

1 **College of Natural Sciences and Mathematics**

2 **Department of Mathematics and Statistics**

3 **Reappointment, Tenure, and Promotion (RTP) Policy**

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5 **1. Introduction**

6 The Department of Mathematics and Statistics establishes the following criteria
7 and procedures to be used as guidelines for decisions concerning reappointment,
8 tenure, and promotion. Should any part of this document be in conflict with the
9 Collective Bargaining Agreement (CBA) or relevant policies of the university or
10 college, then the CBA, university, college, and department policies shall be
11 applied in that order of precedence.

12 **2. Preparation of the RTP File**

13 The candidate has the primary responsibility for collecting and presenting
14 evidence of accomplishments to the department RTP committee by the published
15 deadline. This evidence must be in the form of an RTP file prepared according to
16 the format distributed to the candidate by the university early in the fall semester
17 of the evaluation year. The file should be well organized to allow those
18 reviewing it to locate pertinent information easily.

19 **3. Criteria for Reappointment, Tenure, and Promotion**

20 The three areas of evaluation are

- 21 i. instruction and instructionally related activities;
22 ii. research, scholarly, and creative activities; and
23 iii. service.

24 Reappointment will require significant and ongoing progress towards a favorable
25 tenure decision in all three areas. Tenure will require ratings of at least
26 competent in all three areas, with a rating of excellent in teaching or research.
27 Promotion to associate professor will normally accompany a favorable tenure
28 decision, but may occur independently before or after a tenure decision.
29 Promotion to professor will require performance significantly beyond that
30 required for promotion to associate professor in all three areas, including a rating
31 of excellent in one area.

32 Candidates shall provide clear and detailed descriptions in their narratives of their
33 major achievements and ongoing professional development in all three areas.

34 **4. Instruction and Instructionally Related Activities**

35 The RTP committee will assess the teaching effectiveness of the candidate based
36 on the narrative and the following evidence:

- 37 i. student evaluation data, class GPAs, and drop rates;
- 38 ii. course materials submitted by the candidate;
- 39 iii. peer evaluation based on classroom visits by members of the RTP
40 committee; and
- 41 iv. letters submitted during the Open Period.

42 A candidate's RTP file must include a written description of her/his pedagogical
43 approach and philosophy in the narrative; student evaluation summary pages;
44 copies of course syllabi and exams; and other assessment material, such as
45 quizzes, projects, handouts, etc. Candidates are expected to grow and mature as
46 teachers by continually striving to improve their classroom practices.

47 To be rated as competent or higher, candidates for tenure or promotion to
48 associate professor must meet or exceed all of the following criteria in the
49 judgment of the RTP committee:

- 50 i. The candidate's teaching style as described in the narrative is effective in
51 producing favorable student learning outcomes.
- 52 ii. Student evaluation data, class GPAs, and drop rates are reasonable for the
53 particular courses.
- 54 iii. The syllabi, exams, quizzes, homework, and other material demonstrate
55 thorough coverage of course content as described in official department
56 course outlines and catalog descriptions. Assessment tools are adequate to
57 judge student learning outcomes.
- 58 iv. The classroom visits find the candidate's classes to be satisfactory in terms
59 of content, presentation, and student engagement.
- 60 v. Letters submitted during the Open Period do not establish a pattern of
61 negligence in teaching duties.

62 To be rated as excellent, candidates for tenure or promotion to associate professor
63 must substantially exceed the criteria above in the judgment of the RTP
64 committee. The committee will apply the following standards (a candidate may
65 be rated excellent without meeting all of these standards):

- 66 i. The narrative contains a detailed reflection on different approaches the
67 candidate has tried in the classroom and shows either a significant
68 improvement or consistent high level of success in student learning
69 outcomes.
70 ii. Student evaluation data are usually above departmental averages for
71 comparable courses.
72 iii. Quizzes, exams, handouts, and other course material demonstrate
73 extraordinary clarity, presentation of content, or innovative and insightful
74 approaches to the course material.
75 iv. The candidate's file contains evidence of one or more of the products or
76 activities listed in Section 2.2.8 (Examples of Products/Activities) of the
77 college RTP policy, as they are relevant to mathematics, statistics, or
78 mathematics education.
79 v. Other materials in the candidate's file (possibly including letters submitted
80 during the Open Period) provide evidence of excellent teaching and/or
81 other positive contributions to the instructional efforts of the department.

82 To be rated as competent or higher, candidates for promotion to professor must
83 meet or exceed all of the following criteria in the judgment of the RTP
84 committee:

- 85 i. The narrative describes the development of the candidate's teaching style
86 since appointment as associate professor and appraises the effectiveness of
87 the candidate's pedagogical methods in improving student learning
88 outcomes.
89 ii. Student evaluation data, class GPAs, and drop rates are reasonable for the
90 particular courses.
91 iii. The syllabi, exams, quizzes, homework, and other material demonstrate
92 thorough coverage of course content as described in official department
93 course outlines and catalog descriptions. Assessment tools are adequate to
94 judge student learning outcomes.
95 iv. The classroom visits find that the conduct of the candidate's classes
96 reflects considerable maturity and shows a commensurate level of
97 expertise in terms of content, presentation, and student engagement.
98 v. Letters submitted during the Open Period do not establish a pattern of
99 negligence in teaching duties.

100 To be rated as excellent, candidates for promotion to professor must substantially
101 exceed the criteria above in the judgment of the RTP committee. The committee
102 will apply the following standards (a candidate may be rated excellent without
103 meeting all of these standards):

- 104 i. The narrative illustrates growth and development since appointment as
105 associate professor. It contains detailed reflection on different approaches
106 the candidate has tried in the classroom and shows either a significant
107 improvement and/or consistent high level of success in student learning
108 outcomes.
- 109 ii. Student evaluation data are usually above departmental averages for
110 comparable courses.
- 111 iii. Quizzes, exams, handouts, and other course material demonstrate
112 extraordinary clarity, presentation of content, or innovative and insightful
113 approaches to the course material. The candidate should show the
114 development of new and/or improved course material, or material for
115 different courses, since appointment as associate professor.
- 116 iv. The candidate's file contains evidence of one or more of the products or
117 activities listed in Section 2.2.8 (Examples of Products/Activities) of the
118 college RTP policy, as they are relevant to mathematics, statistics, or
119 mathematics education.
- 120 v. Other materials in the candidate's file (possibly including letters submitted
121 during the Open Period) provide evidence of excellent teaching and/or
122 other positive contributions to the instructional efforts of the department.

123 5. **Research, Scholarly, and Creative Activities**

124 The primary demonstration of scholarly and creative activity is the publication of
125 original research in mathematics, statistics, or mathematics education in a journal
126 or conference proceedings that is respected and refereed.

127 To be rated as competent or higher, a candidate for tenure or promotion to
128 associate professor must show the acceptance for publication of at least two
129 papers in respected, refereed journals based mainly on original research beyond
130 the doctoral dissertation.

131 To be rated as excellent, a candidate for tenure or promotion to associate
132 professor must substantially exceed the criterion above in the judgment of the
133 RTP committee. This may be achieved if the candidate's papers are of
134 exceptional quality or are accepted for publication in an especially prestigious
135 journal. Other scholarly activities for which a candidate may be judged excellent
136 include, but are not limited to, those listed in the college RTP policy, Section
137 2.3.3 (Examples of Products/Activities Related to RSCA), as they are relevant to
138 mathematics, statistics or mathematics education. (A candidate may be rated
139 excellent without demonstrating all of these products or activities.)

140 To be rated as competent or higher, a candidate for promotion to professor must
141 show the acceptance for publication of at least two papers in respected, refereed

142 journals, beyond the material that was submitted by the candidate for promotion
143 to associate professor.

144 To be rated as excellent, a candidate for promotion to professor must
145 substantially exceed the criterion above in the judgment of the RTP committee.
146 This may be achieved if the candidate's papers are of exceptional quality or are
147 accepted for publication in an especially prestigious journal. Other scholarly
148 activities for which a candidate may be judged excellent include, but are not
149 limited to, those listed in the college RTP policy, Section 2.3.3 (Examples of
150 Products/Activities Related to RSCA), as they are relevant to mathematics,
151 statistics or mathematics education. (A candidate may be rated excellent without
152 demonstrating all of these products or activities.)

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

156 6. **Service**

157 All candidates are expected to contribute to the functioning of the department by
158 serving on its committees or holding administrative positions.

159 To be rated as competent or higher, candidates for tenure or promotion to
160 associate professor, as well as candidates for promotion to professor, must serve
161 regularly on such departmental committees as are appropriate to their level of
162 experience and expertise and contribute appropriately to the work of these
163 committees.

164 To be rated as excellent, candidates for tenure or promotion to associate
165 professor, as well as candidates for promotion to professor, must substantially
166 exceed the criterion above in the judgment of the RTP committee. Possible areas
167 of contribution include the following. (A candidate may be rated excellent
168 without meeting all of these standards; in particular, many of these are not
169 appropriate for untenured faculty.)

- 170 i. Holding administrative positions in the department, such as Undergraduate
171 or Graduate Associate Chair, Student Teacher/Intern Coordinator, ELM
172 Coordinator, Articulation Officer, Lower Division Service Course
173 Coordinator, Tutoring Center Coordinator, Computer Lab Coordinator,
174 Library Representative, Secretary of the Math Faculty, or other such
175 positions.
- 176 ii. Serving in leadership roles on committees or in other aspects of
177 professional service.

- 178 iii. Serving on committees whose workload was particularly heavy during the
179 year of service or is traditionally heavy, such as hiring committees or the
180 RTP committee.
181 iv. Serving on committees at the college or university level.
182 v. Serving on subcommittees with special tasks, such as researching an issue,
183 writing a document, or serving as liaison with other parties.

184 Other service activities for which a candidate may be judged excellent include,
185 but are not limited to, those listed in the college RTP policy, Section 2.4.3
186 (Examples of Products/Activities Related to Professional Service), as they are
187 relevant to mathematics, statistics or mathematics education.

188 The emphasis in the evaluation will be on accomplishments at all levels, and it is
189 the responsibility of the candidate to convince the RTP committee of the value of
190 her/his contributions in areas that may be unfamiliar to the members of the
191 committee. Paid consultancies shall not normally count towards service.

192 7. **Early Tenure and Promotion**

193 Early tenure and promotion will be considered under the criteria established in
194 the university RTP policy. Candidates may participate in the external evaluation
195 process according to the Academic Senate policy on external evaluation;
196 however, this is only one avenue to provide evidence of distinction.

197 8. **Amendments**

198 Amendments to this document may be proposed by submitting them to the
199 department chair with the signatures of 20% of tenured and probationary
200 members of the department. Pro and con arguments may be submitted within
201 seven academic days following the chair's notification of the department. After
202 that period, a referendum will be held with tenured and probationary faculty
203 being eligible to vote. The amendment will be adopted if it is approved by a
204 majority of the tenured and probationary faculty members voting and then
205 approved by the CNSM Council, dean, and provost.