

Department of Mathematics & Statistics

Procedures for Reappointment of Research Faculty

**Department Approved 11/02/2021
Office of the Provost Final Approval 02/27/2023**

1. A research faculty member shall be reviewed for reappointment under criteria like those of Officers of Instruction, provided that such faculty member shall be reviewed only relative to the quality of performance in scholarship/research work and other duties expressly assigned. Deadlines will be set as appropriate to meet the required deadlines of the Dean to receive the Department Chair's recommendation.
2. As per the Collective Bargaining Agreement, non-tenure-track faculty with multiple year contracts shall have a reappointment review in the year preceding the expiration of their contract if the faculty member is seeking reappointment. Such reviews shall be formal peer reviews, which take place at the Department and College level only (Blue Sheets). Notwithstanding the above, a review must take place for all research faculty members, regardless of contract length, at least once every four years. The procedure for these reviews involves the appointment of an Advisory Committee within the Department and is given below. 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 prepare one web page with pointers to all this material.
3. In the case of annual reappointments for faculty on one-year appointments/contracts, or for faculty on multiple year contracts not due for green sheet review, the annual review will be equivalent to the old "pink sheet" review process. The candidate will furnish an updated CV, a summary of their last year's activities, and any other relevant material. The recommendation for reappointment will be made by the Department Chair, in consultation with the Program Director in the case of Statistics faculty members. That recommendation will go to the Dean of the College.
4. In the appointment of the Advisory Committee for Statistics professors, the Chair will normally be a professor of Statistics at a rank above the candidate, whether tenured or not, and would be a full professor if the candidate was. Committee members other than the Chair could include research professors of a similar rank requirement as the Chair. The Program Director may or may not be a member or Chair of the committee.
5. The candidate will submit to the department chair (or Program Director in the case of Statistics faculty member) the names of at least two persons capable of reviewing major components of their research program. These could include the Director of the Medical Biostatistics Unit of the College of Medicine, if appropriate, or other UVM faculty or external researchers. The candidate should also list their other principal co-authors, if different from the above.
6. The Department Chair (or Program Director in the case of Statistics faculty member), in consultation with the advisory committee, will select no fewer than two reviewers to comment on the candidate's research. At least one of those will be from the candidate's list, including the noted co-authors. The reviewers will be informed of all pertinent facts regarding the candidate and the current status of their work environment and the department. They will receive the candidate's CV and a selection of

publication-related materials chosen in consultation with the Department Chair (or Program Director in the case of Statistics faculty member) and the candidate. In addition, a selection of the candidate's principal research collaborators may 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.

7. The advisory committee will review all material concerning the candidate's research/scholarship and other duties expressly assigned and will determine whether to recommend the candidate for reappointment. The advisory committee will provide a written evaluation report to the Department Chair (and Program Director in the case of Statistics faculty member) to report its findings.
8. The Department Chair will convene a meeting of all faculty members to discuss this RPT action. Before this meeting all relevant documents 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, the Department Chair shall solicit an anonymous vote regarding the reappointment from the vote-eligible faculty. For reappointment of research assistant professors, the voting faculty are tenured or research associate and full professors. For reappointment of research associate professors and research full professors, the voting faculty are tenured or research full professors. Reasons for recusal or abstention votes need to be provided. The voting faculty members are encouraged to supply comments in explanation of their vote.
9. After the procedures described above have been carried out, the Department Chair will make a decision regarding the course of action regarding reappointment and 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.
10. These procedures are guidelines, and the Agreement between the United Academics (AAUP/AFT) will take precedence in any dispute.