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Basic & Applied Sciences

DEPARTMENT OF MATHEMATICAL SCIENCES
Addendum to MTSU's Promotion & Tenure Guidelines

Revised by Committee Action Lisa Green (date) 4/30/14
 Approved by Department [Signature] (date) 4/30/14
 Approved by Dean Robert Ruchey (date) 5/8/14
 Approved by Provost Brad Banta (date) 5/22/14
 Approved by President [Signature] (date) 5/22/14

I. Procedures

- A. The Department of Mathematical Sciences will have one committee to determine Promotion and Tenure recommendations for the upcoming academic year. In the event the composition of the Department of Mathematical Sciences changes, then the department will reconsider the composition of its Promotion and Tenure Committee.
- B. The Promotion and Tenure Committee will consist of at least 11 tenured faculty members to be elected by the tenured/tenure-track faculty members. The elected committee will represent each of the curriculum groups (Professional, Industrial, Mathematics Education, Actuarial Science, and Statistics). All tenured/tenure-track faculty members are entitled to vote on committee membership.
- C. At least 60 percent of the committee must be present to constitute a quorum. A simple majority vote will constitute a recommendation. A tie vote will constitute a negative recommendation. Absentee voting will be allowed prior to the meeting.

II. Expectations for Tenure and Promotion to Associate Professor

Tenure and promotion are not formally linked, but typically promotion to associate professor comes with tenure, and granting of tenure comes with promotion to associate professor (MTSU Policy II:01:05A, III.A.3.). Thus, the expectations for tenure are the same for promotion to associate professor in teaching, scholarship, and service/outreach.

A. **Teaching**

The Department of Mathematical Sciences expects all faculty members to demonstrate a high standard of teaching. Effective teaching is necessary for promotion to associate professor and tenure, and no candidate will be promoted or tenured without evidence of quality teaching performance.

The Department particularly values the following (modified from MTSU Policy II:01:05B,IV.C.2):

- a. Performance in teaching of students as evaluated by students (student evaluations will be added to the package by the department chair).
- b. Performance in teaching of students as evaluated by the Department's Teaching Evaluation Committee.
- c. Service to students (e.g. advising, mentoring, etc.).
- d. Improvement of one's own courses and/or contributions to the curriculum of the department, the college, and the university.
- e. Effectiveness in teaching methods, including efforts to improve pedagogy with new instructional technology or techniques designed to improve student learning and retention.
- f. Supervision of student research, thesis, internships, student teaching, etc.
- g. Honors received and recognition for teaching.
- h. Seeking internal and external funding for instructional activities. Whether funded or unfunded, the quality of the proposal will be stressed. Other factors may include the reputation of the funding source and the competition for funding.
- i. Contributions to teaching such as textbooks, articles, workshops, presentations, instructional technologies, professional development materials, etc. could be included here or under research/scholarship depending on the nature of the activity.

The Outline of Faculty Data (OFD) will document a person's teaching activities. The following documents are required to be included in supporting materials:

- a. Statement of teaching philosophy.
- b. Original course materials (e.g., projects, online classes, student-centered learning activities).
- c. Two peer evaluations—one from within the candidate's curriculum group and one from outside the curriculum group.

The following documents may also be included:

- a. Grant proposals.
- b. Additional student input (e.g., letters, exceptional student work).
- c. Textbooks, articles, workshops, presentations, instructional technologies, professional development materials, etc.

B. Research/scholarship/creative activity (RSCA)

The following is modified from MTSU University Policy (MTSU Policy II:01:05A, IV.D), with particular attention to expectations for faculty in the Department of Mathematical Sciences.

All faculty members are expected to demonstrate quality research, scholarship, and/or creative activity. RSCA applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. RSCA may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (e.g., authoring a textbook, creating software, creating a professional development program for a sustained project), and the development of innovative teaching approaches.

The evaluation criteria will include: direct participation in RSCA (including that involving collaboration with undergraduate and/or graduate students), thorough and systematic study of the RSCA of others, and seeking internal and external funding for RSCA.

The Department of Mathematical Sciences expects all faculty members to demonstrate quality professional productivity in RSCA with evidence of peer-reviewed work that reflects the potential for sustainability.

The Department particularly values the following:

- a. Publications that are subject to a formal review process by recognized scholars in the field (e.g., journal articles, monographs, books, electronic media, conference proceedings, and other published works).
- b. Presentations that are subject to a formal review process by recognized scholars in the field; or, presentations made through invitation (e.g., regional, national, or international meetings/conferences).
- c. Peer reviews and evaluations of the candidate's unpublished manuscripts or unfunded grant proposals where the documentation supports the quality of the manuscript or proposal.
- d. Discipline-based textbooks, educational articles, and instructional technology resources in one's own discipline and innovative contributions to teaching as related to the learning and retention of students, if published or presented in a peer-reviewed forum. Such scholarship of teaching is a valid measure of research capability.
- e. Funded grant proposals whose source is external to the university.
- f. Funded grant proposals whose source is internal to the university.

It is the responsibility of the candidate to document (1) quality professional productivity, (2) peer-reviewed work, and (3) the potential for sustainability.

The OFD will document a person's RSCA. The following documents are required to be included in supporting materials:

- a. A statement of research that addresses the coherence of the candidate's research as well as the potential for sustainability at the national and international levels.
- b. Samples of peer-reviewed publications.
- c. Documentation of presentations that are subject to a formal review process by recognized scholars in the field or presentations made through invitation.

The following documents may also be used as evidence:

- a. Peer reviews and evaluations of the candidate's unpublished manuscripts or unfunded proposals where the documentation supports the quality of the manuscript or proposal.
- b. Discipline-based textbooks, educational articles, and instructional technology resources in one's own discipline and innovative contributions to teaching as related to the learning and retention of students, if published or presented in a peer-reviewed forum.
- c. Samples of funded grant proposals whose source is external to the university.
- d. Samples of funded grant proposals whose source is internal to the university.

C. Service/outreach

As a vital component of the university's mission, the Department of Mathematical Sciences expects all faculty members to perform service/outreach at the same level of quality that characterizes the teaching and research/scholarship/creative activity programs. Service/outreach encompasses a faculty member's activities in three areas: public service, university service, and professional service.

- a. Public service is the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Public service primarily involves sharing professional expertise and should directly support the goals and mission of the university.
- b. University service refers to work other than teaching and RSCA done at the department, college, and/or university level. A certain amount of such service is expected of every faculty member.

- c. Professional service refers to the work done for organizations germane to one's discipline or to the teaching profession generally. (MTSU Policy II:01:05B,IV.E.1).

The evaluation criteria for public service include, but are not limited to, voluntary service to community programs; voluntary consultation to community groups; voluntary service to local schools, and voluntary tutoring to community education centers.

The evaluation criteria for university service include, but are not limited to, participation on department, college, and university committees; extensive citizenship functions, such as a leadership role in the Faculty Senate; membership on a specially appointed task force; advisor to a university student organization; and/or membership on a university search committee. (MTSU Policy II:01:05B,IV.E.1b)

The evaluation criteria for professional service include, but are not limited to, association leadership, journal editorships, articles and grant proposal review, and guest lecturing on other campuses. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal. (MTSU Policy II:01:05B,IV.E.1c)

The OFD will document a person's service/outreach activities. The OFD and supporting materials must include evidence of continuing direct participation in service/outreach (MTSU Policy II:01:05B, III.D.3d). In the Department of Mathematical Sciences evidence of university service and service in one of the other two areas (public or professional) must be documented. Additionally, the OFD and supporting materials must include evidence of peer-review of some elements of the candidate's service/outreach activities. (MTSU Policy II:01:05B, IV.E.3a).

Other supporting materials that may also be included are listed in the university's tenure policy (MTSU Policy II:01:05B, IV.E.3b).

III. Expectations for Promotion to Professor

Excellence in teaching is required for all faculty in the Department. The Department expects candidates for professor to demonstrate a pattern of dedication to teaching that extends beyond the classroom. The department and the university also require that the candidate demonstrate national recognition in either RSCA or service/outreach.

A. Teaching

Candidates for promotion to professor will meet the expectations required for all candidates for promotion to associate professor and, in addition, are expected to provide evidence of

- (1) the mentoring of students and
- (2) the development of original courses, curriculum, or materials that benefit the department.

B. RSCA

In order to demonstrate national recognition in research, scholarship, and/or creative activity the candidate will provide evidence of consistent professional recognition beyond the state or region. The Department of Mathematical Sciences will consider the following activities when evaluating national recognition:

- (1) refereed publications in scholarly journals;
- (2) research presentations at national and international conferences;
- (3) competitive research grants from a national funding agency; and
- (4) non-refereed publications (e.g., manuscripts, book chapters, technical reports, or other materials published in a non-review process).

In addition, the candidate must provide a research statement so that peers may evaluate the coherence of the candidate's research as well as the evidence of sustained high quality productivity at the national level.

C. Service/Outreach

Due to the nature of service completed by faculty members in the Department of Mathematical Sciences, the expectations for promotion to professor are that an individual actively engages in all three areas of service (public, university, professional) with a leadership role in at least one area.

Historically, faculty members in the department choose RSCA as an outlet for national recognition. Therefore, a candidate choosing service/outreach as an outlet for national recognition must provide a compelling argument for how his/her service/outreach performance has attained national recognition.

The Department of Mathematical Sciences will consider the following activities for service/outreach when evaluating national recognition:

- (1) Serving as an officer for professional organizations that are national or international in scope;

- (2) Serving in a leadership role on the organizing committee for national or international meetings, workshops, symposia (this may also be listed under research/scholarship);
- (3) Serving as a member of an editorial staff of national or international journals; (4) Serving as an editor for a national or international journal;
- (5) Presenting service type work at national or international conferences;
- (6) Designing a curriculum or program that becomes a national model; and
- (7) Receiving an external public service grant whose impact reaches a national audience.