

Guidelines for Faculty Biennial Review

Department of Mathematics and Computer Science

Adopted on November 19, 2014

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

Following are minimum guidelines for a faculty member to be considered to be “contributing” in the three categories under review.

Teaching: Each of the following items are consistently accomplished with very few exceptions.

- 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
 - 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
 - > TBD% of student course evaluations completed
 - TBD measure on student course evaluations achieved at a TBD level

Scholarship: Each of the following items is accomplished.

- 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, teaching or developing a new course)

Service: All of the following items are accomplished.

- Active engagement on disciplinary curriculum committee (e.g., attending regularly, completing assigned tasks)
- Active engagement on tenure and evaluation committee (e.g., attending regularly, reading files, listing conditions if voting conditional)
- Involvement in professional service beyond the Department

Contributing Exceptionally

In order to achieve “contributing exceptionally” it is incumbent upon the faculty member to make the case for this designation which is above and beyond that required for contributing. Following are examples of items (not an exhaustive list) that may demonstrate exceptional contributions.

Teaching

- An external teaching award
- Data from student evaluations demonstrating outstanding performance
- Developing as a teacher (e.g., branching out with classes, topics, materials, methods)
- Supervising masters projects/theses

Scholarship

- An external award for scholarship
- Papers with high impact factors
- Number of papers well above departmental expectations
- Conference presentations well above departmental expectations
- Book published
- Awarded an external grant

Service

- An external service award
- Chairing a significant external committee
- Involvement on university committees requiring a significant time commitment
- Refereeing numerous papers
- Departmental service well above departmental expectations
- Significant involvement in professional organizations
- Advising