Criteria for Tenure

An assistant professor who is being considered for tenure will also be considered for promotion unless there are extraordinary circumstances for not doing so. A faculty member who is being considered for tenure and promotion will be judged on the basis of the promotion criteria for the position which he/she is being considered. A faculty member, who holds a position higher than assistant professor, being considered for tenure only, will be judged on the basis of the promotion criteria for the position he/she holds and his/her potential for being promoted, if appropriate.

Criteria for Promotion to Associate Professor

A successful candidate for promotion to associate professor must demonstrate effectiveness in teaching, excellence in research and creative activity (including scholarly outreach), and participate in service to the department and profession. In assessing the merits of the candidate's record, teaching and research are weighted more heavily than service.

Research. The objectives of the review of research are to evaluate the creativity and significance of the individual's work and to ascertain whether the body of work constitutes a substantial and continuing contribution to the research area. Written evaluations of the research by external reviewers who are experts in the candidate's research play an important role in determining the quality of the candidate's research.

Research is judged primarily by the quality of research publications in reputable refereed journals and proceedings, including both papers published and those accepted for publication. As researchers take different approaches to scholarship, no quota for an acceptable number of publications is used; the significance and impact of the results are more important than the number of publications.

While external funding may be difficult to obtain in mathematics and/or statistics, external grant support is desirable. A documented effort to secure external funding to support research or creative activities forms an important component of the candidate's research contributions. Submitted proposals are weighted to reflect the time involved and the quality of the submissions (which is partly indicated by the funding obtained).

Teaching. A successful candidate for promotion to associate professor is expected to have demonstrated effectiveness in teaching, which is judged primarily by the candidate's performance in teaching courses in the Department of Mathematics and Statistics. Evaluation of teaching shall include effectiveness of course content and delivery and student learning outcomes. Written comments by students and written evaluations by peers based on classroom visits will be used to determine the effectiveness of the candidate's teaching. Activities related to outreach and engagement may also be documented. These may include service learning activities, organizing study abroad opportunities, and developing textbooks, articles, and innovative instructional materials.
It is desirable for the candidate to have a record of contributions to graduate and/or undergraduate research, scholarship or creative activity. Components of this record could include supervision/direction of graduate and/or undergraduate research, participation in departmental mentoring activities through involvement in seminars and other informal exchanges, direction of independent studies, and other activities including outreach and engagement roles.

**Service.** A successful candidate for promotion to associate professor is expected to have some service to the department and profession. Additionally a record of service to the college, university, and community is desirable.

**Criteria for Promotion to Full Professor**

The documentable research and creativity contributions, teaching effectiveness and service contributions used for promotion to full professor must go beyond the record that was used for promotion to associate professor.

**Research.** A successful candidate must show clear and convincing evidence of high levels of attainment in mathematical research. He/she should demonstrate national recognition in his/her field and the likelihood of maintaining that stature. External evaluations by peers of national/international stature in the mathematical and scientific community play an important role in determining the quality and impact of the candidate’s research.

Although external funding may be difficult to obtain in mathematics and/or statistics, a candidate for full professor should, under normal circumstances, have a record of some external grant support during his/her time at Texas Tech University. A documented effort to secure external funding to support research or creative activities forms an important component of the candidate’s research contributions. Submitted proposals may be weighted to reflect the time involved and the quality of the submission (which is partly indicated by the funding obtained).

**Teaching.** A candidate for promotion to full professor should also have a sustained record of effective teaching. The teaching effectiveness will be evaluated by peers. In addition, a candidate for promotion to full professor is expected to show involvement and leadership in teaching that goes beyond class room instruction and advising of students. Examples of how this could be demonstrated include successful direction of PhD students, curriculum or course development, significant revisions of existing programs or courses, teaching awards, text book publication, or grants related to teaching.

**Service.** A full professor should have not only a record of participation in departmental activities, but also should provide leadership in departmental affairs and the mathematical community. Leadership may include, but are not limited by, efforts to attract new faculty to the department, mentoring junior faculty, and providing direction and vision within the department to increase its prestige and visibility.

**Procedure for Promotion and Tenure**

Each untenured faculty member will be reviewed by the Executive Committee once every year. A copy of this review will be given to the faculty member and a copy will be placed in the faculty member’s permanent file in the department. Faculty being considered for promotion or tenure will
consult with the chairperson. After a decision has been reached to go forward with promotion or tenure, a dossier will be prepared under the direction of the chairperson with the candidate’s help and knowledge. This dossier will be made available to the appropriate faculty and a secret, written ballot will be returned to the chairperson. The appropriate faculty for tenure consideration are all tenured faculty in the department. The appropriate faculty for promotion consideration are all faculty who hold the position, or higher, for which the faculty member is being considered.

The chair shall obtain at least three outside letters concerning the quality of research of the candidate, and, where appropriate, the chair shall solicit letters concerning the quality of teaching and professional service. The outside reviewers will be selected by the chair in consultation with senior faculty members, from either inside or outside the department, expert in the candidate’s area of research. The candidate may supply a list of possible referees and a list of people who should not be asked to write letters.