

Personnel Document
on
Evaluative Criteria, Procedures, and General Standards
for
Initial Appointment, Successive Appointments, Promotion, Tenure, and
Annual Review of Faculty
and
Appointment and Annual Review of Professional Staff
Department of Mathematical Sciences
Fulbright College of Arts and Sciences
University of Arkansas

This document governs department procedures in the selection, retention, promotion, granting of tenure to and evaluation of faculty and in the selection and evaluation of non-classified staff, effective August 15, 1994. It has been approved by the faculty and chairperson of the department, the Dean of Fulbright College, the Vice Chancellor for Academic Affairs, the Chancellor, and the President of the University of Arkansas as indicated by the signatures below.

These department policies are required to be consistent with and complementary to policies and procedures of the College as set forth in Fulbright College's *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure and Annual Review of Faculty and Appointments and Annual Review of Professional Staff*, those of the institution, as set forth in three campus policy statements, those on (1) *University Professorships*, (2) *Distinguished Professorships*, and (3) *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointment, Promotion and Tenure*; and a Board of Trustees Policy, 405.1. In case of conflict, the Board Policy, the campus policy, the College policy and the department policy will have authority in that order. Copies of the campus and board policy documents are published annually in the *Faculty Handbook*, but revisions occur regularly and care should be taken to consult the current document. A copy of the current *Faculty Review Checklist* is also printed in the *Faculty Handbook*.

William A. Feldman, Chair, Department of Mathematical Sciences

Bernard L. Madison, Dean, Fulbright College

Donald O. Pederson, Vice Chancellor for Academic Affairs

Daniel E. Ferritor, Chancellor

B. Alan Sugg, President

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RESPONSIBILITIES

Chair. The Chair is responsible for the organization and conduct of Departmental activities in faculty appointments, successive appointment, termination, pre-tenure, tenure and promotional reviews and annual review. It is the Chair's duty to fill vacancies in accordance with the University's Affirmative Action Plan and to place before the professors the proper

applicant pool for consideration and screening.

In recommendations to the College and University, the Chair will faithfully report the findings of the professors (i.e. assistant professor, associate professors, and professors), both the majority view and any substantial minority view, and will indicate his or her own recommendation giving full reasons if there is disagreement with the majority of the professors. In any affective decision the Chair will convey the final recommendation to the candidate in a timely way.

Tenured Professors. The responsibility of the tenured professors in matters of appointment, successive appointment, promotion, tenure, and termination is to judge according to the highest standards of the discipline, utilizing the criteria of this document. In a recommendation for appointment, successive appointment, tenure, or termination, all tenured professors should be involved. In a recommendation for promotion, all tenured professors senior in rank to the candidate should be involved.

Non-tenured Professors. It is expected that non-tenured professors will make valuable contributions in the areas of recruitment and performance evaluation. The extent of that involvement will be determined by the tenured professors.

Steering Committee. The Steering Committee consists of four elected professors of the Department of Mathematical Sciences. The Steering Committee is to advise the Chair as necessary concerning the operation of the Department, and to act as an Appeals Committee in all personnel matters. The term of an elected member will be three years. Vacancies will be filled by an election in the Spring Semester with terms beginning at the start of the Fall

Semester.

CRITERIA FOR INITIAL APPOINTMENTS AND PROMOTIONS

Only in most exceptional circumstances will the Department recommend the appointment or promotion of candidates who do not meet the minimum qualifications as described in this document and the College document. The criteria are as stated in the College document except for the three ranks below.

Assistant Professor. Ph.D. or equivalent degree in one of the mathematical sciences or a closely related area; clear evidence of excellence in teaching and scholarly ability; clear evidence of strong potential for a significant program of research.

Associate Professor. Ph.D. or equivalent degree in one of the mathematical sciences or a closely related area; enough publication or creative work of high quality to indicate the beginning of a significant scholarly career; excellence in teaching, including some teaching at an advanced level in the candidate's area of expertise; the beginning of competent work in one or more of Departmental administration, College or University

Committees, community service, professional organizations.

Professor. Ph.D. or equivalent degree in one of the mathematical sciences or a closely related area; sufficient publication or creative work of high quality to bring wide recognition in the specialty; excellence in teaching at all levels of appropriate degree programs; competent service in one or more of Departmental administration, College or University Committees, community service, professional organizations.

PROCEDURES FOR INITIAL APPOINTMENTS

The Chair appoints an ad hoc hiring committee to screen applicants for interview and to make recommendations to the Chair, with opportunity throughout for input by all professors. The Chair then makes recommendations to the Dean.

CRITERIA FOR SUCCESSIVE APPOINTMENTS

Evidence of appropriate progress towards the later attainment of tenure.

CRITERIA FOR TENURE

Evidence of commitment to the Department in continued scholarship, teaching, and service of high quality.

EVALUATIONS

Annual Review. There shall be an annual review of the performance of each professor as described in the College document, with the following Departmental clarifications.

Performance in teaching will be measured in terms of high standards of both exposition and assessment and will take into account the student evaluations and activities delineated in the College document.

Performance in research will take into account the international standing of journals and the generation of external funding. The Chair will provide preliminary evaluations to the Steering Committee which will then offer its peer evaluations to be incorporated into those of the Chair. Video tapes of classroom performance are a part of this process.

The Chair will hold a conference to discuss the Annual Review with each non-tenured professor and will provide for a meeting with each professor, as specified in the University and College documents. The date of conference will be recorded and initialed by faculty member and Chair. The faculty member may submit a written statement indicating objections.

The Chair will conduct an appropriate annual review of all nonprofessorial faculty and non-classified staff in the Department.

Pre-tenure, Tenure and Promotional Review. These reviews are conducted as described in the College document, with the following Departmental clarifications.

The pre-tenure review will be conducted on each non-tenured professor in the Fall of the third year of appointment, by a Committee appointed by the Chair for each case. The review will be as substantial as a tenure or promotional review. A record will be kept of the review and the candidate will be informed of any consequential departmental recommendation concerning his or her status.

PROCEDURES FOR TENURE AND PROMOTION

The recommended schedule for tenure and promotional reviews is as follows:

July - All professors eligible for tenure or promotion may notify the Chair of their desire to be considered. An open file is made available for each candidate to furnish whatever information he or she wishes considered. The Promotion/Tenure Committee (four professors appointed by the Chair) considers professional resumes and other available information on all eligible candidates, and makes recommendations to the Chair. The Chair formulates an opinion and recommendation for each candidate, and, in view of such information, each candidate notifies the Chair in writing if he or she wishes to have the case further prepared. If the decision is to continue preparation of the case then the Chair, in consultation with the Promotion/Tenure committee, completes the preparation for presentation to the appropriate group of professors. October - The Chair presents to the appropriate group of professors the cases for promotion and tenure. Recommendations from the Chair and the appropriate group of professors are presented to each candidate, and each candidate notifies the Chair in writing whether or not he or she wishes to have the case sent beyond the Department. If the decision is to send the case forward, then the Chair sends the final recommendations and supporting materials to the College.

APPEALS

Any personnel decision by either the Chair or a Departmental Committee may be appealed to the Steering Committee. The Steering Committee may either hear the appeal or appoint an ad hoc committee to do so. The appellate committee will make a recommendation to both the Chair and the appellant.