



GUIDELINES

For

TENURE AND PROMOTION

Department of Mathematics Lamar University

1.0 Preamble

These promotion and tenure guidelines are intended to support the goals of the College of Arts and Sciences at Lamar University and to provide direction for individual faculty members in the Department of Mathematics. This document does not override Lamar University guidelines (MAPP 02.02.27: Tenure and Promotion of Tenure-track and Tenured Non-library Faculty) or the College of Arts and Sciences guidelines. The purpose of this document is to communicate essential elements related to promotion and tenure activities, and to help clarify the process for eligible individuals who desire to advance their career in the Department of Mathematics. Accordingly, the promotion of faculty members and the granting of tenure are based primarily on demonstrated performance in three areas: teaching, scholarship/research, and service to the institution and the profession. The action of promotion to Associate Professor and/or tenure must be approved at all levels of the university and by the Board of Regents. The subsequent promotion to (full) Professor is primarily a distinction conferred by one's peers in recognition of outstanding achievement, notwithstanding the fact that this action must also be approved at all levels of the university and by the Board of Regents.

In the context of this document, references to department or department chair refer to the Lamar University Department of Mathematics unless otherwise specified. Likewise, references to the college or dean refer to the Lamar University College of Arts and Sciences unless otherwise specified. **According to the TSUS Board of Regents, meeting the minimum requirements set forth in this document does not guarantee tenure and promotion.**

2.0 Basic Premises

For guidelines of who is eligible and the timeline for tenure and promotion to Associate Professor or Professor, faculty should reference MAPP 02.02.27 and the faculty member's Letter of Offer.

3.0 Procedures for Promotion and Tenure Decisions

The process for an individual faculty member begins with submission to the department chair of an application for tenure and/or promotion (i.e., form F2.11). All untenured, tenure-track faculty applying for tenure and promotion will first be reviewed by the department tenure and promotion committee. The application will be subsequently referred to the Chair, Department Committee, Dean, College of Arts and Sciences Committee, and University Committee, Provost, and the President. The University President makes a final recommendation to the Board of Regents as outlined in MAPP 02.02.27.

Guidelines for intermediate review, confidentiality guidelines, and guidelines for undersized committees are set forth in MAPP 02.02.27 and under the guidance of policies of the Provost.

3.1 Department Tenure and Promotion Committee

The Department Tenure Committee will have a membership of all tenured faculty excluding the department chair, as well as those who serve on the college or university tenure and promotion committees. The Department Promotion Committee will have a membership of all tenured faculty at the rank of associate or full professor excluding the department chair as well as those who serve on the college or university tenure and promotion committees.

3.2 Confidentiality

Except to the extent required by Federal or State Laws, all committee proceedings and discussions will be strictly confidential. Committee members may not divulge any information pertaining to their meetings, discussions, or recommendations.

4.0 Criteria for Tenure and Promotion

The Department seeks balance in the successful candidate for tenure and promotion. An active interest in students, in colleagues, and in one's profession is an indicator of success. It is the goal of our department to see that every candidate meets and exceeds their academic goals.

Following are the three criteria for the evaluation of a candidate. Each of these criteria are considered to be important in the evaluation of the candidate.

- Effective and noteworthy teaching, including a record of successful direction of the work of undergraduate and/or graduate students; active student interactions and relationships such as supervising research projects and theses, advising, mentoring, and participating in recruitment and retention efforts.
- Scholarship evidenced by a publication record in the field of Mathematics or Statistics, and possibly supported by a funded research program in the field of Mathematics or Statistics.
- Service to the University, community, and profession.

It is the candidate's responsibility as they build their portfolio to make a clear and convincing argument that the included information is pertinent to their application for tenure and/or promotion and should be considered by the various Committees and Administrators as they evaluate the portfolio.

- 4.1 Teaching.** The minimum expectation for faculty being considered for tenure and promotion to Associate Professor, as well as promotion to Professor, is that the first three items in the list below give clear evidence of effective teaching. Additionally, they should be involved in at least three (3) items from the remainder of the list (repeated items are allowed). Candidates for promotion to Professor must demonstrate leadership in teaching, which must include at least five (5) items from the remainder of the list since their last promotion (repeated items are allowed). The following criteria will be used to evaluate the candidate for tenure and/or promotion regarding teaching.
- 4.1.1** Candidate's knowledge and ability to convey that knowledge to LU students must be addressed in a personal statement about teaching philosophy, including any high-impact practices used in the classroom. In addition, letters from colleagues, students (current and former) and administrators regarding teaching effectiveness are welcome.
 - 4.1.2** A semester-by-semester list of courses taught and numbers of students in the courses. This should include student credit hours.
 - 4.1.3** Student evaluations. A 1- to 2-page statement indicating how teaching evaluations have been used to improve teaching is recommended. The candidate must include copies of all official student evaluations including both comments and graphs. Improvement of evaluation over time should be shown and addressed in the candidate's narrative.
 - 4.1.4** Course and curriculum development.
 - 4.1.5** Creation of course materials.
 - 4.1.6** Sample syllabi, course materials, exams, quizzes and/or homework.
 - 4.1.7** Teaching workshops and professional development activities attended, presented at, or supervised.
 - 4.1.8** Teaching awards received. Describe the nature of the awards and indicate if the awards are given by an international, national, regional, or local organization.
 - 4.1.9** Theses, dissertations, and undergraduate research projects supervised.
 - 4.1.10** Membership on thesis/dissertation committees.
 - 4.1.11** Effective participation in student mentoring, retention, and recruitment activities.
 - 4.1.12** Effective student advising.
 - 4.1.13** Supervising and/or involvement in student organizations.
 - 4.1.14** Supervising/mentoring students in preparation for events such as the Putnam competition, the Mathematical Contest in Modeling, the Association for Women in Mathematics essay contest, Mathematical Puzzle Programs (MaPP) Challenge etc.
 - 4.1.15** Other items indicating teaching effectiveness not listed above along with any evidence/documentation supporting the included items.

- 4.2 Scholarly/Creative activities and/or Research.** The following criteria will be used to evaluate a faculty member for tenure and promotion to Associate Professor regarding scholarly and research activity. The successful candidate needs to demonstrate both evidence of research accomplishment during their time at LU and evidence of continued research accomplishment in the future, completing at least one item from the first list below and at least one item from the second list below.

Evidence of research accomplishment during the candidate's time at LU should include at least one of the following:

- 4.2.1** Books published (and peer reviewed) related to the candidate's research area. Indicate if, as candidate, you are the primary author or a secondary author (such as writing a single chapter).
- 4.2.2** Peer-reviewed articles in a Mathematics or Statistics journal. For collaborative publications, clearly explain your contribution.
- 4.2.3** Peer-reviewed articles in an interdisciplinary journal clearly describing how the article relates to Mathematics or Statistics. For collaborative publications, clearly explain your contribution.

Evidence of continued research accomplishments should include at least one of the following:

- 4.2.4** Articles submitted to a peer-reviewed journal for publication. Clearly indicate if the article has been accepted for publication by the journal. For collaborative publications, clearly explain your contribution.
- 4.2.5** Articles in magazines such as Mathematical Association of America Focus, Math Horizons, or Math Intelligencer.
- 4.2.6** Articles in non-refereed journals/repositories such as arXiv.
- 4.2.7** Funded grants, applications for funded grants that are still under review and grant proposals that were not funded. Include the letter of award (if grant was awarded) and at least first page of the grant proposal. Clearly indicate the granting organization and if they are an international, national, regional, or local organization.
- 4.2.8** Invited or contributed talks/presentations at a professional meeting.

For a faculty member applying for promotion to Professor, the candidate should provide evidence of leadership in their continued scholarly work. This can be demonstrated by providing some evidence of increased impact of their activities in this area (e.g., presenting at national meetings instead of regional meetings, applying for national grants instead of local grants, increased impact factor of publications, etc.). Evidence of continued research since the last promotion may include the items above, but may also include the following as evidence of influence on the discipline:

- 4.2.9** Peer reviewed books published in which the candidate was the editor for the book.
- 4.2.10** Journals in which the candidate is an editor.

- 4.2.11** National recognition, such as a major editorship or election to a high office in AMS, MAA, AWM, NAM, SIAM, or other national organizations.
- 4.2.12** Citations of your work by other scholars. Include a list and copy of pages with the citations.
- 4.2.13** Organizing conferences or seminars, or organizing sessions at national or regional conferences or seminars.
- 4.2.14** Mentorship of graduate students and/or publication of joint work with students.
- 4.2.15** Other research or creative activities not listed above along with any evidence/documentation supporting the included items.

4.3 University, College, Department, Professional and Community service and achievements. The following criteria will be used to evaluate the candidate for tenure and promotion regarding service. Service falls under the four main subcategories: Service to the University, Service to the College, Service to the Department, and Service to the Profession.

The minimum expectation for faculty applying for tenure and promotion to Associate Professor, as well as promotion to Professor, is that they are actively involved in Departmental committees/service every year. For candidates applying for tenure and promotion to Associate Professor, service obligations should be focused on departmental and college level service. Candidates applying for promotion to Professor should also demonstrate service to the university and service to the profession.

Here are the criteria that will be used to evaluate a faculty member applying for tenure and/or promotion regarding service. Clearly documented evidence of the impact or effectiveness of the service is important.

4.3.1 Service to the University

- 4.3.1.1** Leadership position such as Department Chair, program director, program coordinator, etc.
- 4.3.1.2** Service on University committees and councils. Include role served on the committee and provide an acknowledgement or documentation of the service. Indicate if position is elected or appointed and if the position is an ongoing or 1-year position.
- 4.3.1.3** Supervising and/or involvement in University student organizations.
- 4.3.1.4** Represent the department by their participation in Cardinal View, Convocation, Commencement, or other University-wide functions. Include documentation indicating participation.

4.3.2 Service to the College

- 4.3.2.1** Service on College committees and councils. Include role served on the committee and provide an acknowledgement or documentation of the service. Indicate if position is elected or appointed and if the position is an ongoing or 1-year position.

4.3.2.2 Strong contribution to departmental goals and/or assistance with administrative tasks.

4.3.2.3 Represent the department by their participation in College-wide functions. Include documentation indicating participation.

4.3.3 Service to the Department

4.3.3.1 Service on departmental committees. Include role served on the committee and provide an acknowledgement or documentation of the service.

4.3.3.2 Significant contribution to departmental goals and/or assistance with administrative tasks.

4.3.3.3 Significant contribution to student recruitment and retention.

4.3.3.4 Represent the department at university-wide functions, such as Convocation, Commencement, or other University wide functions. Include documentation indicating participation.

4.3.4 Service to the Profession

4.3.4.1 Serving on boards of professional organizations.

4.3.4.2 Serving on committees, editorial board, and/or councils of professional organizations. Include role served and provide an acknowledgement or documentation of the service. Indicate if position is elected or appointed and if the position is an ongoing or 1-year position.

4.3.4.3 Serving as an editor and/or article reviewer for a professional organization.

4.3.4.4 Supervising/mentoring students in preparation for events such as the Putnam competition, the Mathematica Contest in Modeling, the Association for Women in Mathematics essay contest, Mathematical Puzzle Programs (MaPP) Challenge etc.

4.3.4.5 Organizing and/or participating in student outreach programs.

4.3.4.6 Supervising and/or involvement in professional student organizations.

4.3.4.7 Unpaid/free professional consultations.

4.3.5 Other service activities not listed above along with any evidence/documentation supporting the included items.

5 Guidelines Distribution

These guidelines for promotion and tenure have been approved by the faculty members of the Department of Mathematics and will be reviewed every three years. The document will be distributed annually to the non-tenured tenure track faculty in order to offer assistance to them for their development of a balanced program of teaching, scholarship/research, and service.

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