

Departmental Criteria

In order to be considered for promotion to Professor, a faculty member must have:

1. documented evidence of outstanding teaching,
2. documented evidence of accomplishments in both professional service and scholarly activity, and
3. an outstanding reputation in either professional service or scholarly activity.

University Criteria

3.8.7.2 Minimal criteria for consideration of appointment/promotion to the rank of professor are:

- (a) the appropriate earned terminal degree from an accredited institution, unless there are exceptional circumstances, and at least ten (10) years of appropriate experience;
- (b) recognized skill in teaching;
- (c) evidence of at least one of the following:
 - (i) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or
 - (ii) outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity; and
- (d) demonstrated ability and participation in institutional affairs.

Departmental Definitions: Teaching

The primary purpose of the Department of Mathematical Sciences is to educate Appalachian students in pure and applied mathematics, statistics, and mathematics education. Consequently, the faculty are expected to be committed to excellence in instruction and to contribute to this mission through the following:

- A. Effective classroom teaching - through presentation of appropriate course content, through appropriate classroom management, and through proper utilization of classroom materials and equipment. Faculty may document teaching effectiveness through course materials, student evaluations, student sampling, and peer and chairperson review.
- B. Effective non-classroom teaching - through interaction with students outside the classroom. Faculty may demonstrate effective non-classroom teaching by being available to students for consultation, formal and informal advising, by assisting students with academic projects, and by assisting with student (academic) organizations. In addition, the following is significant and valued within the teaching role.
- C. Curriculum development - through participation in Departmental curriculum and program development. Faculty may demonstrate their participation in this effort by active participation in curriculum development projects, in instructional enhancement projects, and in presentation of workshops and seminars.

Departmental Definitions: Scholarly Activity

Scholarly activity in the mathematical sciences involves a creative endeavor into some aspect of the individual's discipline. In order to encourage and to support a diversity of disciplines and a diversity of talents and interests among its faculty, the Department of Mathematical Sciences recognizes several different forms which scholarly activity may take. These may include:

- A. Contributions to the advancement of knowledge - through an original inquiry into some topic in the discipline aimed at the advancement of knowledge for its own sake. Activities of this type lead to the dissemination of new knowledge, or interpretation or revision of existing knowledge through scholarly publications such as journal articles, monographs, and other means that require peer review.
- B. Applications of knowledge - through activities consistent with professional practice in the discipline. Activities of this type lead to the dissemination of new knowledge or the interpretation and transmission of existing knowledge in the recognized area of expertise such as reviewer for a scholarly journal or academic press, software development, editorship of a scholarly journal, professional consultation, and proposal writing and grant acquisition for support of professional activities.
- C. Integration, verification and transmission of knowledge - through presentations to and interaction with others in the discipline. Activities of this type lead to the successful dissemination of new knowledge or the interpretation of existing knowledge to students and colleagues in the discipline such as presentation at conferences and seminars, developing professional standards, and writing text books and laboratory manuals.

For considerations of tenure and promotion, it is important that aspects of the faculty member's scholarly activities receive external review and validation. Examples of externally validated scholarly activities include (but are not limited to) peer reviewed publications, publication of curricular materials by a commercial publisher, awards from regional or national organizations related to scholarly activities, and presentations at national or regional meetings.

Departmental Definitions: Professional Service

Academic institutions and professional organizations require efforts from individuals within the organization in order to accomplish their intended purpose. Thus, professional service is an integral part of the overall effort of the University and is therefore a necessary part of faculty performance.

- A. Service to the Department - through participation in Departmental affairs. Activities of this type may include active participation on Department committees, special assignments from the Department, initiating and/or directing workshops or seminars, directing special studies and preparing documents related to departmental evaluation or planning, and assuming administrative responsibilities.
- B. Service to the College and University - through participation in organizations of or completion of assignments for the College and University. Activities of this type may include serving on committees and task forces, serving on the faculty senate, and serving in leadership roles such as director of self study.
- C. Service to the community - through participation in activities beyond the university that are directly related to the faculty member's professional interests. Activities of this type may include serving as consultant to other academic institutions, presentations to in-service teachers and other groups, and public lectures and presentations.
- D. Service to the individual's profession - through active participation in activities that are essential to the operation of professional organizations. Activities of this type may include serving as officer of professional society, active participation on committees of professional societies, and organizing programs.

Vote Justification Forms

From the faculty handbook:

4.1.8.4 Each member of the departmental promotion and tenure committee (PTC) shall be encouraged to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. Such vote justification letters, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Forms are available at:

academicaffairs.appstate.edu/resources-forms