

Mathematics Department  
Evaluation Procedures for Annual Merit Salary Adjustments  
**for Teaching Professors**

Approved on: March 28, 2017

\*In this document the titles Teaching Professor and Teaching Faculty, refer to Teaching Professors of any rank; assistant, associate or full.

Evaluations are based upon information gathered by the Department Head from several different sources:

- 1) Written documentation provided by individual faculty members, and students,
- 2) Private interviews throughout the year with various interested students and faculty,
- 3) Consultation with the elected departmental Personnel Advisory Committee. (Cf. the "Personnel Advisory Committee" section the Department Handbook.)

The Department Head's annual letter to the Dean evaluates the productivity of an individual faculty member in terms of accomplishments in teaching, scholarship and service. In general, Teaching Faculty are hired to perform specific teaching and service responsibilities within the department, and the annual evaluation letter is a reflection on how well they have performed these responsibilities. They are provided with the opportunity of viewing and discussing their letters of performance evaluation before the letters are officially sent over to the College, and to meet with the Department Head to jointly establish goals and objectives. They are responsible for providing an annual activity report with supporting material, and for signing a statement acknowledging the opportunity to review and discuss their evaluation before it is sent to the Dean.

The evaluations are loosely organized into three main areas: teaching, service, and scholarly activity. In order to prepare the letters of evaluation, the Personnel Advisory Committee provides the Department Head with recommendations for the ranking of each teaching faculty member in each category. This ranking will be done together with the rankings of tenure earning faculty. The committee will not, however, prepare a cumulative ranking based on a weighted average of the ratings in each category, as it does for the tenure earning faculty.

The actual assignment of percentage salary increases based on these rankings is the responsibility of the Head alone. For Teaching Faculty, teaching and service play the primary role in the evaluation. Typically, research will play little or no role. On the other hand, if a member has had a good year of research activity, then the Head may wish to acknowledge this. It is the Department Head's responsibility to interpret the Personnel Advisory Committee rankings relative to the expectations of the Teaching Professor. He/she will determine the overall ranking/rating of the Teaching Professor.

It is important to recognize in these evaluations that teaching, scholarly activity and service are not always distinct and separate endeavors. They are often closely related activities, and it is sometimes impossible to place any particular achievement in precisely one of these areas. For example, the direction of a doctoral dissertation can sometimes be credited to scholarship, teaching and service. Similarly, course coordination, academic advising, involvement in the GTA training program, as well as mentoring the teaching of our GTAs, and coaching the Putnam Team all contribute to rankings in both service and teaching. Because of this, there is much overlap in the criteria listed below and many criteria could be listed in other categories. While it is left to the discretion of the individual faculty member how best to categorize his or her activities, the Personnel Advisory Committee will advise the Head as to the appropriateness of each faculty member's categorizations via the peer rankings. In addition to those activities listed in this document, faculty members are encouraged to report all activities they wish to have considered by the Personnel Advisory Committee; it is at the discretion of that committee to determine the appropriateness of the items listed by the faculty member.

#### **Evaluation period**

The evaluation period will be an academic year beginning with the first day of classes in the Fall semester, that is, the evaluation period begins on first day of Fall semester and runs through the day before the first day of classes of the following Fall semester. This becomes effective starting with the academic year beginning in August of 2016.

#### **Expectations, criteria used in making judgments for the purpose of evaluation, methods of assessment.**

What follows is essentially the same list of teaching, scholarship and service activities stated in the parallel document for tenure earning faculty. It is provided in full here in order to assist Teaching Faculty in preparing their annual activity reports. It is understood that Teaching Faculty are sometimes hired to perform specific teaching and service responsibilities, and so the emphasis of their evaluation will pertain to the subset of activities below relevant to their hire. The Department Head will remind the Personnel Advisory Committee at the start of each academic year of the specific responsibilities of the Teaching Professor.

#### **Teaching**

In teaching, each faculty member is expected to be able to deliver clear and intelligent classroom presentations and provide motivation and encouragement. Being able to evaluate students properly is also important. Is the teacher receptive to questions? Is the teacher readily available to provide out of class assistance? All of these are a part of good teaching. Versatility in teaching is important; a faculty

member should be able to teach a wide variety of courses, including both large lecture courses and smaller classes.

As important as all of the above considerations are, a Mathematics Department inevitably stagnates unless there is creative and successful curriculum development and assessment by faculty. Besides teaching assigned classes, many other activities contribute significantly to the teaching mission of the department. These include, but are not limited to: effective course coordination, curriculum development, assessment, mentoring the teaching of graduate students or faculty, application for and/or receipt of extramural funding for curriculum development or innovative programs, lecturing in department seminars, directing dissertations or theses for Ph.D. and Master's students, directing projects for undergraduates, and providing educational activities to the university and community such as mathematics olympiads, and competitions such as the Putnam Examination, and the S. Thomas Parker Mathematical Competition.

For evaluation of instruction, all Teaching Faculty are to provide student evaluations of teaching effectiveness. For the purpose of administrative recommendations, the Department will use forms which have been approved by a majority vote of the faculty and which are administered according to procedures established by the Personnel Advisory Committee. The faculty member must give his or her signed authorization permitting the Department Head to release the results of the student rating to others involved in the review process. The evaluations are kept on file in the Department, and may be reviewed by the instructor after grades have been assigned. A faculty member may always submit additional questionnaires or surveys for evaluation. Such materials, however, will only supplement and neither replace nor supersede the forms issued by the Personnel Advisory Committee. It is recommended that any such supplementary materials be distributed and collected in accordance with procedures established by the Personnel Advisory Committee.

Faculty may also submit any other materials which indicate teaching effectiveness. The Personnel Advisory Committee may obtain further assessment of teaching effectiveness through consultation with the undergraduate and graduate members of the committee.

### **Research and Scholarly Activity**

Activities considered in this category include, but are not limited to: publication of scholarly articles, monographs, or texts, application for and/or receipt of extramural funding, lecturing at conferences, lecturing in seminars or colloquia both at Kansas State and at other universities, serving as a dissertation advisor to Ph.D. students, serving as a thesis advisor to Master's students, serving as an advisor for undergraduate projects, writing or developing software, writing reviews of mathematical literature, editing journals or books, or refereeing journals, books or grants.

It is significant to note that original research and extramural

funding, within the evaluation period, play a prominent role in evaluating scholarship. Moreover, it is the quality of the publication rather than mere copiousness or prolificacy that is most important in this category. Research papers are recognized mainly in the year they are accepted for publication and secondarily also in the year they were initially submitted to a refereed journal. Faculty should clearly indicate all scholarly activity on activity reports, and in particular indicate which articles or books were submitted during the year, which were accepted for publication, and which appeared.

### **Service**

Teaching Faculty are expected to make contributions to the department, the university, the State of Kansas, and the profession. Within the department, faculty may serve through such activities as academic advising, involvement with the GTA training program, membership on committees both standing and ad hoc, recruitment of students, and course coordination. Notification of opportunities to coordinate, teach large lectures, mentor, advise, coach, etc. are provided to faculty on a regular basis. At the university level, faculty may serve through involvement with faculty senate or membership on committees both standing and ad hoc. Within Kansas, faculty may provide extension work or serve on state education committees. Within the profession, faculty may serve by organizing local, national or international conferences, holding membership on committees, ad hoc committees, policy boards or task forces in professional organizations or appropriate government agencies, holding office or other positions in professional organizations or appropriate government agencies, refereeing proposals for funding agencies, or serving as an external examiner, referee, reference or adjudicator in personnel decisions at other universities. Again, none of these lists is to be considered exhaustive.

In addition to professional service, it is normally expected that faculty engage in departmental and University service. Such departmental and University service should not merely be the indirect by-product or artifact of some other professional activity; in other words, direct institutional service is usually crucial in determining faculty ranking in this category.

Faculty should clearly indicate all service activities on activity reports. It will be the responsibility of the Personnel Advisory Committee to recommend to the Head the relative merit of such activities through the peer ratings.

All of the above factors are important in evaluating the overall contributions of a faculty member, and the evaluations and salary recommendations from the College's annual allocation to the Department are based on these considerations.

Additional examples of activities considered in making judgments concerning teaching, scholarship and service may be found in the

departmental document 'Reappointment, Tenure and Promotions Procedures for Teaching Professors'.

Andy G Bennett

Andy Bennett  
Department Head

Amit Chakrabarti

Amit Chakrabarti, Dean  
College of Arts & Sciences

For the Faculty:

Pietro Poggi-Corradini

Pietro Poggi-Corradini, Chairman (2016-2017)  
Personnel Advisory Committee

April C Mason

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12 Jun 17

Date