

College of Sciences
School of Mathematical and Statistical Sciences
Faculty Tenure and Promotion Review Criteria,
Policies and Procedures

The policies and procedures governing Tenure and Promotion are contained in Regents' Rule 31007, the UTRGV ADM 06-505, and in this SMSS criteria document. All evaluation levels will use the SMSS criteria to make all recommendations concerning Tenure and Promotion.

I. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

To qualify for tenure, an individual must hold a doctoral degree in mathematics, statistics, mathematics education or related fields with significant research contributions to one or more fields listed in Mathematical Reviews.

The maximum period of the probationary period for tenure-track faculty shall be as negotiated at the time of hire and in accordance with the HOP. Faculty may request consideration for early promotion but it is limited to consistent exceptional performance.

Any prior service at other academic institutions, whether inside or outside the UT System, shall not be counted toward fulfillment of the required minimum period, unless the faculty member had successfully negotiated credit toward completion of the minimum period for previous experience. Any years of credit must be specified in writing in the Letter of Offer, to include the semester and year in which the final tenure evaluation for the recommendation to award or deny tenure will be made.

To be eligible to apply for tenure and promotion, the faculty member must show evidence of contributions and their impact for satisfying the minimum criteria as outlined in this document. For promotion to Associate Professor, the School of Mathematical and Statistical Sciences will require the same minimum criteria as for award of tenure in all three major areas, teaching effectiveness, research and scholarship, and professional service.

A. TEACHING

Faculty members are expected to follow all UTRGV HOP policies and standards and additionally all college and school requirements relative to teaching their assigned classes. This includes that faculty members are expected to post a syllabus for each of his/her courses (addressing office hours, course objectives, student learning outcomes, scheduled content, learning materials, activities, assessments, policies for disabilities, student conduct, class attendance, academic honesty, doing and submitting assignments, grading/evaluation practices, and determination of final course grades).

1. **Teaching Effectiveness:** The individual must show satisfactory feedback from peer observation of the candidate's teaching, and evidence of reflection and/or incorporation

of suggestions made in the peer reviews in his/her teaching practice. For every year of the probationary period at least one peer observation review must be included in the dossier. On average, satisfactory student evaluations are required. The individual should strive to get a 4.0 out 5.0 average evaluation score, however the individual shall not be penalized for a lower score if they provide evidence of particular teaching effectiveness and supporting explanations. Written comments may also be used in evaluating the effectiveness of the candidate's teaching if they are included in the teaching narrative section. The individual must show teaching effectiveness exhibiting excellent performance in *at least two* of the following: (a) Use of technology or innovative pedagogy for teaching in an appropriate way; (b) Supervision of undergraduate projects, honors theses, graduate projects, Master's theses, or PhD theses; and, (c) Evidence of assessment aligned to student learning outcomes in the courses taught at least during the past 3 years.

2. **Other Teaching-Related Activities:** The individual must show teaching effectiveness exhibiting excellent performance in *at least two* of the following: (a) Cooperation with the School in its efforts to assess and improve student mastery of mathematical knowledge; (b) Continue development as a teacher by improving instructional methods or developing course materials or mastering new mathematical subjects and techniques; (c) Mentoring and advising students; and (d) Participation in teaching-related professional development workshops.

B. RESEARCH AND SCHOLARSHIP

Faculty members must demonstrate a high level of achievement in mathematical and/or statistical research and scholarship. Excellence in research must be shown by *all* of the following:

1. Research articles published or accepted for publication in reputable refereed journals or proceedings, or monographs, with particular emphasis on the quality of publications. Referees' reports from accepted manuscripts and published reviews of the publications may be submitted as evidence of the quality of publications. As a guideline, it is recommended to have on average *at least one* (1) article published or accepted for publication per year during the evaluation period, depending on quality, length, reputation of the journal, and contribution to multi-authored publications.
2. Research presentations (invited or contributed) at other research institutions and at major professional meetings, conferences, or workshops. As a guideline, it is recommended to have on average *at least one* (1) presentation per year during the evaluation period.
3. Other research-related activities such as research presentations at local seminars and colloquia, research visits, and collaborations.
4. Effort to secure external funding.
5. Written evaluations of scientific strengths of the candidate by four (4) external reviewers who are experts in the candidate's field. The external reviewers shall be selected according to the procedure specified in Section IV of this document.

It is the responsibility of the School Director to solicit review letters from alternative reviewers in case original reviewers decline or fail to respond in a timely manner. A lack of timely response from designated reviewers shall not count against the candidate.

C. PROFESSIONAL SERVICE

Faculty members are expected to be active in serving the School, College, University, the Community, and the Profession. As part of evidence for service activities the faculty member should describe their own contributions. They are also expected to regularly attend School, College, or University meetings. *At least two* of the following categories must be present in the service record of a faculty member.

1. Service to the School, College, or University includes, but is not limited to (a) service on School-level committees or working groups, (b) service as faculty advisor for organizations, (c) service on College or University-level committees or working groups, or (d) service on the Faculty Senate.
2. Service to the Community includes but is not limited to participation in community or outreach professional service activities such as collaboration with schools, businesses, or professionals, and engaging the community in the faculty line of work.
3. Service to the Profession includes but is not limited to (a) organization of special sessions, professional meetings, and conferences, (b) service on editorial boards, professional boards (such as advising boards, grant proposal review committees), or panels, or (c) refereeing books and manuscripts for professional journals.

II. PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

To be considered for promotion from Associate Professor to Professor, an individual must have a doctoral degree in mathematics, statistics or mathematics education or any other related areas. The individual must have significant research contributions to one or more areas listed in Mathematical Reviews, and in general have completed at least six (6) years of continued successful teaching and service experience at the rank of Associate Professor. In exceptional cases, candidates may apply for early promotion.

The following is a list of minimum criteria for consideration of promotion to Professor in teaching effectiveness, research and scholarship, and professional service.

A. TEACHING

Performance in teaching will be judged through all of the following criteria:

1. The individual must show satisfactory feedback from peer observation of the candidate's classroom teaching, and evidence of reflection and/or incorporation of suggestions made in the peer reviews in his/her teaching practice. On average, satisfactory student evaluations are required. The individual should strive to get a 4.0 out 5.0 average evaluation score, however the individual shall not be penalized for a lower score if they

provide evidence of particular teaching effectiveness and supporting explanations. Written comments may also be used in evaluating the effectiveness of the candidate's teaching if they are included in the teaching narrative section.

2. The individual must show teaching effectiveness exhibiting excellent performance in *at least two* of the following: (a) Use of technology or innovative pedagogy for teaching in an appropriate way; (b) Supervision of undergraduate projects, honors theses, graduate projects, Master's theses, or PhD theses; (c) Evidence of assessment aligned to student learning outcomes in the courses taught at least during the past 3 years; (d) Evidence of students' success such as working with students on course projects; and (e) Write textbooks or be successful in teaching-related grant activity.
3. Must show active involvement in course and curriculum development.
4. Must express strong interest in teaching graduate or upper level courses and should teach such courses if available.
5. Must be peer-observed *once every 3 years* before the submission of the application for promotion.

B. RESEARCH AND SCHOLARSHIP

Faculty members must demonstrate a high level of achievement in mathematical and/or statistical research and scholarship. Excellence in research must be shown by *all* of the following:

1. The applicant must have an active research program and a substantial body of publications. It is expected that peer-reviewed articles and conference presentations are of a higher quality than the minimum required for tenure. Referees' reports from accepted manuscripts and published reviews of the publications may be submitted as evidence of the quality of publications. As a guideline, it is recommended to have on average *at least one* (1) article published or accepted for publication per year during the evaluation period, depending on quality, length, reputation of the journal, and contribution to multi-authored publications.
2. Must provide evidence of impact of the applicant's contributions to their research area (such as awards, citations, invitations, collaborations).
3. Research presentations (invited or contributed) at other research institutions and at major professional meetings, conferences, or workshops. As a guideline, it is recommended to have on average *at least one* (1) presentation per year during the evaluation period.
4. Effort to secure external funding.
5. Written evaluations of scientific strengths of the candidate by four (4) external reviewers who are experts in the candidate's field. The external reviewers shall be selected according to the procedure specified in Section IV of this document. It is the responsibility of the School Director to solicit review letters from alternative reviewers in case original reviewers decline or fail to respond in a timely manner. A lack of timely response from designated reviewers shall not count against the candidate.

C. PROFESSIONAL SERVICE

Faculty members are expected to be active in serving the School, College, University, the Community, and the Profession. All of the following categories must be present in the service record of a faculty member.

1. Provide evidence of professional and/or community service. Professional service includes activities such as organizing professional meetings, sessions, or workshops, or serving as an editor, referee or reviewer of books, research papers, or external grant proposals. Community service includes outreach professional service activities, such as collaboration with schools, businesses, or professionals and engaging the community in the faculty line of work.
2. Show active participation on at least one college or university-wide committee, or equivalent professional service such as mentoring junior faculty, if available.
3. Have a leadership role in at least one school, college, or university committee, program, or national or international organization.

III. COMPOSITION OF THE TENURE & PROMOTION COMMITTEE

The School Tenure & Promotion Committee will be composed only of tenured faculty members, who are above the rank of the candidate under consideration and have at least a fifty-one (51) percent appointment in the school.

- A. The School Tenure & Promotion Committee shall be comprised of all the tenured faculty members except the School Director, the School Associate Director, and the Associate Deans.
- B. The School Tenure & Promotion Committee shall elect a chair from among its members and the chair must be a full professor.
- C. When a faculty member is seeking promotion to Professor, a separate committee comprised of all the Professors from the Tenure & Promotion Committee shall be formed to consider the promotion.

IV. PROCEDURE FOR THE SELECTION OF EXTERNAL REVIEWERS

The following process shall be used to select the external reviewers.

1. In the case of tenure and promotion to Associate Professor, the candidate will supply a list of four (4) potential reviewers. The candidate may provide a listing with a brief explanation of any external peers whom he or she prefers not to be contacted. The School Tenure and Promotion Committee will then prepare a list of proposed reviewers. The list will include the entire list supplied by the candidate plus an additional four (4) potential reviewers recommended by the Committee.

In the case of promotion to Professor, the candidate will supply a list of five (5) potential reviewers. The candidate may provide a listing with a brief explanation of any external peers whom he or she prefers not to be contacted. The School Tenure and Promotion Committee will then prepare a list of proposed reviewers. The list will include the entire list supplied by the candidate plus an additional five (5) potential reviewers recommended by the Committee.

The candidate shall be informed of the potential reviewers on the Committee's list and will have the opportunity to comment on them.

2. External reviewers, with well-established expertise in the field of the candidate, will be selected as follows:
 - a. Conflict of interest must be avoided. In particular, external reviewers shall not be the candidate's doctoral or postdoctoral advisor or co-PIs on funded external grants nor co-authors.
 - b. The Committee, in consultation with the School Director, will select at least two (2) reviewers from each list. The candidate's listing of those he/she wishes to be excluded will normally be honored.
 - c. The names and affiliations of the reviewers selected will not be divulged to the candidate and will remain confidential.
3. The School Director will request written peer reviews from the selected reviewers to be placed in the candidate's dossier. External reviewers will be provided with two (2) forms to complete; one (1) for their contact information along with a brief description of their qualifications and the other for their written review. The review form will not contain any identifying information. A copy of the review letter will be included in the candidate's dossier. The reviewer's form, which contains the contact information, along with the reviewer's CV will be placed in an envelope and included in the dossier. The candidate will be informed of the status of the solicitation process on a regular basis, and upon request.
4. All review levels must ensure that all identifying information/material of the external reviewers is removed from the dossier before allowing the candidate to access or review the dossier.

V. REVIEW OF THE DOCUMENT

This document may be reviewed for possible revision every three years if deemed necessary by the SMSS Tenure and Promotion committee. Any revision of these criteria must be made by a committee elected by the tenured and tenure-track faculty, and must be approved by all tenured and tenure-track faculty.