

Promotion and Tenure Criteria
Department of Mathematics and Computer Science
College of Arts and Sciences

Faculty seeking promotion and tenure in the Department of Mathematics and Computer Science must have a documented record of progress towards and establishment of excellence in the areas of teaching, scholarship and service. In addition to the University standards, the Department has established the following guidelines to delineate its expectations for the attainment of excellence in support of the mission of the department and university.

Although not expected to complete all recommended activities, candidates should be aware that some activities are weighted more than others in the evaluation process. The following is a summary of the more important criteria.

Teaching: attaining high/positive ratings on student evaluations; fostering scholarly development in students; mentoring students in research; and keeping current with course content.

Scholarship: developing and maintaining a high quality program of research including publishing in peer reviewed journals and seeking and obtaining external funding.

Service: maintaining memberships in professional organizations; participating on departmental, college and university committees; and taking an active role in community service.

Collegiality is expected and is demonstrated by ability to share ideas, to work cooperatively, and to participate in shared decision making with faculty in departmental meetings and committees, with committee members on student advising and research committees, and with other faculty. It also includes providing other faculty with professional support to carry out their work, and developing professionally. Collegiality means professional cooperation with colleagues, rather than homogeneity of opinion that could interfere with academic freedom. Whenever the word collegiality, or its cognates, appears throughout this document, this definition will apply.

In considering faculty members in Mathematics and Computer Science for promotion, peer reviewers and administrators at the various levels of review must note carefully the teaching assignments of each individual as well as the record in scholarship and service. All reviewers should also note the workloads of applicants for promotion in making recommendations.

TEXAS WOMAN'S UNIVERSITY
University Standards
 Tenure Track Faculty

TWU Requirements (General) (See Board of Regents Policy 5.06 for complete requirements)

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Completion of appropriate terminal academic degree or its equivalent as defined by the academic unit. • Demonstration of current capability and desire for excellence in teaching, scholarship and service • Demonstrated potential for significant accomplishments in these three areas. 	<ul style="list-style-type: none"> • Normally, candidate will have served full time a minimum of 6 years at the rank of Assistant Professor at the college or university level and at least 2 years at TWU in that rank. • Demonstrated significant contributions in teaching, advising or other instructional activities; scholarship, research and/or other creative activities; and university, professional and public service. 	<ul style="list-style-type: none"> • Normally, candidate will have completed at least 6 years as Associate Professor at the college or university level and served full time at least 4 years at TWU as Associate Professor. • Demonstration of continuous and sustained meritorious achievements beyond the level of Associate in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; and professional, university and public service. • Sustained records of exceptional quality will be demonstrated. Promotion to the rank of Professor is in recognition of attainment rather than <i>length of service</i>.

Department of Mathematics and Computer Science Criteria – Tenure Track Faculty General Requirements

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Have completed a doctoral degree (Ph.D. or Ed.D.) in mathematics, computer science, statistics, mathematics education, or educational computing; • Demonstrate the capability and desire for excellence in teaching, research and service, as evidenced by application materials and references; • Demonstrate the potential for significant accomplishments in teaching, research and service, as evidenced by position references. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate significant contributions in teaching, advising, scholarship, research and/or other creative activities and university, professional and public service. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate exceptional quality. Promotion to the rank of Professor is in recognition of attainment rather than length of service; • Demonstrate continuous and sustained meritorious achievements beyond the level of Associate in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; professional, university and public service.

TEXAS WOMAN'S UNIVERSITY
University Standards
 Tenure Track Faculty

TWU Requirements for Teaching (See Board of Regents Policy 5.06 for complete requirements)

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> Candidate should demonstrate a current capability and desire for excellence in teaching, as well as potential for significant accomplishments in this area. 	Candidate must: <ul style="list-style-type: none"> Demonstrate excellence in all aspects of teaching; Participate effectively in course development and evaluation; Obtain membership on the Graduate Faculty, in components with graduate programs. 	Candidate must: <ul style="list-style-type: none"> Demonstrate excellence in all aspects of teaching; Demonstrate leadership in the development of academic programs; Maintain full membership on the Graduate Faculty, in components with graduate programs; Serve as a resource to other faculty.

Department of Mathematics and Computer Science Criteria – Tenure Track Faculty Teaching Requirements		
Assistant Professor	Associate Professor	Professor
Candidate must: <ul style="list-style-type: none"> Demonstrate capability and desire for excellence in teaching, as evidenced by teaching statement submitted with application and as expressed during initial interview; Demonstrate commitment to and capability for the establishment of collegial, often interdisciplinary, relationships with colleagues to strengthen their current and future teaching, as evidenced by answers to questions in initial interview; Demonstrate commitment to fostering scholarly development of students, as evidenced by teaching statement submitted with application. 	Candidate must: <ul style="list-style-type: none"> Demonstrate excellence in teaching as evidenced by <ul style="list-style-type: none"> Attaining consistently positive ratings in student evaluations of formal courses; Preparing clear and informative class syllabi that adhere to University criteria; Maintaining currency in the academic discipline Participate in course development, course enhancement/modification, and/or on-going program evaluation, as evidenced by development of new/revised courses approved by the University Curriculum Committee or curricular enhancements approved within the department Demonstrate collegial, often interdisciplinary, relationships to strengthen teaching, as evidenced by: <ul style="list-style-type: none"> Participation in pedagogical workshops; and/or 	Candidate must: <ul style="list-style-type: none"> Demonstrate excellence in all aspects of teaching and demonstrate leadership in fostering educational excellence by presenting a teaching portfolio which clearly indicates <ul style="list-style-type: none"> Attainment of consistently high ratings in student evaluations of formal courses; Preparation of clear and informative class syllabi that adhere to University criteria some of which serve as a model for other courses; Currency in the academic discipline; Active participation in departmental curriculum development; Documented evidence of promoting student development by engaging in one or more of the following: active participation in the TWU Student Research Symposium, either as a committee member or by encouraging student participation; guiding students in publication/presentation of research findings or other scholarly activities; or providing academic and/or career advising Demonstrate leadership in the development of academic programs across the component, college, and/or university as evidenced by:

	<ul style="list-style-type: none"> ○ Participation in mentoring new faculty; ● Obtain and maintain, at a minimum, Associate Graduate Faculty status ● Demonstrate involvement in fostering scholarly development of students, as evidenced by: <ul style="list-style-type: none"> ○ Mentoring undergraduate research; ○ Serving as a member of Professional Paper/Thesis committees; ○ Establishment of honors contracts; and/or ○ Developing and teaching honors classes. 	<ul style="list-style-type: none"> ○ Active leadership in departmental Institutional Effectiveness, Strategic Plan, program review, and/or new program development; and ○ Active leadership in mentoring new faculty across the department, college or university. ● Demonstrate leadership in course development, course enhancement/modification, and/or on-going program evaluation as evidenced by: <ul style="list-style-type: none"> ○ Active leadership in departmental course evaluations, course development and/or degree plan evaluations; ○ Active leadership in developing new courses or in modifications of existing courses; ● Demonstrate leadership in establishing collegial, often interdisciplinary, relationships to strengthen teaching as evidenced by: <ul style="list-style-type: none"> ○ Active participation in mentoring new faculty; and/or ○ Active sharing of pedagogical methods among all faculty; ● Maintain Full membership on the Graduate Faculty; ● Serve as a resource and/or mentor to other faculty, as evidenced by: <ul style="list-style-type: none"> ○ Active participation in departmental, college or university mentoring programs; ○ Active participation in assisting young faculty in course development; and/or ○ Active sharing of teaching techniques and resources. ● Demonstrate success in fostering scholarly development of students, as evidenced by activities such as: <ul style="list-style-type: none"> ○ Serving as chair of professional papers and/or theses; ○ Active participation in training of Honors Scholars; ○ Encouraging undergraduate majors to attend professional activities such as seminars, workshops or symposia; ○ Documented success in student preparation of scholarly findings for publication/presentation.
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TEXAS WOMAN'S UNIVERSITY
University Standards
 Tenure Track Faculty

TWU Requirements for Scholarship & Other Creative Activities (See Board of Regents Policy 5.06 for complete requirements)

Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in research and creative activities; • Share the results of the scholarly work in peer reviewed forums; • Seek internal or external funding, as appropriate to the field. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Document a program of research and/or creative activities; • Serve as a research/creative mentor to colleagues/graduate students; • Seek and/or secure internal or external funding, as appropriate to the field; • Disseminate the results of scholarly work in peer reviewed forums.

Department of Mathematics and Computer Science Criteria – Tenure Track Faculty Scholarship Requirements

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate a current capability and desire for excellence in research as well as potential for significant accomplishments in this area, based on previous documentation from application materials; 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate development as a scholar as evidenced by: <ul style="list-style-type: none"> ○ Presentations of papers/posters at professional state, regional and/or national meetings; ○ Publication of articles in peer-reviewed journals; • Demonstrate collegial, often interdisciplinary, relationships to strengthen research/scholarly activities; • Seek and/or secure internal funding or local, regional, and state external funding to support research/scholarly activities; • Demonstrate excellence in research through the establishment of a defined area of research activity that shows the potential for consistent publication and funding success 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate a high level of professional and scholarly activity, by providing evidence of continuing successful efforts in the first bullet below and at least one of the other two bulleted areas: <ul style="list-style-type: none"> ○ publication of articles in peer reviewed journals on a consistent basis and/or publication of books or monographs, the distribution of which is not restricted to the TWU or state-wide community, and that have received critical approval; ○ presentation of lectures and peer-reviewed papers or poster sessions at professional state, regional and/or national meetings on a consistent basis; ○ development of peer-reviewed Web/Internet materials of a scholarly and/or instructional nature that have received critical note and are available for use on the Internet/worldwide web. <p>Examples of specific enabling activities with reference to the above general criteria and other acceptable definitions of professional and scholarly activity are suggested below.</p> <ul style="list-style-type: none"> ○ <i>Has published peer-reviewed articles;</i> ○ <i>Has presented peer-reviewed papers, posters, or other lectures at state, regional and national conferences.</i>

	<ul style="list-style-type: none"> • Document the development of a program of research. 	<ul style="list-style-type: none"> ○ <i>Has a peer-reviewed paper or presentation published in the official Conference Proceedings.</i> ○ <i>Has published a peer-reviewed book, where the publisher has marketed the book to the national audience.</i> ○ <i>Has presented an invited address at a professional conference.</i> ○ <i>Has gained a leadership position in an association, such as (but not limited to) the Mathematical Association of America, the Association for Computing Machinery, the American Statistical Association, or the National Council of Teachers of Mathematics; such position will bear on the promotion of scholarship by that organization.</i> ○ <i>Is a member of a journal editorial board, whether or not an honorary position.</i> ○ <i>Has made a scholarly contribution to an organization that has received published acknowledgment, or a scholarly contribution to mathematics, computer science, or statistics that has received special acknowledgment by the organization.</i> ○ <i>Has been a Moderator, Convener, or Presider for a conference colloquium, plenary address, discussion or other presentation at a conference.</i> ○ <i>Has, by invitation of a professional organization, performed a review of a book manuscript, article or monograph, or grant application, and has received published acknowledgement of same.</i> ○ <i>Has attained placement on a statewide or national registry of expertise in mathematics, computer science, or statistics, and is thus available for consultation to scientific and popular media on issues pertaining to applications, research, and scholarship in these fields.</i> ○ <i>Has engaged in peer-reviewed Web resource development that has been recognized by and received critical approval of relevant organizations.</i> <ul style="list-style-type: none"> • Document a program of high quality research; • Demonstrate leadership in establishing collegial, often interdisciplinary, relationships to strengthen scholarship; • Seek and/or secure internal funding or local, regional, state, and national external funding, as appropriate to the field; • Serve as a research/creative mentor to colleagues and students.
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TEXAS WOMAN'S UNIVERSITY
University Standards
Tenure Track Faculty

TWU Requirements for Service (See Board of Regents Policy 5.06 for complete requirements.)

Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in service as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university; • Demonstrate leadership within the component and college; • Participate in recruitment, advising, and mentoring of students; • Demonstrate active involvement in professional and/or community organizations. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university; • Demonstrate leadership within the university; • Demonstrate leadership within professional and/or community organizations; • Serve as a mentor to students/student organizations.

Department of Mathematics and Computer Science Criteria – Tenure Track Faculty Service Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate capability and desire for excellence in service as well as potential for significant accomplishments in this area, based on documentation from previous positions; • Demonstrate willingness to work toward the establishment of collegial, often interdisciplinary, relationships with colleagues to strengthen their current and future service opportunities; 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain professional organization memberships and become involved with committee work and/or seek out leadership positions; • Demonstrate leadership within the component and college by serving on departmental standing committees and search committees and on college or university committees and/or task forces; • Contribute in a positive way to the service mission of the component, college and university; • Demonstrate collegial, often interdisciplinary, relationships to strengthen professional service by developing networking relationships within the department and/or college; • Participate in recruitment, advising, and mentoring of students by serving as a research mentor and advisor for undergraduate and graduate students or as a mentor to students/student organizations; 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain professional organization memberships and seek out leadership positions; • Demonstrate leadership within the component, college and university by active participation on component, college, university-wide committees and/or task forces; • Document significant positive contributions to the mission of the component, college and university; • Demonstrate leadership in establishing collegial, often interdisciplinary, relationships to strengthen professional service as demonstrated by developing networking relationships among colleagues, locally or nationally; • Provide leadership in recruitment, advising, and mentoring of students through active participation (e.g., as an invited speaker, as a judge at science fairs, as a mentor for undergraduates planning for graduate or professional school);

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| | <ul style="list-style-type: none">• Demonstrate active involvement in professional and/or community organizations. | <ul style="list-style-type: none">• Provide leadership in mentoring students and/or student organizations as demonstrated by such activities as serving as an advisor for a student organization;• Demonstrate leadership in professional and/or community organizations. |
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**Tenure in the Department of Mathematics and Computer Science
Texas Woman's University**

Although the tenure decision routinely coincides with the decision for promotion within the tenured ranks, there are occasions in which the tenure decision occurs in isolation from promotion to a higher rank. In these instances, the guidelines below are in effect. Application for tenure will be made during the sixth year of service as Assistant Professor, unless contractual or other official agreements permit such application at an earlier date.

Criteria for Tenure for Associate Professor:

The candidate must meet all of the criteria required for promotion to Associate Professor as set forth by the Department of Mathematics and Computer Science in the document "Promotion and Tenure Track Requirements." (See previous pages.)

In addition, the following two criteria will be given special consideration:

The candidate must:

1. Demonstrate professional cooperation in the academic unit;
2. Provide evidence of continued productivity in teaching, scholarship, and service consistent with program needs, as well as the goals and mission of the Department of Mathematics and Computer Science, and The Texas Woman's University.

Criteria for Tenure for Professor:

The candidate must meet all of the criteria required for promotion to Professor as set forth by the Department of Mathematics and Computer Science in the document "Promotion and Tenure Track Requirements." (See previous pages.)

In addition, the following three criteria will be given special consideration:

The candidate must:

1. Demonstrate professional cooperation in the academic unit;
2. Provide evidence of continued productivity in teaching, scholarship, and service consistent with program needs, as well as the goals and mission of the Department of Mathematics and Computer Science, and The Texas Woman's University.
3. Obtain and maintain Full Graduate Faculty status.

5/05/08 Approved by FEDC, University P&T Committee and Provost