

To: Dr. Darryl Chamberlain

9 December 2023

From: COAS Third-Year Review Committee 2023

Subject: Third-Year Review

The purpose of this letter is to provide the Third-Year Review Committee's opinion as to your progress toward achieving promotion and tenure status and recommendations as to actions you should take to continue toward the goal of achieving promotion and tenure. The committee, comprised of Dr. John Griffith (chair), Dr. Zac Dixon, and Dr. Karim Hardy, has thoroughly reviewed your package with respect to criteria outlined in the Faculty Handbook Part I - Sections 9 & 10, Part IV – Sections 9 & 10, and the COAS Guidelines and Criteria for Tenure and Promotion to Associate Professor. Based on this review, it is the unanimous conclusion of the board that you are on track to satisfactorily meet or exceed all established criteria. Your career progression displays a clear, intentional, and ongoing commitment to the three responsibilities of faculty, as well as to students, the campus, and the University.

Teaching: All tenure and promotion candidates must demonstrate a commitment to excellence in teaching and academic pursuits.

Since joining Embry-Riddle in 2021, you have taught 11 courses, in the area of mathematics. In addition to teaching courses, you have developed/redeveloped 2 courses for the department. You have received positive teaching evaluations from students, peers, and supervisors as evidenced in your performance evaluations.

Scholarly and Professional Activity: All tenure and promotion candidates must have the potential to make significant contributions to faculty member's discipline.

You have demonstrated a strong publication track record including 8 peer-reviewed publications (3 journal articles, 4 peer reviewed conference proceedings, 1 peer-edited book chapter), and 2 manuscripts under review. Likewise, you have demonstrated a strong scholarly presentation reputation including 8 regional or national conference presentations.



Regarding the pursuit of funding for research, you have been awarded 3 external grants (\$616,376) and 2 internal grants (\$10,069). Your research agenda demonstrates clear and specific intentions to continue significant levels of scholarly pursuits.

Service: Requires a sustained commitment to the goals of the College and University.

You have demonstrated strong commitment to the university, college, department, and profession. You continue to perform a broad range of service, including substantial responsibilities as Associate Department Chair and Program Coordinator for the Applied Mathematics Minor. Past responsibilities included Faculty Senate Academic Technology Committee Chair, COAS Faculty Council member and Program Coordinator for the Applied Data Science Minor. You served as a grant reviewer for ERAU Faculty Innovative Research in Science and Technology (FIRST) and ERAU-W Faculty SEED grants. You served on National Science Foundation grant panels and as a reviewer for several educational journals. You are also actively involved with professional organizations including the Mathematical Association of America (MAA) and the Special Interest Group on Research in Undergraduate Mathematics Education (RUME). These roles involve influencing college education, particularly in relation to technology.

Recommendation:

The faculty handbook and college criteria require that faculty seeking promotion and tenure demonstrate excellence in teaching. You are on track to meet expectations in the area of teaching.

The faculty handbook and college criteria require that faculty seeking promotion and tenure demonstrate excellence and promise in the area of scholarly and professional activity. You are on track to exceed expectations in the area of scholarly and professional activity.

The faculty handbook and college criteria require that faculty seeking promotion and tenure demonstrate a sustained commitment to service. You are on track to meet expectations in the area of service, displaying significant involvement at the department, college, campus, university, and professional levels.



Based on our analysis, the committee unanimously recommends your continuation on tenure track. Going forward you should continue the trajectory of performance you have established thus far in each of the areas of faculty responsibility. The Department Chair, in conjunction with the Associate Dean for Faculty, will continue to mentor you in your career progression towards the preparation of your final application for tenure and promotion.

In the notes below, the committee has provided specific recommendations regarding advice on your package contents and presentation.

Notes for the candidate on the package contents and presentation:

Executive Summary: Excellent table showing how productivity exceeded standards Research.

[Suggestion for Tenure package: Table showing student survey results over time under the teaching section.](#)

Brief Statement: Well written. [This document reads well.](#) The “Promise for Sustained Future Development and Scholarly Activity” at the end of the document shows your desire to continue your outstanding work thus far.

CV: Looks great.

Performance Evaluations: The sections look good. All links work.

Professional preparation: Looks good and the link to the UM Python certificate works.

Awards: Section not used (yet)!

Section 2 – Teaching Effectiveness

Overview: Nicely done. [Suggestion for Tenure Package: Include a table showing student feedback. Bring out positive comments from surveys.](#)

Teaching Experience: Not used. [Suggestion for Tenure Package: You may want to include a document on your teaching experience prior to coming to ERAU.](#)



Peer Reviews: Completed 1 Peer Review and 1 CTLE Review. Links worked fine.

Student Course Evaluations: Nicely done, all links worked. Student comments reflected effective teacher, knew subject matter, excellent feedback, best instructor I have had, and thoughtful instructor. [Suggestion for Tenure Package: In the student evaluation section use the comment section to provide comments in course sections where something unusual happened \(e.g., if a student received an AIV that may impact survey results\).](#)

Other: Nicely done – the two certificate attachments were appropriate. The third document on student comments was good. [Suggestion for Tenure Package: Move the student comment document to the overview section so reviewers see it early to show your reflections on student comments.](#)

Section 3 - Scholarly Activity

Overview: Nicely done!

Record of Activities: Looks good.

Research Agenda: Looks good. [Suggestion for Tenure Package: Recommend Including the paragraph used in the Brief Statement - “Promise for Sustained Future Development and Scholarly Activity” \(even if you have to copy it\). Some reviewers will look for that statement here as well.](#)

Publications: All links work. [Suggestion for Tenure Package: Be sure to include all publications in this section. 6 of the 8 were posted.](#)

Grants: Nice work in this area. All the links work. It is easy to tell you have a lot of funded research.

Presentations: Sections look good. All the links work.

Scholarship of Teaching and Learning: Not used. [Suggestion for Tenure Package: May want to think about focusing on teaching and learning efforts exclusively. Any research done on “how](#)



to teach” more effectively should be included (and the focus) of this section. May also want to include specific course redesign information.

Creative Works: Not used.

Video Content: Suggestion for Tenure Package: Include any course or presentation videos you have. Note: There will be a video area under Teaching by the time you submit your package for Tenure.

4. Service:

Suggestion for Tenure Package: Include a summary of service in each specific area as the first file in each of these subsections for service followed by any appropriate attachments. Even though this information is summarized together in the Overview. Additionally, make sure to highlight the important roles of Associate Dept Chair, Minor Coordinator and courses developed. Consider expanding you’re your involvement in the MAA for example.

Overview: Nicely done!

Committees: Good use of Committee Chair Evaluations. You can also include any reference letters if you wish.

University: Not used. Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

Campus: Not used Suggestion for Tenure Package: You could talk about the cross coordination on the math courses between campuses to ensure WW was in sync with DB and Prescott We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

College: Not used. Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.



EMBRY-RIDDLE

Aeronautical University

Department: Not used. Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

Academe: Not used. Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

Profession/Industry: Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

Community: Not used. Suggestion for Tenure Package: We do not recommend leaving these sections blank in the tenure package. Please see above after Service.

Other: Not used

Please review these recommendations and reach out to your Department Chair and the Associate Dean for Faculty if you have any questions.

Congratulations on reaching this milestone in your tenure journey.

On behalf of the board,



John Griffith, Chair

COAS Third-Year Review Committee

Dr. John Griffith, Associate Professor and Committee Chair

Dr. Zac Dixon, Associate Professor

Dr. Karim Hardy, Associate Professor

