

Guidelines for Faculty Biennial Review

Department of Mathematics and Computer Science

Approved 10/19/2018

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 member has at least one peer evaluation for a course being taught during the biennium
 - At least one peer evaluation completed for another faculty member during the biennium

- Ongoing Professional Development
 - Attend a conference or workshop
 - OR
 - Develop a new course

Scholarship:

For tenured faculty, each of the following items is accomplished. 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
 - conference talk/presentation
 - OR
 - publication in a refereed setting
 - OR
 - submitting an external grant
- Ongoing professional development (e.g., attending professional conferences or meetings, giving a departmental seminar talk)

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.

- 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)
- Involvement in professional service beyond the Department