

Guidelines for Faculty Annual and Triennial Review Department of Mathematics and Computer Science (Mathematical Sciences)

Approved 4/9/2021

Contributing Below Expectations

Failure to meet minimum guidelines in a category, as described in the “contributing” section will result in an evaluation of “contributing below expectations” for that category.

Contributing for Tenured Faculty and Senior Instructors

Following are **minimum** guidelines for a promoted faculty member to be considered to be “contributing” in the three categories under review. If faculty have reassigned time, those duties are carried out in a satisfactory manner.

Teaching: Each of the following items are consistently accomplished with very few exceptions. Note that student learning is the primary reason for teaching and these criteria do not address that directly.

- Professionalism
 - Syllabus with required elements handed out on the first day of class
 - Graded assignments returned to students within two weeks of receipt unless otherwise indicated on the syllabus
 - Attended class on time for the entire time
 - Covered required topics
 - Attended office hours
 - Responded to student emails within 2 business days
- Administrative Tasks
 - 3 week attendance completed
 - Interim grades completed
 - Final grades submitted on time
 - Any assessments associated with the course are submitted
- Course Evaluation
 - > 50% of student course evaluations completed for classes with >10 students

Faculty will complete at least one of the two items below each year, with at least one from each category per triennium.

- Faculty member has at least one peer evaluation for a course being taught during the triennium
- At least one peer evaluation completed for another faculty member during the triennium
- Ongoing Professional Development

Faculty will complete at least one of the following each year:

- Attend a conference or workshop related to teaching. These include workshops sponsored by FCTE, UCC, etc.
OR
- Develop/teach a new course

Scholarship:

For tenured faculty, each of the following items is accomplished during the triennium. (Note that this is considerably less than the level required for a course reduction for active scholarship; see the department workload policy for those criteria.)

- Product disseminated outside of department

Faculty will accomplish at least one of the following during the triennium:

- publication in a refereed setting
OR
- conference talk or presentation
OR
- submitting or maintaining an external grant
OR
- refereeing for a peer-reviewed journal or conference proceeding
OR
- submitting to a peer-reviewed journal or conference proceeding
OR
- publication of a book
OR
- other product demonstrably equivalent to the above
- Ongoing professional development (e.g., attending professional conferences or meetings, giving a departmental seminar talk)

Strong evidence of adequate progress in any of the above categories is required on an annual basis.

For Senior Instructors, if the Senior Instructor has reassigned time for scholarship those tasks are accomplished satisfactorily.

Service: All of the following items are accomplished. Note: there is no guarantee that faculty will be selected to serve on committees, but faculty should volunteer when asked and as it is appropriate.

The following must be accomplished annually:

- Active engagement on disciplinary curriculum committee (e.g., attending regularly, completing assigned tasks)
- Active engagement on personnel committee (e.g., attending regularly, reading dossiers, listing conditions if voting conditional)

The following must be accomplished during the triennium:

- Involvement in professional service beyond the Department (e.g., serving on College or University Committees, service to professional organizations, etc.) For Senior Instructors, this could include academic advising.