

**Department of Mathematics and Statistics  
Promotion and Tenure Procedures and Criteria  
(Approved by the Faculty on April 14, 2008)**

I. Initiation of Recommendation

These procedures shall direct the department actions in the matters of tenure and promotion. The department procedures should provide an entry point for the future action by the College of Arts and Sciences and the campus reviews. These procedures must be consistent with the University of Missouri regulations.

The Promotion and Tenure Procedures and Policies of the Department of Mathematics and Statistics shall be consistent with the latest version of "Chancellor's Memorandum #35" (May, 1977, with revisions made on May 19, 1997, July 7, 2000, and December 21, 2007) attached hereto as Appendix I.

The department shall have a committee on Promotion and Tenure (P&T), the membership of which shall be composed of all tenured members of the faculty of the Department of Mathematics and Statistics. This P&T committee considers all cases of tenure and all cases of promotion from assistant to associate professor. Cases of promotion from associate to full professor are reviewed by this P&T Committee, and are voted by a subcommittee consisting of all tenured full professors. The chairperson of the P&T committee rotates at the beginning of each academic year. The department chair should not be in the committee. On any voting issue a committee member may request that a paper ballot be used.

For any faculty member in whose case the committee makes a positive recommendation, the committee shall submit its recommendations and a statement of justification containing the numerical vote to the Dean of the College with copies to the Department Chairperson and the candidate. Any faculty member in whose case the committee makes a negative recommendation shall be entitled to the following appeal procedure. Upon notification of the negative decision, the faculty member shall have a period of two weeks to appeal the decision in writing to the chairperson of the committee before the committee's recommendations is sent forward to the Dean and copied to the Department chair. As soon as the appeal is received by the committee chairperson the committee is reconvened to consider the appeal. Any rebuttal material furnished by the faculty member shall be forwarded to the College and the Department with the other documents in the case. The committee's actions will be in accordance with the Academic Tenure Regulations of the University of Missouri ("Collected Rules and Regulations, University of Missouri, Sections 310.010 to 310.070") attached hereto as Appendix II.

The time of initiation of promotion and tenure recommendations must be before the deadlines required by the campus rules for that given year.

Any regular full-time member may request for an early action by the departmental

committee. However, this must be a truly exceptionally meritorious case. The nominee shall submit his/her petition in writing. The departmental committee may request additional relevant information of the candidate.

## II. Criteria for promotion to Associate Professor

The following criteria are to be applied in making decisions for the promotion of assistant professor to the rank of associate professor.

- (1) Generally a five academic year probationary period will be observed and the candidate will be asked to prepare his/her P&T portfolio at the end of his/her fifth year in accordance with the University P&T Calendar for a given year.
- (2) Promotion to associate professor is typically accompanied by a recommendation of tenure. The latter recommendation commits the department to a long-term relationship with the faculty member. The committee's recommendation is based on an assurance of a sustained productive career in teaching and research excellence.
- (3) Quality performance in teaching is mandatory. Peer and student evaluations are important factors in judging the quality of the candidate's teaching. For departmental evaluation of teaching effectiveness, student evaluations and peer evaluation will be used. The committee will favorably value a program of improvement and innovation in teaching. Development of new courses required by the department curriculum will be valued. Advising of graduate students in the department is desired.
- (4) Evidence of on-going research performance is especially important. The faculty member must have demonstrated in a substantial manner the potential for making a significant scholarly contribution. The judgment shall take into account the nature of the research and the record of performance in the particular fields on interest. Additionally, the conditions under which the record was made must be carefully weighed. In general, a candidate for tenure and promotion to the rank of associate professor must have an independent ongoing research program with the clear indication of sustained publication in refereed journals. Grants awarded by external sources have become an increasingly significant part of the validation of the candidate's research program. The candidate needs to demonstrate the desire and energy to pursue research funding.
- (5) Interest and acceptable participation in the service role of the Department, the College, the campus and the University-wide initiatives should be found. Service to professional organizations and to the local community is also valuable.
- (6) The committee will consider the collegial and collaborative roles between the department members and other interdisciplinary faculty in their evaluation of the candidate. In general, in addition to technical professional competence, it will be expected that a candidate for tenure will have exhibited aspects of personal integrity and stability of character that warrant a favorable prospect of long-term association that will advance the interests of the Department, the University, and the students.

### III. Criteria for promotion to Full Professor

The following criteria are to be applied in making decisions for the promotion of associate professor to the rank of full professor.

- (1) A full professor candidate must exhibit superior teaching and must have a strong commitment for student advising, especially graduate student advising.
- (2) A candidate for full professorship should be recognized by his/her departmental colleagues and professional peers for quality in his/her research. Quantitative assessment could be the amount of scholarly articles published in refereed journals, the quality of those journals, nationally competitive grants/contracts awarded, contributed and invited papers delivered at scholarly conferences, the scholarly depth of published materials.
- (3) Evidence of professional recognition outside the department and the campus is necessary. Supporting letters from recognized experts in the candidate's research field are especially important.
- (4) The full professor candidate is expected to provide significant services to the department, the College, the University and beyond. He/She should be involved in the broader concerns of higher education and in the community of scholars.
- (5) The full professor candidate must show conscientiousness and effectiveness in carrying out administrative assignments and should cooperate in the smooth running of the department.
- (6) The full professor candidate should be an appropriate role model for his/her colleagues. Promotion to the rank of full professor is recognition of superior performance in teaching, research and service. It is not just a career goal to be met by the length of tenure at a lower rank.