PERFORMANCE GUIDELINES APPLICABLE TO ALL COLLEGE OF ARTS AND SCIENCES FACULTY

(Approved February 1, 2012; Title Amended February 17, 2014)

All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, sections 2.5.1 - 2.5.4. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook.*

As UNA's largest and most diverse college, the College of Arts and Sciences is composed of seventeen academic departments encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods vary, as do the forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts and Sciences should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure or promotion in the College of Arts and Sciences.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative performance should include performances or exhibitions for audiences beyond the local area. Peer review or review by qualified critics is a proper consideration in the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond the proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure or promotion are expected to present a record of effective service to the university, the community, and the profession during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, it is appropriate to consider both the quality and the extent of each element. Especially in scholarly and creative performance, there are recognized hierarchies of organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to take into account the professional recognition of the instrument or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines. Faculty members are invited to discuss questions or concerns in advance of application for tenure or promotion with the department chair, tenured members of the department, and the dean.

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF MATHEMATICS PERFORMANCE GUIDELINES

Introduction

Performance evaluations will be utilized to monitor the faculty member's progress toward reappointment, tenure, or promotion. These evaluations will be subject to review by the Dean of the College of Arts and Sciences. Three categories of activity will be considered:

1. Effectiveness as a Teacher
2. Effectiveness in Research, Scholarship, and Other Creative Activities (Including professional growth and development activities)
3. Effectiveness in Rendering Service

Faculty contributions in these categories will be evaluated. It is the responsibility of the faculty member to furnish sufficient evidence for evaluation in each category. A standing departmental committee consisting of three tenured faculty members will assist and advise, as needed, in the collection of this evidence and related data.

With regard to recommendations for tenure and promotion, Section 2.5.3 of the Faculty Handbook provides the following department specific guidelines:

1. The department chair shall convene a peer promotion and/or tenure committee, consisting of all tenured faculty not applying for promotion in the department, supervise the election, by secret ballot, of the chairperson from among the members of the committee, and provide copies of the faculty member's promotion and/or tenure portfolio. It is the responsibility of the peer promotion and/or tenure committee by majority vote to recommend for or against the granting of promotion and/or tenure and to submit through the department chair to the college dean all of the information relating to the promotion and/or tenure recommendation by November 15.
2. It is likewise the responsibility of the department chair to recommend for or against the granting of promotion and/or tenure and to forward to the college dean all of the information relating to the tenure recommendation by December 1.

In accordance with the guidelines, tenured faculty will conduct an evaluation of each performance criterion based on the faculty member's promotion and/or tenure portfolio. The department chair will also make available upon request other departmental data that may be relevant such as evidence of reasonable grading standards that are consistent with those of the department or evidence of student success in subsequent related mathematics courses. A majority vote of peer tenured faculty is required to receive a recommendation. If a majority vote of peer tenured faculty is not unanimous, then the candidate will be informed of the strength of this vote. The department chair will also conduct an independent evaluation of each performance criterion to support his/her recommendation.

The UNA Faculty Handbook details approved university policies and procedures for applying for tenure and promotion. In the event that changes in the Faculty Handbook prove inconsistent with department policies and procedures, the policies of the Faculty Handbook will prevail.

The candidate for tenure and/or promotion must prepare a portfolio of relevant data to support the application. Formal application for tenure and/or promotion begins with the submission of this portfolio to the Chair of the Department of Mathematics.

Teaching

Evaluation in the teaching effectiveness category reflects not only classroom performance, but also pedagogical activities that pertain to improving the delivery of mathematics courses. Recent student evaluations are a required source of input for the assessment of teaching effectiveness, but these will not serve as the sole basis for the evaluation. Strong student evaluations will carry the greatest weight when accompanied by evidence that the faculty member maintains departmental academic standards. Additional substantiation that might be considered includes, but is not limited to, the following:

- Observations by the department chair and/or other tenured faculty
- Evaluations of course materials (syllabi, exams, handouts, etc.) by the department chair and/or other tenured faculty
- Evidence of reasonable grading standards that are consistent with those of the department
- Conference papers and presentations on pedagogical issues
- Evidence of student success in subsequent related mathematics courses, including those taught by departmental faculty other than the one being evaluated
- Input from the Dean of the College of Arts and Sciences

All faculty members should demonstrate commitment to teaching and effectiveness as a teacher. Related criteria include all of the following:

- Effective teaching as indicated through evidence such as student evaluations of courses, peer evaluations, letters from recent graduates or former students, or other relevant data.
- Evidence of accessibility to students
- Evidence of student success in a subsequent related mathematics course
- Cooperation in departmental efforts to assess and improve multi-section courses with which the faculty member has been involved
- Participation in departmental efforts to assess major programs with which the faculty member has been involved
- Clear communication of course objectives, policies and grading criteria
- Fair, transparent grading policies
- Appropriate preparation for all class meetings
- Complete coverage of required course content
- Appropriate evidence of success of students in achieving expected learning outcomes
- Refraining from actions that disrupt the responsible execution of departmental teaching activities

In addition, to receive the department's recommendation for promotion and/or tenure, a candidate should demonstrate significant contributions in the area of effectiveness as a teacher. The following activities are examples that can be used to demonstrate significant contributions in this area:

- Submitting a grant application that would directly support the teaching mission of the university
- Providing support work for a grant that supports the teaching mission of the university
- Assuming difficult teaching assignments and achieving positive results. The difficulty may arise from the subject matter, the audience involved, or both.
- Teaching a new course to the department or a course not typically offered.
- Successful direction of student independent study, graduate seminars, special topics, and undergraduate research projects.
- Substantial efforts to maintain/update a course through related readings, scholarship, and/or travel
- Conducting workshops or seminars that substantially enhance teaching within the department
- Preparation and presentation of a conference paper on a pedagogical issue
- Participation in departmental efforts to assess, standardize, improve, and monitor the delivery of multi-section courses with which the faculty member has been involved
- Effectively teaching an overload assignment consisting of three or more semester hours

- Preparing teaching materials such as students' solution manuals, worksheets, handouts or class-related website

Research, Scholarship, and Other Creative Activities

All faculty members are expected to maintain a program of professional growth and development. Scholarly inquiry and learning is evaluated upon evidence that one's scholarly accomplishments are valued by others in the discipline. Examples of such recognition would include publication of one's work in peer-reviewed outlets (books, monographs, journal articles) or invited contributions to scholarly works (book chapters); presentations and/or chaired sessions at professional society meetings; invited presentations; honors or awards recognizing scholarly accomplishment; competitively awarded grants or contracts that support professional growth; selection as a professional referee or editor; and other generally recognized scholarly accomplishments.

All faculty members are expected to maintain ongoing research. The faculty member is also expected to refrain from actions that impair the capability of a colleague to carry out his/her academic/scholarly activities.

In addition, to receive the department's recommendation for promotion and/or tenure, a candidate should demonstrate significant contributions in the area of research, scholarship, and other creative activities. The following activities are examples that can be used to demonstrate significant contributions in this area:

- Submission of a paper for publication in a discipline-related, peer-reviewed or similar merit journal.
- Presentation of one's scholarly work at a professional meeting
- Significant independent study of a discipline-related subject, including successful completion of any relevant exams, outside one's established expertise.
- Writing proposals for externally funded grants that will support research efforts
- Receiving internally funded grants that will support research efforts
- Directing student research activities with significant outcomes
- Attending professional meetings, workshops, or short courses
- Acceptance of a paper for publication in a discipline-related, peer-reviewed or similar merit journal
- Publication of a book within one's discipline
- University recognition for distinguished research activities
- Receiving externally funded grants that will support research efforts
- Invited presentation of one's scholarly work

Service

All faculty members are expected to demonstrate commitment to service and are required to do the following:

- Regular participation in all relevant department committees and meetings
- Assumption of a fair share of department's advising responsibilities (excludes first year faculty)
- Refraining from actions that disrupt the responsible execution of departmental service activities

In addition, to receive the department's recommendation for promotion and/or tenure, a candidate should demonstrate significant contributions in the area of service. The following activities are examples that can be used to demonstrate significant contributions in this area:

- Serving as a University Advisor or conducting advising duties considerably above the normally expected level
- Acting as Chair of at least one department level committee other than the department search, curriculum, or peer review committee
- Discipline related community service activity that enhances the reputation of the department or the university
- Serving as an officer of a professional service organization related to the discipline
- Serving as a referee for a scholarly publication,

- Expert review of textbooks
- Serving as a national or regional officer in a discipline-related professional organization
- Editing work for a scholarly journal or publication
- Serving as department representative to the Faculty Senate
- Significant accumulation of service activities such as regular service on one or more College of Arts and Sciences, Shared Governance, or University Committees
- Faculty advisor for an active student organization
- Chair of an institutional committee
- Chair of a department search, curriculum, or peer review committee
- Coordinating curriculum developments that have a demonstrably significant impact on the academic program
- Chair of a Shared Governance Committee
- Taking major responsibility for developing new academic programs
- Taking on additional duties that merit release time or an additional stipend such as Faculty Athletic Representative, Faculty Senate President, or Coordinator of the University Honors Program
- University recognition for distinguished service activities

Merely holding one of these titles does not demonstrate significant contribution. It is the responsibility of the faculty member to demonstrate significant accomplishment.