

## Promotion to Professor Guidelines

Department of Mathematics and Computer Science  
Indiana State University

All faculty should familiarize themselves with College of Arts and Sciences (CAS) Retention, Promotion, and Tenure (RPT) guidelines as well as the guidelines in the University Handbook. Faculty will be evaluated in the three domains of faculty work: Teaching, Scholarship, and Service.

The University Handbook provides the following guidelines for promotion to Professor:

**305.12.4.5 Professor/Librarian.** Documented evidence of sustained effective teaching or librarianship; of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level; and of active, substantive service to some combination of the University, the community and the profession is required. Documentation of experiential learning and/or community engagement activities may be used as evidence of efforts in the appropriate domain(s). For example, a faculty member might present:

**305.12.4.5.1** Documented evidence of substantial and effective teaching or librarianship; of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level; and of active, substantive service to some combination of the University, the community and the profession; or

**305.12.4.5.2** Documented evidence of excellence in one domain of faculty work, while also demonstrating substantial and/or sustained performance in the other domains.

### **For Promotion to Professor in the Department:**

Teaching: The standards for achieving tenure are maintained. In addition, the following must be accomplished after achieving tenure and promotion to Associate Professor. In the Department of Mathematics and Computer Science, we apply the following criteria to the terms given above.

Sustained and Effective Teaching. Since becoming an Associate Professor, each of the following is satisfied:

- A. Teaching in at least two levels: lower division, upper division, graduate
- B. Consistently satisfactory student evaluations
- C. Ongoing growth in teaching

D. Peer evaluation of effective teaching

Substantial and Effective Teaching. Since becoming an Associate Professor, each of the following is satisfied:

- A. Teaching at multiple levels: lower division, upper division, graduate
- B. Consistently good student evaluations
- C. Ongoing growth in teaching
- D. Peer evaluation of effective teaching
- E. Design and implementation of at least one new course

Excellence in Teaching. Since becoming an Associate Professor, each of the following is satisfied:

- A. Teaching at multiple levels: lower division, upper division, graduate
- B. Consistently above average student evaluations
- C. University level or external teaching award
- D. Directing undergraduate research
- E. Ongoing, substantial growth in teaching including development of new teaching strategies, innovative assignments, courses, and curricula
- F. Peer evaluation of excellent teaching

Scholarship: In the Department of Mathematics and Computer Science, the following accomplishments demonstrate the terms given above. To be included, all of the accomplishments must occur after promotion to Associate Professor.

Sustained Accomplishment in Scholarship. Two of the following scholarly products in one or more of the following categories:

- A. Refereed journal article
- B. Peer-reviewed book chapter
- C. Competitive, peer-reviewed national or international conference proceedings (excluding poster presentations)
- D. PI or Co-PI on a substantial ( $\geq$  \$50,000) external grant
- E. Textbook

and four or more additional scholarly products either from the list above or such as professional presentations, posters, abstracts, book reviews, or published article reviews. Note: This list is not exhaustive.

Substantial Accomplishment in Scholarship. Four or more of the following scholarly products in one or more of the following categories:

- A. Refereed journal article
- B. Peer-reviewed book chapter
- C. Competitive, peer-reviewed national or international conference proceeding (excluding poster presentations)

- D. PI or Co-PI on a substantial ( $\geq$  \$50,000) external grant
- E. Textbook

and two or more additional scholarly products either from the list above or such as professional presentations, abstracts, or book reviews. Note: This list is not exhaustive.

Excellence in Scholarship. Six or more of the following scholarly products in one or more of the following categories:

- A. Refereed journal article
- B. Peer-reviewed book chapter
- C. Competitive, peer-reviewed national or international conference proceeding
- D. PI or Co-PI on a substantial ( $\geq$  \$50,000) external grant
- E. Textbook

and four or more additional scholarly products either from the list above or such as professional presentations, abstracts, or book reviews. Note: This list is not exhaustive.

Note: If available, reviewers' comments should be provided for all peer-reviewed scholarly products.

Service: In the Department of Mathematics and Computer Science, the following accomplishments demonstrate the terms given above.

Sustained Service. Since becoming an Associate Professor, at least three out of the following four is accomplished in a satisfactory fashion:

- A. Satisfactory service to the disciplinary Curriculum Committee
- B. Substantial Departmental service that includes a leadership role such as chairing standing committees or search committees
- C. Substantial service to ISU outside the Department such as leadership roles on College and University Committees, leadership in CAS Faculty Council, service on Faculty Senate, service on College or University search committees
- D. Service to the profession and/or the community at the state, national, or international levels that might include refereeing for journals or conferences, judging student contests or science fairs, or other such professional service

Active, substantive service. Since becoming an Associate Professor, each of the following is accomplished in a satisfactory fashion:

- A. Satisfactory service to the disciplinary Curriculum Committee
- B. Substantial Departmental service that includes a leadership role such as chairing standing committees or search committees
- C. Substantial service to ISU outside the Department such as leadership roles on College and University Committees, leadership in CAS Faculty Council, service on Faculty Senate, service on College or University search committees

- D. Service to the profession and/or the community at the state, national, or international levels that might include refereeing for journals or conferences, judging student contests or science fairs, or other such professional service

Excellence in service. Since becoming an Associate Professor, each of the following is accomplished in a satisfactory fashion:

- A. Substantial service to the disciplinary Curriculum Committee
- B. Substantial Departmental service that includes a leadership roles such as chairing standing committees or search committees
- C. Substantial service to ISU outside the Department such as chairing College and University Committees, leadership in CAS Faculty Council, leadership on Faculty Senate, service on College or University search committees
- D. Substantial service to the profession and/or the community at the state, national, or international levels, such as editing a journal, organizing a conference, serving as a program reviewer, serving as an officer in a professional organization, judging for student contests or science fairs, or other such professional service