Promotion to Associate Professor and Tenure Guidelines

Department of Mathematics and Computer Science
Indiana State University

All faculty should familiarize themselves with College of Arts and Sciences (CAS) Retention, Promotion, and Tenure (RPT) guidelines as well as the guidelines in the University Handbook (found in Section 305). Faculty will be evaluated in the three domains of faculty work: Teaching, Scholarship, and Service. Below are the standards particular to the Department of Mathematics and Computer Science.

For Tenure and Promotion to Associate Professor:

Teaching: Faculty must provide evidence of teaching effectiveness as delineated in the CAS guidelines. In addition, the following items must be submitted as documentation:

A. All Student Evaluations of all classes taught, including all comments
B. Peer Evaluation of at least one class per semester
C. Syllabi of courses taught and sample assignments, exams

Other evidence such as development of new courses, development of new and innovative teaching practices, honors conversions, and arranged courses and special projects should also be included if applicable.

Scholarship: Faculty must provide evidence of scholarship production as delineated in the CAS guidelines. For the Department of Mathematics and Computer Science, a satisfactory evaluation in scholarship must include, at minimum, four scholarly products in one or more of the following categories in the disciplinary area:

A. Refereed journal article
B. Peer-reviewed book chapter
C. Competitive, peer-reviewed national or international conference proceeding (excluding poster presentations)

In addition, other evidence of scholarly productivity must be demonstrated. This could include additional items from the above list and/or external grants, professional presentations, poster presentations, abstracts, book reviews, published article reviews, or textbooks. Note: This list is not exhaustive.

Note: If available, reviewers' comments should be provided for peer-reviewed scholarly products.

Service: Faculty must provide evidence of service accomplishment as described in the CAS guidelines. For the Department of Mathematics and Computer Science a satisfactory evaluation must include, at minimum, the following types of service, each conducted in a satisfactory fashion.

> A.   Satisfactory service to the disciplinary Curriculum Committee
> B.   Other Departmental service
> C.   Service to ISU outside the Department
> D.   Service to the profession and/or the community