

# Tenure and Promotion Guidelines

## Department of Mathematics and Statistics, USF

### 1. INTRODUCTION

1. We, the Faculty of the Mathematics Unit of Department of Mathematics and Statistics, enact the following guidelines for tenure and promotion to Associate or Full Professor. These guidelines are intended to assist the faculty members seeking tenure and/or promotion, and to assist the Department in achieving its goals to attain excellence in teaching, research and service.

The department emphasizes the broad nature of modern mathematics and statistics and maintains its global citizenship through our teaching, research and service.

The Department of Mathematics and Statistics recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

Courses offered are designed to enable the student to successfully pursue careers in mathematics or statistics and related fields in modern society. We provide students with the experience and knowledge to understand and value prior accomplishments in the discipline, while supplying the training to develop the skills necessary for a meaningful contribution to the intellectual framework and applications of the discipline.

We seek the establishment of a dynamic department, well respected and highly visible in the mathematics and statistics communities. We are determined to continue and expand our excellence in research, while simultaneously strengthening excellence in teaching by training students to engage into emerging, frontier, and interdisciplinary fields.

Careful consideration must be given both to the equitability of the candidate's assignment and opportunities in relation to others in the department (especially when a department spans multiple campuses), and to the candidate's ability and willingness to work cooperatively within the department, college, and/or campus.

The department is also committed to expanding our service to the profession and the community at large.

2. Candidates should familiarize themselves with: the University Tenure and Promotion Guidelines, the College of Arts and Sciences Tenure and Promotion Procedures and the Collective Bargaining Agreement.
3. In all matters related to the Tenure and Promotion process, we follow the procedures described below:
  - a) A faculty member considered for tenure and/or promotion must hold a Ph.D. or an equivalent degree in mathematics or statistics, or a related field, from an accredited university program.
  - b) Evaluations regarding tenure, promotion, and retention are made as follows. The Departmental Tenure and Promotion Committee (henceforth referred to as TPC) consists of all the Faculty at Rank (FAR). The committee will select a Chair who will organize the review process. The TPC makes evaluations and recommendations separately from the Departmental Chair and submits narratives to the Faculty at Rank for the approval. To accomplish its tasks, the TPC takes into consideration the annual evaluations and the mid-tenure reviews. The Departmental Chair may not serve on the departmental Tenure and Promotion Committee and makes evaluations and recommendations separately from TPC Committee
  - c) The FAR for tenure consists of the tenured faculty of the Mathematics Unit of the Department of Mathematics and Statistics. The FAR for promotion to Associate Professor consists of the associate and full professors of the Unit. The FAR for promotion to Full Professor consists of the full professors of the Unit.
  - d) The narratives of TPC will be made available to the FAR and to the Chair at least one week prior to the formal vote.

- e) A formal anonymous ballot is conducted at a meeting of the FAR and is recorded in the candidate's application. The ballot options are the following: "approve", "deny", and "abstain".
  - f) The Departmental Chair submits a separate evaluation.
  - g) Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost, see USF Consolidation Handbook.
4. The candidate shall review the recommendations of the TPC and the Chair after the vote by FAR, before they are transmitted to the College of Arts and Sciences.
  5. Branch campus faculty with three years of tenure-earning credit on July 1, 2019 (generally those hired in Fall 2016 or earlier) will be considered for tenure under their old regional campus guidelines unless they elect to use the new consolidated guidelines in writing 30 days prior to the beginning of tenure consideration. This is required in Article 15.4.B of the USF UFF Collective Bargaining Agreement. If a candidate chooses to use the older regional guidelines, their new consolidated academic unit's T&P committee and administration will still be responsible to carry out the process.
  6. Untenured faculty shall receive annual feedback from the Chair regarding their progress towards tenure and/or promotion.
  7. The required and recommended materials to be submitted by a candidate include the following:
    - a) Required materials include: Tenure application with annual evaluations in FIS, course evaluations in FIS, mid-tenure evaluations at all levels, curriculum vitae.
    - b) Recommended materials might, for example, include: course development materials, samples of scholarly work, journal rankings and impact factors, descriptions of proposed pool of external reviewers, and narratives on teaching, research, and service.
  8. These three areas of activity (teaching, research, and service) should conform to the annual assignment of duties, and the tenure and promotion evaluation should be a reflection of these annual assignments.

## **2. EVALUATIONS OF TEACHING**

1. Departmental mission on teaching: The undergraduate program of the department emphasizes the broad nature of modern mathematics and statistics and their close association with the real world. The program is designed to prepare students for entry into graduate school or successful careers in industrial, educational, financial or other sectors of the society and global development.
2. The Department views teaching and research as highly interrelated activities; it is assumed that excellence in one can often foster excellence in the other. Candidates for tenure are expected to achieve excellence in teaching through the following activities:
  - a) Classroom Teaching
 

Commitment to and excellence in classroom teaching is expected. Student evaluations as interpreted by the Advisory Committee in annual evaluations are considered as one of the measures of teaching effectiveness. All materials supporting the case of excellence in classroom teaching will be considered. In particular, the following will be reviewed:

    - Student evaluations, letters, etc.
    - Instructional materials (syllabi, tests, lecture notes, etc.).
    - The development of new courses or substantial revisions of existing courses.

- The development of new, useful teaching techniques, and innovative use of emerging technologies.
  - Awards for teaching excellence.
  - Peer observation of classroom teaching by faculty designated by the Chair. Summaries of the observations will be made available to the candidate, the TPC, and the Chair.
  - Collaborative efforts on instruction inside and outside of classroom.
  - Use of innovative assessment strategies, such as peer evaluation by students of each other and having students fill out journals/diaries with mathematical problems, solutions, etc.
- b) Participation in Undergraduate Research, Honors Thesis, Masters Thesis, or Dissertation Committees, which include also:
- Supervision of students.
  - Committee memberships.
- c) Other Teaching-related Activities, in particular: ▪
- Preparation of qualifying exams.
- Supervision of independent study courses.
  - Scholarly activities connected to education, for example, writing textbooks, publishing scholarly articles in mathematics education, attending research conferences in mathematical education.
  - Writing and submitting grant proposals focusing on instruction.
  - Participating in activities related to teaching (broadly defined), including, for example, workshops, symposia, student fairs, undergraduate student competitions and coaching of students applying for scholarships and awards.

3. Criteria: There should be evidence of a sustained excellence in teaching by the candidate as indicated by, but not limited to, the activities listed above. To qualify for tenure, the candidate must have a consistent pattern of positive evaluations in teaching and have achieved an excellent level of performance, as evaluated by the unit. For promotion to Full Professor, continuing excellence in teaching with wide ranges of activities is expected, as evaluated by the unit.

### **3. EVALUATIONS OF RESEARCH**

1. Departmental mission on research: Research is the most important aspect for our mission of establishing a dynamic department, highly visible and well respected in the mathematics and statistics communities. We are determined to continue to expand our excellence in research, by training students to engage in emerging, frontier, and interdisciplinary fields.
2. Candidates for tenure are expected to achieve excellence in research through the following activities:
  - a) Articles in refereed professional journals with the recognized reputation in the discipline or appeal to the general scientific audience.
  - b) Books, chapters in books, monographs.
  - c) Grants, contracts, and patents applied for; grants, contracts and patents received.
  - d) Invited or contributed presentations in symposia, colloquia, workshops, or other research conferences.
  - e) Organizing sessions or conferences in mathematics or related fields.

- f) Software or codes and their outputs, that are related to research in mathematics and related fields and publicly posted, such as GAP, Maple, Mathematica codes and outputs.
  - g) Interdisciplinary activities, such as publications and participation in fields outside of mathematics.
  - h) Guest or visiting appointments at other universities or institutions.
  - i) Advising graduate students as a major professor or conducting joint research activities with graduate students.
  - j) USF internal research awards.
3. Criteria: For a recommendation of tenure and/or promotion to Associate Professor, the candidate should have made a substantial contribution to research and/or creative activity in their discipline and have established a record of excellent achievement. It is expected that there should be evidence of a body of work of sufficient quality and quantity that has produced at least the beginning of a national reputation for significant and creative contributions to the candidate's field of research, for example, as reflected by the external reviews and evaluation letters. While, historically, successful candidates had between 8-12 papers published (or accepted for publication) during their tenure earning years, the quality of the publications remains to be the most important factor in tenure recommendations. In addition, publication records should reflect establishing an independent or collaborative research program with evidence of the promise of continued growth

For promotion to Full Professor, an established national and international reputation is expected, as well as the indication of sustained high quality work. An outstanding record in research is required for promotion to the rank of Full Professor, as evaluated by the unit.

4. External review of the credentials of all candidates for tenure or promotion is required. The procedures for how such reviews will be obtained can be found in the tenure and promotion document for the College of Arts and Sciences. Accordingly, this review will comply with the guidelines promulgated by the College of Arts and Sciences and the Office of the Provost.

## 4. EVALUATIONS OF SERVICE

1. Departmental mission on service: The Department is committed to providing service to the profession, maintaining global citizenship at various levels.

The Department is also committed to providing services to the community in which it resides. This is achieved, for example, through the STEM Education Center, the Center for Industrial and Interdisciplinary Mathematics, free public lectures, and individual faculty involvement in community activities.

2. Service, both of a professional and public nature, is involved in evaluation of faculty performance, although typically the amount of assigned duties in this area is small in relation to other areas such as teaching and research and creative activity. All faculty members, according to their work assignments, are expected to participate in the activities of departmental level committees and, as appropriate, at college and university levels.

For tenure and/or promotion to Associate Professor, typically this would consist of some active committee assignments in the department plus college/university assignments as they might occur.

For promotion to Full Professor, significant professional service within the discipline of mathematics or related fields outside of the university is expected, such as contributing to professional associations at various levels, holding office in such organizations, reviewing scholarly manuscripts, organizing conferences/sessions/workshops and generally contributing to the discipline.

3. Activities considered important for evaluating service might, for example, include the following:
- a) Departmental Service:
    - Departmental administrative activities.
    - Student advising.
    - Departmental committees.

- b) University Service Outside of Department:
    - College-wide and university-wide committees and offices.
    - Collaborative programs with other disciplines.
  
  - c) Professional:
    - Grant reviewing, journal refereeing and editing, program evaluation, and similar activities.
    - Organizing conferences, special sessions, and workshops.
    - Advising and recruiting students.
    - Serving on thesis or dissertation committees.
    - Officer or committee work such as AMS, MAA, SIAM, AWM, at national, regional, state, and local levels.
  
  - d) Community:
    - Volunteering, judging, organizing student activities, events, fairs, etc.
    - Public lectures or presentations.
4. Criteria: For tenure and/or promotion to Associate Professor, there ought to be evidence of a positive contribution to the Department, College, and/or University. For promotion to Full Professor, a candidate is expected to make a significant contribution to the University and to the profession.

This document may be amended by a two-thirds majority of the department's tenured and tenure-earning faculty.

Approved by faculty vote [November 20, 2015]

Approved by Dean's Office [November 20, 2015]

Approved by Provost [June 1, 2016]

Effective [June 1, 2017]