

Department of Mathematics
Reappointment and Promotion Procedures
for Teaching Professors
Approved on: March 28, 2017

*In this document, the title Teaching Faculty refers to a Teaching Professor of any rank, assistant, associate or full.

Basis for Reappointment and Promotion Decisions:

Reappointment and Promotion decisions for Teaching Faculty are based upon accomplishments in the areas of Teaching, Service and Scholarship. However, there is no list of accomplishments or expectations that, when achieved, guarantees that a faculty member will be reappointed or be promoted. Reappointment and promotion recommendations reflect the judgments of a number of appropriate constituencies. Promotion is not a faculty right; rather, it can only be granted by the Board of Regents.

Teaching Faculty are normally hired to perform specific teaching and service responsibilities. Non-tenure track faculty members may be recruited, hired and appointed into regular or term positions. Initial appointment rank and subsequent promotions in rank are based on advanced degrees held, experience, performance and achievements over time within a given rank. In the letter from the Department Head transmitting the job offer to any new candidate the expectations are stated. For reappointment and promotion, the candidate bears the responsibility of providing convincing tangible evidence of his or her accomplishments in teaching, service and scholarship that demonstrate how these expectations have been met. As indicated below, for promotion to Teaching (Full) Professor, the initial expectations normally should be exceeded. No single item of evidence should ever be the sole source of information about the candidate's teaching, service, or scholarship. Examples of the type of evidence one might include in each of these categories are given below. The lists are by no means exhaustive and, indeed, an item listed in one category may be just as appropriate for another category. Further, not all items in the list are relevant to each Teaching Faculty member.

Teaching: Student evaluations; peer evaluations; course materials; curriculum development; syllabi and examinations; preparation of innovative teaching materials or instructional techniques; special training activities outside the University; course coordination; advising; directing Ph.D. and Master's degree students; extramural funding for curriculum development or instructional innovation, awards from student groups, the University or outside sources.

Service: Creative and administrative service; directing Ph.D. and Master's degree students; academic and teaching advising; membership on departmental and University committees; course coordination; supervising graduate students in the GTA training program; holding office or committee assignments in professional societies or NSF, etc.

Scholarship: Publications in the form of reprints and preprints and electronic media of monographs or technical articles; grant applications; extramural support; letters of invitation to present talks; degree of seminar participation; editorships; reviewing and refereeing; acknowledgments published in work of others, translations of scholarly material from or into foreign languages; directing Ph.D. and Master's students.

Procedures for Decisions on Reappointment, and Promotion:

Recommendations concerning reappointment and promotion are made to the Dean of the College of Arts and Sciences by the Department Head. The Department Head's recommendation is based upon several different sources:

- (1) Written documentation provided by the candidate;
- (2) Materials provided by colleagues, students, administrators, and, when appropriate, outside reviewers;
- (3) Consultations with the elected Personnel Advisory Committee. (Cf. the "Personnel Advisory Committee" section the Department Handbook.)
- (4) Consultation with eligible faculty.

Timelines for each step of the decision process will appear in the departmental academic-year personnel calendar established by the Department Head and the Personnel Advisory Committee.

For any reappointment or promotion decision, the candidate compiles and submits a file to the Department Head that documents his or her accomplishments in teaching, scholarship and service. This file must contain an up-to-date vita. In accordance with the schedule that appears in the departmental academic-year personnel calendar, the candidate must also arrange with the Office Specialist for the administration of student questionnaires concerning instructional effectiveness. For the purpose of reappointment or promotion recommendations, the Department will use student questionnaires approved by a majority vote of the faculty and administered under procedures established by the departmental Personnel Advisory Committee. The Teaching Faculty member must give his or her signed authorization permitting the release of the results of the student ratings by the Department Head to others involved in the review process. 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. Furthermore, it is strongly recommended that any such supplementary materials be distributed and collected under procedures established by the departmental Personnel Advisory Committee.

Every faculty member should note that present University promotion procedures ask for the submission by the candidate of his or her last three years of teaching evaluations as part of the supporting documentation in the promotion application file.

After considering articles (1), (2) and (4) above, the Personnel Advisory Committee will make a written recommendation to the Department Head and to the eligible faculty concerning reappointment or promotion. Faculty who are eligible to vote on consideration of promotion to Teaching Associate Professor shall include both tenured and non-tenure-track faculty at the rank of Associate Professor or Professor. Faculty who are eligible to vote on consideration of promotion to Teaching Professor shall include both tenured and non-tenure-track faculty at the rank of Professor. In particular, Teaching Professors will vote on promotion to the rank of Teaching Professor. The written report must be received by the Head at least one week before the eligible faculty is convened to vote. A copy of this written report is placed in the candidate's file. The candidate's complete file is made available to the eligible faculty at least one week prior to the faculty meeting. At the meeting of the eligible faculty, articles (1), (2) and (3) will be discussed, and a secret ballot will be taken regarding their recommendation to reappoint or promote. In addition to the secret ballot, eligible faculty can express their professional judgments and recommendations on reappointment or promotion via a letter to the Department Head. The Department Head will forward these unedited comments to the Dean. The Department Head shall make a written report to the Dean, which includes his or her own recommendation, the vote of the eligible faculty, and the recommendation of the Personnel Advisory Committee; the candidate's complete file will also be forwarded to the Dean.

The Department Head shall meet with the faculty member after each reappointment or promotion review to discuss the results of the review. If a promotion is recommended, the department head will need to decide with the candidate and the dean on the type and length of the new appointment. The options are either a regular appointment of one year that is entitled to Notice of Non-Reappointment or a term appointment of one to three years with no Notice of Non-Reappointment being required.

Annual Reappointment of Teaching Faculty:

In general, annual reappointment recommendations for Teaching Faculty depend upon *demonstration by the candidate of excellence in the performance of assigned duties*. Reappointment is not automatic.

All Teaching Faculty on regular appointments must present convincing evidence of good teaching. Student evaluations of the candidate's teaching effectiveness are mandatory and must be administered under procedures established by the departmental Personnel Advisory Committee. For the purpose of reappointment recommendations, the Department will use student questionnaires approved by a majority vote of the faculty and administered under procedures established by the departmental Personnel Advisory Committee. The Teaching Faculty member must give his or her signed authorization permitting the release of the results of the student ratings by the Department Head to others involved in the review process. 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.

rials be distributed and collected under procedures established by the departmental Personnel Advisory Committee. Other sources of information concerning the candidate's teaching effectiveness are described above.

All Teaching Faculty must also present convincing evidence of having successfully met all service obligations for which he/she was hired. They should also provide a list of any additional service activities they may have performed.

Promotion to Teaching Associate Professor:

After five years as a Teaching Assistant Professor, a faculty member (in consultation with the Department Head) may petition for promotion to Teaching Associate Professor. A candidate is free to petition for promotion in any year after five years of service as an Assistant Professor. Faculty who have served in the department in an equivalent capacity, but under a different title (such as prior to the establishment of this document), may be credited by the Department Head with up to five years of service, but not more than the number of years they served, towards this promotion.

Promotion to Associate Teaching Professor depends upon the candidate having established a track record of consistently demonstrating excellence in meeting his/her expectations in teaching and service to the department. In particular, the candidate should have demonstrated success in teaching as evidenced by student evaluations, faculty observation, and a portfolio of information including items such as course materials; curriculum development; syllabi and examinations; preparation of innovative teaching materials or instructional techniques; special training activities outside the University; course coordination; advising; directing Ph.D. and Master's degree students; extramural funding for curriculum development or instructional innovation, awards from student groups, the University or outside sources.

Every faculty member should note that present University promotion procedures ask for the submission by the candidate of his or her last three years of teaching evaluations as part of the supporting documentation in the promotion application file.

Promotion to Teaching (Full) Professor:

After five years at the rank of Teaching Associate Professor, a candidate may petition for promotion to the rank of Teaching (Full) Professor. Such a petition may occur at the beginning of any year after five years of service as a Teaching Associate Professor.

For promotion to the rank of Teaching Professor, the candidate normally should exceed the expectations for which he/she was originally hired, and given evidence of having gained recognition outside of Kansas State University. Such evidence may include publishing articles, textbooks,

online material; giving colloquia, seminar talks, or other presentations; attending conferences or workshops; participating in summer math projects; applying for grants (or better yet, receiving grants); any scholarly work in mathematics, mathematics education or related area. In addition the candidate may request outside letters of recommendation from experts in mathematics, mathematics education or related areas, although such letters are not mandatory.

The candidate should also provide evidence of having continued to demonstrate excellence in his/her teaching and service responsibilities as detailed above for the promotion to associate professor. In particular, every faculty member should note that present University promotion procedures ask for the submission by the candidate of his or her last three years of teaching evaluations as part of the supporting documentation in the promotion application file.

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For the Faculty:

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Pietro Poggi-Corradini, Chairperson (2016-2017)
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12 Jun 17

DATE