

Department of Mathematics & Statistics

Procedures for Promotion to the Rank of Research Associate Professor or Research Professor

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1. A faculty member may become a candidate for promotion by personal request or by recommendation of the Department Chair or Director of the Statistics Program. For professors in Statistics the faculty member would normally discuss this first with the Director of the Statistics Program. Because of college and university deadline dates and the need to seek external evaluations, it is important that this is done before April 30 of the academic year preceding the review.
2. The Department Chair, or Program Director in the case of Statistics faculty member, will appoint an advisory committee to review the credentials of the candidate for promotion. The committee will contain at least two departmental faculty members with primary appointments in the candidate's program, one of who would serve as Chair. If possible, the committee will contain at least one department faculty member with a primary research professorial appointment. The committee will be provided with all relevant documents concerning the academic activities of the candidate.
3. The candidate will fill out their portion of the Green-Sheet RPT form, which details their activities since their initial appointment or last RPT action. This self-evaluation should address the criteria outlined in the departmental research faculty promotion guidelines.
4. Each candidate is required to submit to the chair (or Program Director in the case of Statistics faculty member) the names of at least six persons capable of reviewing the research of the candidate. These persons should be at arm's length with the candidate and should be external to the University (for definition of arm's length, please refer to CBA 14.5e under "External Evaluation"). The candidate should also submit a list of co-authors. These lists must be provided by April 30th of the academic year preceding the review.
5. The chair (or Program Director in the case of Statistics faculty member) will compile six other external names from other sources who may be able to review the research of the candidate. The chair (or Program Director in the case of Statistics faculty member) will show these names to the candidate to check if they are at arm's-length, or if any names are considered inappropriate by the candidate (reasons must be provided in writing by the candidate should any of those names be excluded). This process may be repeated in order to have a sufficient number of names.
6. The candidate will make available an electronic copy of each published article and any preprints which have been accepted or submitted to refereed journals. In addition, the candidate should also provide an updated vita and any other relevant materials. It is preferable if the candidate prepares one web page with pointers to all this material.
7. The Department Chair (or Program Director in the case of Statistics faculty member), in consultation with the advisory committee, will select no fewer than five external reviewers who will be asked to comment on the research of the candidate. At least three of these reviewers will be taken from the list provided by the candidate. The chair (or Program Director in the case of Statistics faculty member) will invite these external reviewers and inform them of all pertinent facts regarding the candidate and

the current status of their work environment and the department. They will receive a link to the material provided by the candidate (publications, vita, etc.). If the response yield is inadequate, the candidate and the Department Chair (or Program Director in the case of Statistics faculty member) may consult and make additional solicitations. Solicitations and deadlines for responses should be made early in the review process to achieve sufficient yield. In addition, a selection of the candidate's principal research collaborators will be asked to comment on the candidate's research program, particularly with respect to their own joint work with the candidate. They would be asked to comment on the contributions of the candidate to jointly authored papers or research proposals.

8. If the candidate has performed significant teaching or service work beyond that expressly assigned during the period of time to be reviewed, they may choose to have that work evaluated as well. If so, then the teaching and service would be evaluated in a manner similar to that used by the department in evaluating promotions to Associate Professor and Professor.
9. The advisory committee will review all material concerning the candidate's academic activities and will determine whether to recommend the candidate for promotion to the requested rank. The committee will submit a written report to the Department Chair (and Program Director in the case of Statistics faculty member) to report its findings.
10. The Department Chair will convene a meeting of all faculty members to discuss this RPT action. Before this meeting all relevant documents (links to publications, course evaluations, abstracts, letters from evaluators, and the like) will be available for inspection by all members of the faculty for at least one week. At this meeting the advisory committee will report its findings. The faculty will give their advice to the Department Chair on the matter. Then, an anonymous vote will be taken whether to recommend promotion by only the full tenured or research professors in the case of promotion to research professor, and by tenured or research associate and full professors in the case of promotion to research associate professor. Reasons for recusal or abstention votes need to be provided. The voting faculty members are encouraged to supply comments in explanation of their vote.
11. After the procedures described above have been carried out, the Department Chair will make a decision regarding the course of action for promotion and will inform the candidate in writing of the decision, giving reasons if the decision is not to recommend. The Department Chair will also prepare a Chair's statement (in the case of the Statistics candidate, a draft of the Chair's statement will be provided by the Program Director). This statement includes narrative evaluation of the candidate's activities. The statement should also include a faithful summary of the advice received, both favorable and unfavorable, from faculty concerning the candidate's record, together with a numeric, anonymous tally of the department vote and explanations for abstentions and recusals. The statement should also include a faithful summary of the evaluators' comments, both favorable and unfavorable. The statement will also indicate the materials that were provided to the outside evaluators, as well as the basis for selecting those evaluators and a description of their qualifications and relationship to the candidate. All the documentation will be forwarded to the College's Faculty Standards Committee. This documentation will include the Chair's statement, a copy of the department Faculty Evaluation Guidelines and of these procedures, as well as the vote tally of the faculty.
12. These procedures are guidelines, and the Agreement between the United Academics (AAUP/AFT) will take precedence in any dispute.