

## **Department of Mathematics & Statistics**

### **Procedures for Reappointment of Tenure-track Faculty**

**Department Approved 11/02/2021  
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1. An assistant professor on tenure track will be appointed for an initial three-year term and may be reappointed for up to two additional two-year terms. At the beginning of the second and fourth years of service the candidate for reappointment will be notified by the Department Chair (or Program Director in the case of Statistics faculty member) in writing that the review process must begin. At the beginning of the sixth year of service the candidate is required to apply for promotion to associate professor with tenure. Requests for an extension of the probationary period for tenure-track faculty are governed under Article 14, Section 5(d) of Agreement between the University of Vermont and the United Academics (AAUP/AFT).
2. An untenured associate professor may be hired with an initial two-year appointment, with a reappointment for an additional two years. The procedure for the first reappointment of an untenured associate professor (not the tenure review) follows the same protocols as for the first reappointment of an assistant professor except that the review process will begin at the end of the first semester of the initial appointment.
3. 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 reappointment during the ensuing academic year. If possible, the committee will contain at least one member with expertise in the research area of the candidate.
4. The candidate will make available to the external reviewer of each published article and any preprints which have been accepted or submitted to referred journals. In addition, the candidate should also provide an updated vita and any other relevant materials. It is preferable that the materials be provided electronically.
5. The candidate should fill out their portion of the RPT form (Blue Sheet for the first reappointment and Green Sheet for the second reappointment), which details their performance in scholarship/research, teaching, advising and service. This self-evaluation should address the criteria outlined in the departmental Faculty Evaluation Guidelines. In addition, a self-evaluation of the candidate's efforts to make UVM and the profession a more affirming and welcoming environment for minoritized or marginalized groups is required. This self-evaluation could include workshops or trainings you have attended on diversity, or universal design for learning. It could be a club you advise that focuses on inclusion. It could be reading and self-reflection you have done (please include the books and what you have learned, and possibly how you apply what you have learned).
6. Each candidate is required to submit to the chair (or Program Director in the case of Statistics faculty member) the names of at least three persons capable of reviewing the research of the candidate. These persons should be at arm's length with the candidate and, at the second reappointment, must 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 30<sup>th</sup> of the academic year preceding the review.

7. The chair (or Program Director in the case of Statistics faculty member) will select no fewer than two reviewers for the first reappointment and no fewer than three for the second reappointment. The chair (or Program Director in the case of Statistics faculty member) will invite these reviewers to comment on the research of the candidate. At least one (first reappointment) or two (second reappointment) of these reviewers will be taken from the list provided by the candidate. These reviewers will be informed of all pertinent facts regarding the candidate and the status of their work environment and the Department. They will receive the candidate's CV and a selection of publication-related materials chosen by the advisory committee in consultation with the candidate. If the response yield is inadequate, the candidate and the advisory committee 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 will be asked to comment on the contributions of the candidate to jointly authored papers or research proposals.
8. For the evaluation of the candidate's teaching and advising, the candidate will provide the chair (or Program Director in the case of Statistics faculty member) with a list of former students (at least two former undergraduate or graduate students the candidate has taught for the first reappointment, and at least two former undergraduate students and two former graduate students the candidate has taught for the second reappointment), as well as a list of at least two former or current advisees (these two lists may overlap). These advisees include both academic and research advisees. The chair (or Program Director in the case of Statistics faculty member) will contact at least three former students (including at least two names from the list provided by the candidate), and at least two former or current advisees (including at least one name from the list provided by the candidate) and ask them to comment on the teaching and advising of the candidate. If the same student is selected to evaluate both teaching and advising, they may write a single letter that addresses both teaching and advising. If the response yield is inadequate, the candidate and the advisory committee 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, all relevant course evaluation forms, reports of visitations by peers, comments from co-participants in the candidate's seminars, etc. since the last RPT action will be provided to the advisory committee.
9. The advisory committee will review all material concerning the candidate's teaching, advising, research and service, and will determine whether to recommend the candidate for reappointment. The committee will provide 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 the reappointment of the candidate. 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 by only the tenured faculty whether to recommend reappointment or not. Reasons for recusal or abstention votes need to be provided. The voting faculty is encouraged to provide a narrative explanation of their vote.
11. After the procedures described above have been carried out, the Department Chair will determine whether to recommend reappointment, 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 teaching, advising, scholarship/research/creative work and service. This statement should also include a faithful summary of the advice received, both favorable and unfavorable, from faculty concerning the candidate's record in the areas of teaching, advising, scholarship/research/creative work and service, 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. The statement will also contain a memo explaining the selection process of student/advisee letters. 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.