CRITERIA FOR EVALUATION, REAPPPOINTMENT, TENURE & PROMOTION

DEPARTMENT OF MATHEMATICS & STATISTICS
UNIVERSITY OF MAINE

1.   MISSION STATEMENT

The role of the Department of Mathematics and Statistics at the University of Maine encompasses all areas of the mathematical sciences: pure mathematics, statistics, applied and interdisciplinary mathematics, and mathematics education. The Mission of the Department of Mathematics & Statistics is to provide:

- effective teaching and maintain competitive and intellectually challenging curricula in the mathematical sciences to the students of the University of Maine;
- professionally recognized scholarship in the mathematical sciences; and,
- effective professional support – as mathematicians, statisticians, and educators – to the University, the State of Maine, regional, national, and international organizations.

2.   EVALUATION

2.1.   **Introduction.** Individual members of the department shall be evaluated in accordance with the Mission. In assessing the merit of a member's record, teaching and scholarship are weighted more heavily than service. It is essential that all tenure track and tenured faculty maintain a record of effective teaching and recognized scholarship and that all Lecturer rank faculty maintain a record of effective teaching. All tenured and continuing contract faculty shall be evaluated by a peer committee in accordance with union contract. This evaluation shall be based on these criteria.

2.2.   **Definition of Levels of Performance and Evaluation Criteria.**

2.2.1. *Teaching*. A faculty member's performance is rated as *effective* or *excellent* as follows. A rating of *ineffective* will be given if a faculty member's teaching performance does not meet these criteria.

> **Effective:** The Department of Mathematics & Statistics expects conscientious promotion of learning and an appreciation of ideas in the mathematical sciences. The primary criterion is performance in the classroom. To be effective a faculty member must exhibit a record of positive course and instructor evaluations by students. Additional support may come from written comments by students and written evaluations of classroom visits by peers. It is further expected that participation in course and/or curriculum development occur. Additional evidence for an evaluation rating of effective may include activities listed below as evaluation factors.
>
> **Excellent:** In addition to the above, the rating of excellent in teaching is granted if the faculty member consistently presents challenging material in an engaging learning environment and is a role model for effective teaching practices. This criteria can be met through, e.g., scholarly activity in teaching and learning, documented self evaluation and improvement of one's

teaching technique and its effect on student learning, and/or development and use of assessment tools in student learning.

Additional Evaluation Factors

•Stimulation of students to scholarly work.
•Supervision, mentoring and advising of students' mathematical program.
•Participation in conferences and workshops relating to teaching.
•Speaking or writing on topics related to teaching and learning.
•Designing and teaching special purpose, advanced courses and seminars for other departments.
•Teaching awards.

2.2.2. *Scholarship.* The Department of Mathematics & Statistics accepts Boyer's[1] framework of scholarship via the four defining categories: scholarship of discovery, scholarship of integration, scholarship of application, and scholarship of pedagogy with the following refinements appropriate to the discipline.

•Scholarship of discovery shall mean formulating and establishing new results in the mathematical sciences.
•Scholarship of integration shall mean formulating and establishing interconnections between different areas of the mathematical sciences.
•Scholarship of application shall fall under scholarship of discovery or shall take the form of using the mathematical sciences to establish new results in another discipline. •Scholarship of pedagogy shall mean original work related to effective teaching and learning in the mathematical sciences.

The expected outlet for faculty members is contributions to the advancement of knowledge by the publication of their work in recognized journals. A faculty member's performance is rated *recognized* or *excellent* as follows. A rating of *unrecognized* will be given if a faculty member's scholarship does not meet these criteria.

Recognized: Mathematical scholarship of high quality as recognized by peers both in the University and in the professional community outside the University. Evidence of recognized scholarship must include activity as listed under the primary factors and can be supported by activities listed under secondary evaluation factors.
Excellent: Creative mathematical scholarship of high quality as recognized by peers both in the University and in the professional community outside the University. This scholarship shall be recognized nationally and internationally. Evidence of excellent scholarship goes beyond recognized scholarship by the inclusion of substantial activity from the primary evaluation factors given below.

[1] E. L. Boyer, Scholarship Reconsidered, The Carnegie Foundation(1990).

Primary Evaluation Factors

•Publication in peer refereed journals in the mathematical sciences as recognized by experts in the field.
•Publication of advanced surveys and/or monographs or upper level textbooks in the mathematical sciences through well-respected national/international publishing companies.
•Innovative, refereed published work regarding effective delivery of content in the mathematical sciences.
•Receiving external funding to support scholarly work.

Secondary Evaluation Factors

•Presentations at conferences/workshops/meetings.
•Scholarly colloquia.
•Research awards.
•Submitting grants for external funding to support scholarly work.
•Refereed publication of problems/solutions.
•Published expository texts/articles.
•Thesis direction and/or service on thesis committees.
•Non-refereed articles/reports in the mathematical sciences.
•Active participation (organization and/or lecturing) in seminars/conferences.

2.2.3. *Service.* One form of service expected of all faculty is participation in departmental projects. A faculty member's performance in this component is rated effective or excellent as follows. The rating of ineffective will be given if a faculty member's service does not meet these criteria.

Effective: Conscientious and effective professional involvement in support of the academic and non-academic roles of the Department and University with recognition of high quality and value by peers at the University. Evidence of effective service shall include activity as listed under the evaluation factors below.

Excellent: Professional involvement of high quality and value both within the University and in the public domain in the promotion of educational and scholarly activities as recognized by peers at the national and/or international level. Evidence of excellent service shall include substantial activity as listed under the evaluation factors below.

Evaluation Factors

•Consulting of a professional nature.
•Lectures to public forums.
•Service Awards.
•Professional service rendered outside the University.
•Reviewing, Refereeing, Editorship of journals.
•Activities in professional societies and conferences.
•Academic advising of non-major students.
•Course coordination.
•Participation in peer review.
•Support and training of teaching assistants.
•Assistance to academic programs outside the Department.
•Department/College/University assignments and activities.

3. REAPPOINTMENT, TENURE, OR PROMOTION

3.1. **Introduction**. For reappointment, tenure or promotion all members shall maintain an effective/recognized level of performance and participation in the appropriate areas of the Departmental Mission. Each member shall exhibit personal growth and improvement in her/his performance in each area.

3.1.1. *Lecturer*. For appointment and reappointment as an Lecturer in the mathematical sciences, an individual shall have the credentials and/or experience to indicate effectiveness in teaching. Activity should be focused on effective teaching and effective service that relate to the performance of his/her duties.

3.1.2. *Assistant Professor.* For appointment or reappointment to Assistant Professor in the mathematical sciences, an individual shall have a Ph.D. or equivalent or shall have obtained such within one year of initial appointment which indicates their ability to carry out the Mission and the potential for growth and promotion. Activities should be focused on effective teaching, recognized scholarship, and effective service.

3.1.3. *Associate Professor.* For promotion to Associate Professor with tenure in the mathematical sciences, an individual shall have the credentials, ability, and demonstrated performance appropriate to the rank. An effective level of performance in the teaching and service components and a recognized level of scholarship are required. Furthermore, the individual shall have demonstrated the necessary growth toward becoming excellent in scholarship and teaching as recognized by peers at the University (teaching and scholarship) and in the academic, mathematical or professional communities outside the University (scholarship).

3.1.4. *Professor*. For promotion to Full Professor in the mathematical sciences, an individual shall have the credentials, ability, and demonstrated performance appropriate to the rank in all areas of the Mission. The performance, since promotion to Associate Professor, in the areas of scholarship and teaching shall be excellent as recognized by peers at the University (scholarship and teaching) and in academic, mathematical or professional communities outside the University (scholarship). The Professor's reputation among peers will be national and/or international and, moreover, enhance the reputation of the University of Maine.

4. PEER COMMITTEE STRUCTURE

The Peer Committee consists of all tenured faculty and Lecturers with six continuous full-time years of service in the Department. Subdivision of the Peer Committee for particular tasks is as follows.

- •Peer I. Membership consists of the entire Peer Committee. Its charge is to serve as the Evaluation committee and reappointment committee for Lecturers.
- •Peer II. A subcommittee consisting of all full-time tenured members of the Department. The charge is to serve as promotion and tenure committee to Associate Professor with tenure,

reappointment committee for Assistant Professors, and evaluation committee for Associate Professors.

•Peer III. A subcommittee consisting of all full-time tenured Full Professors. The charge is to serve as promotion committee to Full Professor and evaluation committee of Full Professors. Special peer subcommittees can be formed as needed to handle particular circumstances, e.g., evaluation and/or reappointment of faculty with joint appointments.

Accepted by the Department: May 20, 2004