

## **Department of Mathematics & Statistics**

### **Procedures for Tenure or Promotion to the Rank of Associate Professor**

**Department Approved 11/02/2021  
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1. At the beginning of the sixth year of service (for an assistant professor) or third year of service (for an associate professor without tenure) a candidate for tenure or promotion 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. By mutual agreement of the Department Chair and the faculty member, the faculty member may become a candidate at an earlier date. The evaluation procedure is the same for both mandatory and requested reviews, and for assistant and associate professors. (Assistant professors are reviewed for tenure and promotion, and associate professors are reviewed for tenure).
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 to the rank of associate professor during the ensuing academic year. If possible, the committee will contain at least one member with expertise in the research area of the candidate.
3. The candidate will fill out their portion of the Green-Sheet RPT form, 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 engaged in (please include the books and what you have learned, and possibly how you apply what you have learned).
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 30<sup>th</sup> of the academic year preceding the review.
5. The chair (or Program Director in the case of Statistics faculty member) will compile at least 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 to get a sufficient number of names.
6. The candidate will make available to the external reviewer a copy 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.

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 six 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, and at least two of these reviewers will be taken from the list compiled by the advisory committee. 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 status of their work environment and the department. The reviewers 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 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. The candidate's teaching and advising will be evaluated in a manner similar to that of the research. That is, the candidate will provide the chair (or Program Director in the case of Statistics faculty member) with a list of former students (at least 3 former undergraduate students and 3 former graduate students whom the candidate has taught), as well as a list of at least five 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 five former students (including at least three names from the list provided by the candidate), and at least four former or current advisees (including at least two names from the list provided by the candidate) and ask them to comment on the teaching and advising of the candidate. In the event that 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 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, 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 or not to recommend the candidate for promotion to the rank of associate professor with tenure. 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 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 offer their recommendations to the Department Chair on the matter. Then, an anonymous vote will be taken by only the tenured faculty whether to recommend tenure/promotion 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 make a

decision regarding the course of action for tenure and promotion 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 teaching, advising, scholarship/research/creative work and service. The 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.