

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS
ELABORATIONS ON THE CRITERIA FOR TENURE AND/OR PROMOTION
Endorsed by NSM Faculty in April 2016

In accordance with 9.1.1.4 of the Collective Bargaining Agreement (CBA), the

Over the years, research has established that effective college teaching has a number of common characteristics or "best practices." These standards of effective teaching are summarized in a 1995

and/or promotion are expected to develop a clearly documented record of a body of professional activity. (See Statement of Expectations.) Quality of professional activity shall be given strong consideration, and those closest to the fields are in the best positio

appropriate terminal degree and hold the rank of Instructor. If such a tenured Instructor earns a terminal degree, on the recommendation of his/her department, he/she can be considered for promotion to Assistant Professor following

establishment of a record of accomplishment. Obviously, some individuals require more time than others to achieve a record meriting promotion. A department of the College may decide in a particular case that even after many years of service an individual does not meet its standards for the next higher rank. Alternately, a department also may decide that an individual has met its standards in a shorter time than is usually expected.

STATEMENT OF EXPECTATIONS

(See also APPENDIX 1: Statement of Expectations - A Sample Statement)

During the first semester of employment in the College, every tenure-track faculty member shall be given a clear explanation via a Statement of Expectations of the requirements for renewal, tenure, and/or promotion, including criteria specific to his/her department, College, or discipline. The Statement of Expectations shall be compliant with the CBA and with any elaborations on the CBA and be specifically tailored to the individual faculty member under review for tenure. Departmental bylaws, constitutions, or other faculty governance and personnel documents at the departmental level shall incl

The Statement of Expectations shall provide a framework for such evaluation as follows:

Teaching

The Statement of Expectations may include references to the following elements of evaluation of teaching-related activities (see CBA 9.1.1.1):

- Areas and curricular levels of teaching specialty
- Teaching load
- Engagement with the departmental assessment plan
- Preparation of syllabi and curriculum
- New course or program development and advancing departmental mission
- Use of various forms of teaching evaluation, including student evaluations
- Community and outreach work related to teaching courses, seminars, or workshops
- Independent study, thesis, and dissertation supervision
- Advising, mentoring, and field placement
- Level of students taught, i.e., undergraduate and/or graduate

Professional Activity

The Statements of Expectations may include references to the following elements of evaluation of professional activity (see CBA 9.1.1.2):

- Identification of journals specific to the discipline and to the specialty area
- Evidence of a body of work

and service are meant to show some self-awareness of how the candidate sees him- or herself contributing to the mission and programs of the department, College, and University. All pre-tenure evaluations will be written to document satisfactory progress or lack thereof toward meeting the expectations for tenure and/or promotion. Beyond that, the materials provided in the dossier should testify to the claims made in the CV and should provide information that will help reviewing bodies understand what is being claimed in the CV and grasp the relative quality and significance of the candidate's professional record. A candidate is advised not to produce a large dossier of supporting materials so as to try to compensate for a relatively weak professional record as evident in the CV. Elaborating on the CBA 9.2.3.2, in the College of Natural Sciences and Mathematics, the dossier should contain the following documents in the order indicated.

1. Letter of Offer
2. The original Statement of Expectations and any modifications thereof during the course of the probationary period
3. An up-to-date curriculum vitae
4. Candidate's Statements that address his/her progress and achievements in relation to the

or not; whether the material was invited or openly submitted; and any other information that indicates the relative quality and character of the venue. Here one could also include citations to one's own work in the published work or in the course syllabi of others, reviews of one's own work in scholarly literature, requests for reprints, and other such indications of the acceptance of one's work by one's peers. The status of materials not yet published, but submitted, accepted, or under contract for publication must be documented with an appropriate letter from the publisher. **An explanation of**

- equivalent, as that sought by the candidate. Ideally, the referees should be in the candidate's area(s) of specialization and either from peer/aspirational institutions, or be requested to evaluate the candidate in the context of peer/aspirational institutions. To avoid possible conflicts of interest clouding the credibility of the letters, none of these referees shall be the candidate's dissertation advisor, major research/project collaborator, or frequent co-author. In some disciplines, large-scale collaborations (e.g. those requiring many types of data or expertise) may result in "collaborators" or "co-authors" who do not actually know each other. This possibility must be allowed for, but the relationship must be clearly explained. The candidate is permitted to identify referees with potential conflicts of interest before letters are solicited, and document the reasons for the conflict.
3. The chair or DPC will then compile a single list of 6-10 referees, equally balanced between the candidate's and the department's suggestions. The chair will obtain no fewer than the minimum number of referee's reports.
 4. Departments need to specify in their bylaws how much of the dossier will be transmitted to a referee. It is recommended that the materials transmitted minimally include the Statement of Expectations, a CV, and documentation in support of professional activity. These materials shall be transmitted to the referee as soon as possible. The referees will be asked to submit their reports on professional activity by the middle of August, in order to meet the review timelines specified by the UT Faculty Personnel Calendar set by the Provost. Referees will be asked to evaluate the quality and significance of the candidate's professional activity only. Referees should be asked how long and in what capacity they have known the candidate. Referees also should limit their comments to the candidate in question and should not indicate or be asked whether or not the candidate would receive tenure and/or promotion in their respective institution. All referees should be provided with a copy of the relevant portions of the CBA relating to tenure and/or promotion, as well as the relevant portions of the departmental bylaws on tenure and/or promotion to assist them in gaining some institutional context for framing their judgments. Referees should be informed that Ohio is an open records state. Confidentiality of reports cannot be guaranteed, but a candidate will see a report only if he/she requests it.
 5. All referees' reports submitted in time to be considered at the departmental level shall become part of the tenure and/or promotion dossier to be forwarded to each subsequent level of review. The department chair and the DPC share the responsibility for obtaining all referees' reports and including them in the dossier.

APPENDIX 1

meeting the standards to which Professor Untenured will eventually be held for tenure. Such progress should be predictive of a favorable tenure decision in due course. In keeping with the CBA's requirements, the Department Personnel Committee (DPC) and Department Chairperson will undertake annual independent written evaluations of the candidate that will identify any deficiencies in his/her progress to that point.

TEACHING. Professor Untenured will regularly teach courses in the program(s) in a Natural Sciences and Mathematics Department and courses related to the College's interdisciplinary program in another related area, as agreed upon at the time of hire, and as assigned to him/her by his/her Department Chairperson, who will consult with him/her in making such assignments. The teaching load will be in keeping with the teaching load usually assigned to research-active faculty in the department/a graduate department. In addition, Professor Untenured's evaluation in the area of teaching will take into consideration any advising and field placement responsibilities that emerge as part of his/her role in the Another Related Area program. The Department expects Professor Untenured regularly to document the effectiveness of his/her teaching during the probationary period via evaluations of all of his/her regularly scheduled in load courses during the academic year (i.e., all courses excluding independent studies and direction of Honors and other thesis work). Each year, Professor Untenured shall submit evaluations of his/her teaching, including student evaluations of teaching, as part of his/her annual review. The Department also regards such activities as the development of new courses that add to the Department's or Another Related Area's curricula or engagement in student learning outcomes assessment as evidence of a commitment to teaching.

PROFESSIONAL ACTIVITY. The Department expects Professor Untenured to continue his/her research and publication program already established in (sub-disciplinary area of expertise). Professor Untenured must publish a significant portion of his/her research in refereed journals of national (or international) prominence or recognized refereed scholarly or commercial presses. The Department expects that by the end of his/her probationary period,

