

A. Faculty seeking promotion to the rank of Professor are normally expected:

To hold the doctorate or other terminal degree appropriate

To have served as a lecturer for at least five years

F. Faculty seeking promotion to the rank of Lecturer are normally expected:

To hold a Master's Degree in Mathematics or Mathematics Education
To have contributed to curriculum development and university outreach
To have served as an instructor for at least five years

G. Faculty seeking promotion to the rank of Assistant Teaching Professor are normally expected:

To hold the doctorate or other terminal degree appropriate to mathematics instruction, research in mathematics or mathematics education, and professional service
To have previously served as an instructor, lecturer or senior lecturer

III. Performance Assessment Criteria

Teaching, service, advisement and collegiality are expected of all members of the Corps of Instruction. The following are examples of what will be used to assess a candidate's abilities in these areas.

Selected Teaching Criteria

- Participation in course offerings appropriate to the position held
- Development of courses in area of expertise
- Supervision of graduate and undergraduate research, if appropriate for the position held
- Evaluation of quality teaching
 - a. Average scores of student evaluations and student comments
 - b. Self-Assessment including course portfolios
 - c. Letters from former students, both undergraduate and graduate
 - d. Outcomes from student-oriented scholarship, including publication and presentations
 - e. Post-graduate achievement/placement of students

Service

Institutional: Service on department, college and/or university committees.

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- b. Review of journal articles and research proposals (primarily for promotion to Associate Professor, Professor or Teaching Professor)

Advisement (including informal advice for non-majors; not all faculty will advise mathematics of mathematics licensure majors)

Familiar with university, college and departmental requirements
Assisting students in preparing class schedules and advising students on career goals and opportunities
Writing letters of recommendation on behalf of students

Collegiality

Collegiality among faculty is essential for the effective operation of any department. Hence, colleagues must be able to interact with faculty and students in a constructive and professional manner, including the following.

Share committee assignments
Participate in departmental and university functions
Provide advice in areas of expertise in research and teaching to faculty and students
Collaborate with colleagues within/without the Department when appropriate

It is assumed a candidate for promotion/tenure demonstrates sufficient quality in the activities he or she offers in support of promotion/tenure. Frequency of activity is often important (such as frequency of publication), but establishing sufficient quality is paramount.

Because requirements for promotion in the various ranks differ in the various career tracks (Assistant Professor – Associate Professor – Professor; Assistant Teaching Professor – Associate Teaching Professor – Teaching Professor; Instructor – Lecturer – Senior Lecturer), further specifications, especially in the area of research/scholarly activity, are given below.

A. Requirements for Tenure

1. Criteria for tenure are very similar to those for promotion in rank to Associate Professor.
2. The Department will formally evaluate progress toward tenure through the *pre-tenure review* process, a cumulative review that generally occurs during the third year of University employment as a full-time, tenure-track faculty member. The *tenure review* normally occurs in the sixth year of a faculty member's appointment.
3. All department tenure procedures including criteria are aligned with those of the University (See the University's Faculty Handbook) and the College of Science and Technology (See the College of Science and Technology's By-Laws, Appendix I, Tenure and Promotion Policies). Web addresses for accessing these documents are given in Section V of this document.

B. Additional Requirements for Promotion to Associate Professor/Tenure

1. Research/Scholarship (examples of research/scholarship)

Dissemination of scholarly activity

- a. Publication in peer-reviewed, national/international books, journals, proceedings, monographs, etc. A minimum of five refereed journal papers in the five years immediately preceding the evaluation would generally constitute persuasive evidence of publication. However, quality and length are important factors.
- b. Presentations at national/international meetings/conferences/workshops
- c. A published book of sufficient scholarly merit is a plus.

Extramural funding

- a. Submission of proposals to external funding agencies as PI or Co-PI is essential.
- b. Receipt of external funding is desirable.

C. Additional Requirements for Promotion to Professor

1. Additional Criteria in the Area of Teaching

Graduation/placement of MS and PhD students

Outcomes from student-sponsored research, including publication and presentations
Post-graduate achievement including placement of graduate students

2. Research/Scholarship (examples of research/scholarship)

Dissemination of scholarly activity

- a. Publication in peer-reviewed, national/international books, journals, proceedings, monographs, etc. A minimum of five refereed journal papers in the five years immediately preceding the evaluation would often be persuasive evidence of publication. However, quality and length are important factors.
- b. Sustained pattern of presentations at national/international meetings/conferences/workshops

Attempted establishment of externally funded research program is required

- a. Pattern of submission of proposals to funding agencies as PI or Co-PI
- b. Success in attaining external funding is desirable

Achievement of nationally recognized scholarly record

Mentoring junior faculty

3. Additional Criteria in the Area of Service (examples of service contributions)

Institutional: Accept leadership roles on department, college and/or university committees

Professional discipline: Leadership role in state, regional, national, and/or international societies/organizations in area of expertise

Participation on review panels for funding agencies

4. External Evaluation

- At least three external letters of evaluation that address the quality of a candidate's published research, and possibly other categories of evaluation, are required as a part of the dossier for promotion to professor. External evaluators will be selected by the Department Promotion Committee, but the candidate is free to submit a list of suggested evaluators.

D. Promotion to Lecturer, Senior Lecturer, Associate Teaching Professor or Teaching Professor

The primary responsibility of Instructors, Lecturers, Senior Lecturers and Teaching Professors is instruction. Therefore, for promotion within the tracks Assistant Teaching Professor – Associate Teaching Professor – Teaching Professor; Instructor – Lecturer – Senior Lecturer, it is acceptable to replace research/scholarly activity with documentation of high quality/high impact curriculum development activities. The only exception is the promotion to Teaching Professor, which requires evidence of scholarly activity in the area of mathematics education.

E. Promotion to Assistant Teaching Professor

Promotion to Assistant Teaching Professor is available to instructors, lecturers and senior lecturers who hold the doctorate or other terminal degrees.

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D.746.5186(.32 TL To(t)0.44234 -13.44 Td 31(u)6.5636c(m)-3.273y(o)-3.71631(n)-344172(i)0.441715()-6.998

1. Candidates for promotion to the rank of Professor should declare their intention during the spring semester before the formal application is submitted and provide any credentials needed for evaluation by at least three external referees deemed qualified by the Promotion Committee (i.e., nationally recognized leaders in their respective fields). The candidate may assist the Committee in their selection of external referees by suggesting a list of potential referees. The Chair of the Promotion Committee solicits and receives letters from external referees selected by the Committee (see Appendix D).
2. Eligible candidates for promotion prepare and submit a promotion dossier to the Department Chair on or before date specific in the College's annual Academic Calendar. Instructions for preparation of the dossier may be found at <http://www.usm.edu/provost/promotion-and-tenure>. Faculty being reviewed may supplement their dossiers with additional relevant information, including a response to negative recommendations, at any level of the promotion process.
3. The Department Chair convenes the Department Promotion Committee, provides the committee with the promotion dossier, pre-tenure review reports, tenure review reports and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and votes to recommend or decline to recommend promotion. The result of this vote is recorded on the Promotion Recommendation Form that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.
4. In addition, the chair of the Promotion Committee prepares and submits to the Department Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
5. The Department Chair reviews the written report of the Promotion Committee and prepares an independent report either

- b) Faculty to be reviewed submit a pre-tenure review dossier to the Department Chair on or before date specific in the College's annual Academic Calendar. Instructions for preparation of the dossier may be found at <http://www.usm.edu/provost/promotion-and-tenure>. Faculty being reviewed may supplement their dossiers with additional relevant information, including a response to negative recommendations, at any level of the pre-tenure review process.
- d) The Department Chair convenes the Department Tenure Committee, provides the committee with the pre-tenure review dossier and annual evaluation reports of the candidate, and sits as a nonvoting ex officio member. The Committee, chaired by a member elected by a simple majority vote of other members, conducts the review and votes to recommend or decline to recommend renewal. The result of this vote is recorded on the Recommendation Form for Third-Year Review that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.
- e) In addition, the chair of the Tenure Committee prepares and submits to the Departmental Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
- f) The Department Chair reviews the written report of the Tenure Committee and prepares an independent pre-tenure review report either concurring or

Recommendation Form that is submitted to the Department Chair. This form may be obtained at <http://www.usm.edu/provost/promotion-and-tenure>.

- c) In addition, the chair of the Tenure Committee prepares and submits to the Department Chair a written document, signed by the committee members, that records the vote and recommendation of the Committee along with a narrative detailing the rationale for the recommendation.
- d) The Department Chair reviews the written report of the Tenure Committee and prepares an independent report either concurring or disagreeing with the recommendation of the Tenure Committee.
- e) Copies of the Committee's report and the Chair's report, if applicable, are placed in the candidate's personnel file and also submitted to the candidate. Then the Tenure Recommendation Form, the Committee's report and the Chair's report, if applicable, are added to the appropriate sections of the dossier and forwarded to the Dean.

V. Miscellaneous Information

A. Important Document Locations

1. The University of Southern Mississippi Faculty Handbook:
<http://www.usm.edu/provost/faculty-handbook>
2. Tenure and Promotion Related Forms (Word and pdf formats):
<http://www.usm.edu/provost/promotion-and-tenure>
This page will provide access to the following forms.

Format for Tenure and Promotion Dossiers
Third Year (Pre-Tenure) Review Form
Instruction Sheet for Promotion Recommendation Form
Promotion Recommendation Form
Instruction Sheet for Tenure Recommendation Form
Tenure Recommendation Form

3. The College of Science and Technology By-Laws:
<http://www.usm.edu/science-technology/college-bylaws>

Appendix - Sample letter to external reviewers

XX Date XXXX

XXXX <Address>