
Approved by Provost Paul Sale on August 21, 2009.

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MINIMUM CRITERIA FOR ATTAINMENT OF TENURE AND PROMOTION
DEPARTMENT OF MATHEMATICS
UNIVERSITY OF TEXAS – PAN AMERICAN

I. Minimum Criteria for Tenure Evaluation

Preamble: HOP 6.2.6.B

Tenure is a faculty status which assures faculty that they will be able to perform their professional institutional responsibilities without fear of arbitrary dismissal. Academic freedom and professional security, the products of tenure, are needed to assure the success of an institution in fulfilling its obligation.

HOP 6.2.6.D.1

The decision to award tenure is the result of the collective subjective review of a faculty member's performance in teaching, professional achievement and professional service by a departmental faculty committee, the Department Chair, School faculty committee, Dean, VPAA, President, Executive Vice Chancellor for Academic Affairs and Board of Regents of The University of Texas System. Tenure status is granted only by the Board of Regents. Reappointment after the probationary period does not by itself constitute the granting of tenure.

HOP 6.2.6.D.2

Each department is responsible for the development of a formal statement of basic performance requirements for tenure. Meeting these basic performance requirements does not ensure tenure; however, failure to meet these basic performance requirements will result in ineligibility for tenure consideration. Tenure will be awarded only to individuals who have clearly demonstrated an ability to make a significant scholarly contribution to the University for the remainder of their careers.

HOP 6.2.6.E.2

Non-tenured tenure track faculty are expected to demonstrate consistent progress toward the achievement of tenure. To facilitate this, the faculty member's immediate supervisor or administrative equivalent shall hold a conference with the faculty member at the conclusion of the annual evaluation process to discuss perceived strengths/weaknesses, possible means of improvement, and prospects for reappointment and tenure.

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The following list of criteria consists of activities in which a faculty member should become involved but does not necessarily represent a complete list of activities for each of the three major categories. Faculty may receive credit for additional activities which are related to teaching effectiveness, professional achievement (Research/Scholarship) and professional service. To qualify for tenure, an individual should have earned a doctoral degree in mathematics, statistics, mathematics education or related areas with significant research contributions to one or more areas listed in *Mathematical Reviews*.

A. Teaching Effectiveness. An individual is expected to follow all HOP standards for faculty teaching performance as well as departmental and college requirements. The individual performance in this area include, but is not limited to, all of the following:

1. Meet assigned classes as scheduled for the full period and maintain regular office hours as required by the HOP.
2. Provides a syllabus within the first two weeks of class (preferably on the first day) clearly explaining grading procedures, attendance policies, late work acceptance policies, course objectives, tentative outline of topics covered, disability statement, Student Learning Outcomes, and any other information required by the HOP.
3. Maintain high standards of teaching, student achievement, student evaluation, coverage of course topics and Student Learning Outcomes, mentoring, and advising.
4. Cooperates with the department in its efforts to assess and improve student mastery of mathematical knowledge, such as assessing course, core, and math major Student Learning Outcomes, participating in common final examinations when required, providing data on grade distributions, and performing other assessment and improvement tasks as required by the department, university, and state.
5. Continue development as a teacher by experimenting with innovative instructional or assessment methods, developing course materials, mastering new mathematical subjects and techniques and using that knowledge in the classroom, writing successful teaching-related grants, or engage in the professional development of current or future K-12 teachers.
6. Be involved in curriculum and course development activity.
7. The faculty must show teaching effectiveness exhibiting excellent performance in two or more of the following.

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- a) Uses technology for classroom presentations in an innovative way.
 - b) Requires students to engage in major exploratory assignments, or to participate in mathematical competitions.
 - c) Direct observation and evaluation of the candidate's classroom teaching by the Department Chair or his/her designee.
 - d) On student evaluations, at least 75% of the students in a class rate the candidate excellent or good in a majority of all the candidate's classes.
 - e) Participation in professional development workshops that are teaching related.
 - f) Mentoring student research or honors projects.
- B. Professional Achievement (Research/Scholarship). As required by HOP Section 6.2.6.D (2), tenure will be awarded only to individuals who have clearly demonstrated an ability to make a significant contribution to the University for the remainder of their careers.
1. For faculty with teaching and administrative assignments of 10 or more semester credit hours each semester: On average, every faculty member is expected to have at least one peer-reviewed research publication every two years during the evaluation period. Moreover, for every nine hours of research release time accumulated during the evaluation period, a faculty member must have one additional peer-reviewed research publication.
 2. For faculty with teaching and administrative assignments of 9 semester credit hours each semester: On average, every faculty member is expected to have at least one peer-reviewed research publication every year during the evaluation period. Moreover, for every nine hours of research release time accumulated during the evaluation period, a faculty member must have one additional peer-reviewed research publication.
 3. In exceptional cases, the publication requirement may be relaxed by the Tenure and Promotion Committee.
 4. The Tenure and Promotion Committee shall take into consideration the quality of the candidate's journal papers.
 5. On average during the evaluation period, a faculty member must have at least one research presentation annually (invited or contributed) at major professional meetings/conferences at

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the national or international level, provided funding was available.

6. Research grants are strongly encouraged but not required for tenure (or promotion). Their impact on a candidate's fitness for tenure (or promotion) is to be assessed by the peer-reviewed research articles and presentations the candidate produces with the grant resources.
7. A faculty member must perform other research-related activities, such as research presentations at departmental colloquiums, local and state professional meetings, etc.
8. When applying for tenure (or promotion) the candidate must have at least four external review letters. At least two external reviewers will be selected by the department chair from a list of four names to be submitted by the candidate. At least two external reviewers will be selected by the candidate from a list of four names to be submitted by the department chair. External reviews should not be the candidate's doctoral or postdoctoral advisor and should not have co-authored articles or books with the candidate.

C. Professional Service. This activity includes:

1. Regularly attends departmental, college, and university meetings.
2. Serves the department regularly on assigned committees or on committees in the college.
3. Serves on university committees or the Faculty Senate.
4. Participates in professional or community service activities related to mathematics, statistics, or mathematics education.
5. Engages in Service to the Profession by organizing special sessions and conferences, refereeing research journal submissions and conference proceedings papers, reviewing grant proposals, serving on professional oversight boards, reviewing books and book proposals, or serving on journal editorial boards.

As noted above, this list is not exhaustive. Other items, such as the receipt of competitively awarded external grants, that show strong potential for continued professional contribution to the University are to be encouraged, recognized, and rewarded.

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II. Minimum Criteria for Promotion

Preamble: HOP 6.2.7.B(2-3)

To be considered for promotion to Assistant Professor, Associate Professor or Professor, faculty must meet the department basic performance requirements for the appropriate rank. It is generally expected that performance standards for award of tenure and for promotion to associate professor will be identical or nearly so.

Associate Professor. To qualify for promotion to associate professor, an individual must have an earned doctoral degree in mathematics, statistics, or mathematics education or related areas with significant research contributions to one or more areas listed in *Mathematical Reviews*. For promotion to associate professor, the Department of Mathematics will require the same minimum criteria as for award of tenure in all three major areas of teaching effectiveness, professional achievement and professional service.

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 with significant research contributions to one or more areas listed in *Mathematical Reviews*, and have completed at least six years of continued successful teaching and service experience at the rank of associate professor.

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

A. Teaching Effectiveness

1. Must satisfy the requirements of teaching effectiveness outlined earlier for tenure.
2. Active involvement in course and curriculum development activity.
3. Teach graduate level courses.
4. Write textbooks; or create and employ new or innovative teaching methods; or be successful in teaching-related grant activity.

B. Professional Achievement (Research/Scholarship)

1. Must satisfy the requirements of professional achievement (research/scholarship) outlined earlier for tenure.

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2. It is expected that the quality of peer-reviewed articles and conference presentations are to be of a higher quality than the minimum required for tenure.
3. Must exhibit evidence of collaboration or mentoring with other faculty within or outside UTPA.
4. Should seek funding for research projects.

C. Professional Service.

1. Must satisfy the requirements of professional service outlined earlier for tenure.
2. Evidence of service to professional organizations, such as organizing professional meetings, sessions, or workshops, or serving as an editor, referee or reviewer of books, research papers, or grant proposals of national agencies.
3. Active participation on at least one university-wide committee, or equivalent professional service.
4. Have a leadership role in at least one departmental, college, or university committee, program, or national organizations.

III. This document will be reviewed for possible revision every three years.