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**GUIDELINES FOR TENURE EVALUATION**  
**Mathematics & Computer Science Department**

A faculty member will be evaluated for tenure status and promotion to associate professor using the following guidelines.

**I. Scholarly Activity**

A faculty member is expected to provide evidence of an ongoing research activity. Evidence should include material in at least one of the following categories.

- A. Publications. (\*)
  - 1. refereed journals
  - 2. textbooks
  - 3. non-refereed journals
  - 4. abstracts
  - 5. book reviews
- B. Grant writing and funding
- C. Presentation of papers at professional meetings.
  - 1. national meeting
  - 2. regional meeting
  - 3. state or local meeting
- D. Presentation of seminars

Other evidence of scholarly activity may be provided from the following:

- F. Refereeing papers
- G. Directing student research papers
- H. Unpublished book reviews
- I. Attendance at professional meetings
- J. Participation in seminars and workshops
- K. Research based on community service and experiential learning activities in one of the department's fields.

(\*) A faculty member may include outside peer evaluation of his/her research projects and publications.

## II. Teaching Effectiveness

The tenure committee will evaluate a faculty member=s teaching effectiveness using the following:

- A. Student evaluations of classes taught. (Required)
  - 1. A faculty member is expected to furnish student evaluations of all classes taught.
  - 2. Evaluations are to be given by a third party.
  - 3. These evaluations will not be reviewed by the faculty member until after final grades are given.
- B. A faculty member may choose to ask for peer evaluation using class visitation.
- C. Evaluation of teaching by former students -- in particular, by former students who have had a chance to use the knowledge that was gained from the classroom in his/her job.
- D. A faculty member is expected to cover the content indicated in a course syllabus and/or course outline and to implement the policies and guidelines adopted by the department and its committee.

Other evidence can be provided from the following:

- E. Development of new courses.
- F. Development of new and innovative teaching practices and techniques.
- G. Arranged courses and special projects.
- H. Providing students with community service and experiential learning activities as part of departmental courses.

## III. Service to the University and Community.

Evidence of service should be provided using the following list.

- A. Membership on University, College, and Departmental committees.
- B. Officer in professional organization.
- C. School visitations.
- D. Student advising. (Include number of advisees)
- E. Sponsor of student organization
- F. Working with students on internships.
- G. Presenting workshops in the community.
- H. Conducting community service and experiential learning activities relevant to the university's mission within the community.

PROCEDURES AND GUIDELINES FOR PROBATIONARY/TENURE EVALUATION  
Mathematics & Computer Science Department

- I. Each fall semester within the first three weeks the department chair will appoint a tenured member of the department to call a meeting of the Tenure and Evaluation Committee (hereafter referred to as T&E) and provide this person a list of the deadlines by which probationary and adjunct faculty evaluations must be in the dean=s office.
- II. The T&E shall consist of all tenured members of the department except the department chairperson. No faculty member shall participate in an evaluation process at more than one level for each probationary faculty member each year.
- III. At the first meeting the T&E will elect a chair and determine the deadlines by which probationary and adjunct faculty must have their files complete and available in the department office. The T&E will also set meeting dates at this first meeting so that the department chair will have two working days after the committee finishes its evaluation to write his/her independent evaluation and the faculty member will have five days after that to respond in writing before the file and departmental evaluations are taken to the dean=s office. Other meetings will be scheduled by the T&E chair as necessary.
- IV. The T&E chair will notify each probationary and full-time adjunct faculty member in writing of the deadline by which he/she must have his/her file complete and available in the department office. For probationary faculty this notification will also include the following information:
  1. That the appointment letter received when the faculty member was hired must be included in the file. This appointment letter shall identify the expectations as to teaching, research/scholarship, and service as well as the relative importance of each. This letter must also include years of previous service awarded and dates of eligibility for promotion and for tenure. Any change or renegotiation of the probationary faculty member=s responsibilities specified in the appointment letter must be in writing and placed in the faculty member=s official file, including the yearly review file.
  2. That previous years evaluations at all levels must be included in the file. The faculty member will be asked to address any weaknesses identified in the previous year=s evaluation.
  3. That the faculty member will be given five days after the department chair has written his/her evaluation to append comments to the evaluation before it leaves the department and that the probationary faculty member must sign the evaluation form to indicate his/he awareness of its contents. Copies of any such appended comments must be given to the department chair and the T&E chair before the file leaves the department. No rebuttals are possible from the T&E or the department chair.
  4. That tenure and promotion from assistant to associate professor are now linked.

5. That the faculty member should review the College and University guidelines for tenure and promotion to ensure that he/she is collecting the appropriate materials for this year=s file and for his/her future tenure and promotion application. That the materials related to teaching effectiveness do not have to include anything concerning the current semester.
6. (For those who have been at ISU # three years): That the faculty member will undergo a formative review no later than the third year of five and that this review will include an evaluation by the College Promotion/Tenure Committee. The faculty member may ask for this formative review to occur earlier than in the third probationary year.

Each year=s T&E chair will keep a copy of this notification and will give a copy to the department chair to keep on file.

In the notification to full-time adjunct faculty a list of the materials that must be included in the file will be given.

- IV. All files must be available to the T&E members for at least five working days prior to the first meeting of the committee to consider the file.
- V. The committee will meet to discuss the files presented by each probationary and full-time adjunct faculty. The committee may seek additional information from the department, or the faculty member under consideration. On the same day appropriate ballots will be provided to all members of the committee. On the ballots the date and time by which they must be returned to the department office will be given as well as the statement that a vote for conditional reappointment (for probationary faculty) must include a list of the necessary conditions for unconditional reappointment. No record will be kept of which committee members return a ballot and which do not.
- VI. On the day ballots are due, the committee will meet to open ballots and tabulate the results. At this meeting the committee will appoint one or more of its members to write a narrative summary of its evaluation. This narrative summary must include those necessary conditions accompanying any votes for conditional reappointment and note any conditional reappointment votes that have no accompanying conditions. This narrative will include the committee vote and any weaknesses or evidence of unsatisfactory service noted by the committee. For probationary faculty the primary purpose of this narrative is formative.
- VII. The committee will meet for a third time to revise and approve the narrative statements.
- VIII. If the department chairperson recommends conditional reappointment for a probationary faculty member, he/she will include a list of the means of remediation in the evaluation.
- IX. Each faculty member evaluated will be given five days after the department chair has

written his/her evaluation to append comments to the T&E and the department chairpersons evaluations before they leave the department. Before the file, including these evaluations and appended comments, leaves the department the faculty member must sign the evaluation form to indicate his/her awareness of its contents. At this time the department chair will provide the T&E chair a copy of his/her evaluation, who will make it available to the other committee members.

- X. Final authority in assessing discipline-specific achievements, particularly in the area of research/scholarship, belongs to the department.
- XI. When the T&E chair receives the evaluations done at the College level, he/she will make them available to the other members of the committee.
- XII. A positive recommendation that an assistant professor be tenured will be a positive recommendation for promotion to associate professor.