

Departmental Guidelines for Procedures for Promotion, Tenure, Professional (6th year)
Review and Annual Review for Untenured Tenure-track Faculty Members

Department of Mathematical Sciences
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This document is intended only as a guide and should not be construed as a rubric or list of requirements.

Consistent with the mission of the University, as a “community of learners dedicated to teaching and to scholarship,” the Department of Mathematical Sciences serves the mathematical needs of many different student populations. The Department enables students who are under-prepared for college level courses to succeed through a sequence of developmental mathematics courses. It contributes to the general education program by offering college level mathematics and statistics courses for all majors throughout the University. It provides service courses for specialized degree programs in engineering, computer science, education, psychology, business, and other disciplines. It is responsible for the mathematics content and methods courses for pre-service and in-service teachers at all grade levels. It offers appropriate mathematics courses for mathematics majors at the undergraduate and graduate levels including those specializing in statistics, actuarial science and data mining. It provides online courses, particularly for its totally online MS data-mining program. In addition to meeting the needs of current CCSU students the Department also strives to maintain connections with its graduates, those who are teaching in Connecticut schools as well as others in applied fields. The Department encourages the development and application of knowledge and ideas through its support for research, as evidenced by its weekly colloquium. It upholds the University’s commitment to community engagement through its outreach to schools and other institutions in the region we serve as well as its historic commitment to improving mathematics education in the Caribbean.

Because of these diverse needs, the faculty, collectively, in the Department of Mathematical Sciences possesses a broad spectrum of mathematical talents, knowledge, research interests, and skills to teach in a variety of settings.

- I. **Requirements for Review.** Each faculty member subject to review will be observed by at least two DEC faculty members and the Department Chair during the period of review, shall make arrangements for administration of the student opinion survey for at least four classes subsequent to the last evaluation, (except that non-tenured professors will have student opinion surveys for all non-online classes since the last evaluation) and shall provide a portfolio documenting the member’s professional accomplishments. Consistent with the AAUP contract, load credit (e.g. teaching) is considered first, then creative activity, productive

service and professional activities in order. Each of these requirements is described in detail below.

II. Differentiation of Requirements by Category.

- a. First Year Renewal.
 - i. New faculty members will be assigned a department mentor (generally a non-DEC member) who will meet with them regularly, make visits to their classrooms at least three times each semester, review their first semester student opinion surveys with them, discuss their research plans and guide them through the review process during their first year.
 - ii. First Year Faculty will prepare a portfolio of their professional work. It will provide evidence of adequate preparation for their teaching responsibilities –detailed syllabi as well as a commitment to developing sound teaching practices. First year faculty will be evaluated primarily on their teaching. The portfolio may also include any evidence of creative activity and service to the Department.
- b. Annual Renewal for Un-tenured faculty.
 - i. Load Credit Activity. Faculty will document their continued growth of teaching effectiveness in traditional and/or online classrooms. This includes effective teaching documented by peer observations, including the DEC members', and student opinion survey, as well course materials that they have developed for courses they have been teaching.
 - ii. Creative Activity: There are many different areas within the Department of Mathematical Sciences so there are many opportunities for Faculty to be actively engaged in creative scholarly activity. These activities, which contribute to the growth of the different mathematical sciences and advancement of the Department and University mission, can be either alone or in collaboration with other members of the Department and University and can be evidenced in many forms. In addition to publication of papers in refereed professional journals evidence can be talks presented, posters exhibited, and workshops conducted at local, national and international conferences. It can be authoring or editing books or textbooks. It can be talks given at Seminars and Colloquia, especially as invited speaker.

It can also be in the form of patents and materials developed for computer and Internet use. **This list is not meant to be exhaustive.**

The DEC will assess the suitability of materials submitted.

- iii. Productive Service Activity. Faculty will continue to demonstrate service to the Department and the University. This service should be documented by membership on committees and/or letters from those who have been involved with their service.
 - iv. Professional Activity. Faculty can demonstrate Professional Activity by maintaining memberships appropriate to their area of expertise and document attendance at local, regional, national and international conferences. Other professional activities include consulting, reviewing papers and books, coordinating conferences and writing grant applications.
- c. Promotion.
- i. Load Credit Activity. Faculty will document their continued growth of teaching effectiveness in traditional and/or online classrooms. They will provide evidence of effective teaching over the period since their last promotion.
 - ii. Creative Activity. Faculty must document that they have been actively engaged in creative activity as described in b. ii. above.
 - iii. Productive Service Activity. Faculty can demonstrate service to the Department and the University as in b iii above.
 - iv. Professional Activity. Faculty can demonstrate that they are professionally active through memberships, conferences, reviewing of papers and books as in b iv above.
 - v. Those seeking promotion must provide documentation of their activities in all four categories for the entire period since their last promotion or initial appointment, whichever is more recent.
- d. Tenure Review.

- i. Load Credit Activity. Faculty must demonstrate effective teaching in traditional and/or online classrooms.
 - ii. Creative Activity. Faculty must document significant progress on their active and sustained creative scholarly activities as described in b. ii. above.
 - iii. Productive Service Activity. Faculty must demonstrate service to the Department and the University as in b. iii above.
 - iv. Professional Activity. Faculty will maintain memberships appropriate to their area of expertise and document attendance at local, regional, national and international conferences as in b iv above.
 - v. Those who seek tenure will provide documentation of their professional activities for the entire period since their first year.
- e. Professional (6th year) Assessment
- i. The primary purpose of the 6th year assessment is to evaluate the load credit activity, creative scholarly activity, service, and professional activity of the Faculty member under review.
 - ii. Faculty will document their activities during the year since their last review through a portfolio that includes sections on: load credit activity (including samples of student opinion surveys from at least four classes subsequent to the last evaluation), creative activity, productive service to the Department and the University, and ongoing professional activities.

III. Observation of Teaching by Faculty Colleagues

- a. The Department of Mathematical Sciences considers the classroom observations to be more important than student evaluations. Two DEC members will document classroom visits by using the Class Visitation form. The faculty member may request that other peers visit their classes. Peer evaluations should be included in the portfolio in the section on Load Credit Activity.
- b. Faculty who regularly teach online courses shall have a peer review of at least one online course.
The department will use the Online Course Evaluation Form

IV. Student Opinion Surveys

- a. Faculty being assessed will provide student opinion surveys as required by the type of assessment. A completed Department Reflection Form summarizing the findings and reflecting upon their implications for teaching in the future should accompany each set of student opinion surveys.

- b. (Provisions for student evaluations need to be made for online courses.)

V. Portfolio Contents

Each candidate for promotion, tenure or 6th year evaluation shall complete in a single dossier a succinct, comprehensive, uniformly formatted summary of his or her accomplishments. The dossier must have a table of contents. It is recommended that each dossier contain the following:

1. A current curriculum vitae;
2. All evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU that have been written in the previous five years should be included;
3. A narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages);
4. A section labeled "Load Credit Activity" containing:
 - a. A brief introductory narrative (if desired),
 - b. A summary of distribution of load credit for the period under evaluation,
 - c. Statistical summaries and representative students' comments from the student opinion surveys for the period concerning the evaluation, and
 - d. Peer teaching evaluations;
5. A section labeled "Creative Activity" containing
 - a. A brief introductory narrative (if desired), and
 - b. A list of creative works organized with subheadings as suggested in the appendix and with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress;
6. A section labeled "Productive Service to the Department and University" containing
 - a. A brief introductory narrative (if desired),

- b. A list of Direct Service organized with subheadings as suggested in the appendix, and
 - c. A list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix;
- 7. A section labeled "Professional Activity" containing
 - a. A brief introductory narrative (if desired), and
 - b. A list of activities organized using subheadings as suggested in the appendix; and
- 8. A copy of the Departmental guidelines.

Please see the Faculty Senate Promotion and Tenure Policy for Tenure-track Teaching Faculty adopted October 22, 2007 for further details and suggested items in section VI Implementation. This document is available on-line at:

<http://www.ccsu.edu/facsenate/Final%20Draft,%20P%20and%20T%20Policy.htm>

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