles in a professional journal or conference proceeding every 3 years	Publishes at least 3 articles in professional journal or conference proceedings every 5 years
			Professional Certification or work toward certifications or CEU's if applicable
Evidence of Scholarship Performance	**The** candidate must demonstrate a substantive record of scholarly activities and/or products. The candidate's record of scholarship should include a variety of indicators. Several indicators of scholarship at Level 1 should be included annually. Evidence of scholarship at Level 2 should be included at some point during the candidate's time in the CSMT. Level 3 scholarship activities and/or products are clearly distinguished. Scholarship in Level 3 would be weighed at a significantly higher level than Level 1 indicators	**For promotion to Associate Professor and Tenure, the** candidate must demonstrate a substantive record of scholarly activities and/or products. The candidate's record of scholarship should include a variety of indicators. Several indicators of scholarship at Level 1 should be included annually. Evidence of scholarship at Level 2 should be included at some point during the candidate's time in the CSMT. Level 3 scholarship activities and/or products are clearly distinguished. Scholarship in Level 3 would be weighed at a significantly higher level than Level 1 indicators	**For promotion to Professor** the candidate must demonstrate a commitment to scholarship. Evidence of multiple indicators from both Level 2 and Level 3 are expected from the time the candidate achieved Associate Professor

Level 1 Evidence of Satisfactory Scholarship	Level 2 Evidence of Superior Scholarship (ABOVE AND BEYOND LEVEL 1)	Level 3 Evidence of Distinguished Scholarship (ABOVE AND BEYOND LEVEL 2)
Presentations at local professional meetings, conferences, seminars and symposia. • Poster • Oral Presentations • Break Out Sessions • Facilitating workshops Non-refereed professional publications Published papers from conference proceedings Chapters in textbooks Original curriculum products (e.g. CD ROMs', videos, departmental standardized exams) Successful grant application with mostly positive comments from reviewers.	Presentations at regional/state professional meetings • Poster • Oral Presentations • Break Out Sessions • Facilitating workshops • Publication of the peer reviewed proceedings of conferences Authorship in refereed journal article(s) Colloquia at other universities and academic conference presentations Editorship of scholarly journals and books Government and agency publications Co-PI of grant proposal(s) Submission of research or scholarly grant proposal to a state or nationally competitive grant, Successful funding of a grant proposal. Successful continuation of multi-year grants. Administration of a grant. Evidence of research or scholarly activities consistent with the production of research or scholarly articles. Research activities undertaken in order to learn additional subject area and expand research topics.	Presentations at national/international professional meetings • Publication of the peer reviewed proceedings of international conferences Serving on editorial advisory board or manuscripts for scholarly journals Authored and edited scholarly books Chapters in textbooks or textbooks by recognized publishers PI of grant proposal(s) with successful refunding Visiting professorship with major international universities Research awards and honors International recognitions in research/scholarship.

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Service	Assistant Professor	Associate Professor	Professor
Service Activity - Brief Description	Assumes leadership roles and actively participates in department, school and university committees	Assumes leadership roles and actively participates in department, school and university committees	Assumes leadership roles and actively participates in department, school and university committees
	Mentors students and assumes appropriate share of advising responsibilities	Mentors students and assumes appropriate share of advising responsibilities	Mentors students and assume appropriate share of advising responsibilities
	Contributes to (or has potential to contribute to) community by service or workshops related to community needs	Works with area schools or other appropriate recruiting and placement initiatives	Works with area schools or other appropriate recruiting and placement initiatives
	Contributes to (or has potential to contribute to) the profession	Contributes to community by service and/or research related to the profession and community needs	Contributes to community by service and/or research related to the profession and community needs
	Works with area schools or other appropriate recruiting and placement initiatives	Contributes to the profession (officer, reviewer, panelist, speaker)	Assumes leadership role in the profession; is well regarded by colleagues at peer institutions (officer, reviewer, panelist, speaker)
	Participates in Advisory Committee meetings	Actively participates in Advisory Committee meetings	Actively participates in Advisory Committee meetings
		Actively promotes and develops expansion of department and curricula	Promotes and develops expansion of department and curricula
	Show evidence of contribution to multiple areas/goals of the college strategic plan.	Demonstrated evidence of leadership in at least two areas /goals of the college strategic plan.	Demonstrated evidence of leadership in multiple areas/goals of the college strategic plan
Evidence of Service Performance	The candidate must demonstrate a substantive record of service. The candidate's record of service should include a variety of indicators of services. Several indicators of service at Level 1 should be included annually. Evidence of service at Level 2 should be included at some point during the candidate's time in the CSMT. Level 3 service is clearly distinguished. Service in Level 3 would be weighed at a significantly higher level than Level 1 indicators	**For promotion to Associate Professor and Tenure,** the candidate must demonstrate a substantive record of service. The candidate's record of service should include a variety of indicators of services. Several indicators of service at Level 1 should be included annually. Evidence of service at Level 2 should be included at some point during the candidate's time in the CSMT. Level 3 service is clearly distinguished. Service in Level 3 would be weighed at a significantly higher level than Level 1 indicators	**For promotion to Professor,** the candidate must demonstrate a commitment to professional service. Evidence of multiple indicators form both Level 2 and Level 3 are expected from the time the candidate achieved Associate Professor.

Shell - Service Performance

Level 1 Evidence of Satisfactory Service	Level 2 Evidence of Superior Service (ABOVE AND BEYOND LEVEL 1)	Level 3 Evidence of Distinguished Service (ABOVE AND BEYOND LEVEL 2)
Service activity of outstanding quality indicated by major contributions in Department committees. (as per departmental requirement) • Curriculum • Personnel • Graduate • Personnel Search • Scholarship • Certification (e.g. ABET, ACS) • Safety • Course Scheduling • Alumni • Faculty Search Participation in recruitment and outreach activities. Officer or Board Member of local Professional Organization Participate as a Referee, Judge, or Reviewer (e.g. RGV Regional Science Fair, UTB Research Symposium, student abstract reviewer) Recruiting candidates for new faculty positions Providing pro bono services to the community.	Extensive service activity of outstanding quality indicated by major contributions including chairing in CSMT committees. • Curriculum • Personnel • Graduate • Dean Search • College Policy and Procedures • College Readiness Extensive service activity of outstanding quality indicated by major contributions in an Administrative Officer Role or Coordinator (e.g. Outreach activities). Administrative duties related to grants. Officer or Board Member of regional Professional Organization Member of Professional Advisory Council Serving on committees for local or regional professional organizations Participation in the organization of local or regional professional conferences.	Extensive service activity of outstanding quality indicated by major contributions in University committees. • Curriculum • IRB-HS • IACUC • BCRS • Graduate • Upper Administrator Search Extensive service activity of outstanding quality indicated by major contributions in an Administrative Officer Role (e.g. grant management/administrative activities). Chairing and/or serving on a department committee. Chairing and/or serving on a faculty or dean search committee Serving on committees for regional or national professional organizations (e.g. ABET Reviewer) Participation in the organization of regional or national professional conferences. Officer or Board member of National Professional Organization Member of Editorial Board for Professional Publication. Member of Professional Advisory Council