

# DEPARTMENT OF MATHEMATICS AND STATISTICS

## PROCEDURES FOR ANNUAL REVIEW OF ALL DEPARTMENT FACULTY MEMBERS

March 4, 2004

The Faculty Evaluation Guidelines approved by the Department indicate the establishment, for each individual faculty member, of percentage of effort devoted to each of the categories of teaching, research and scholarship, and service. These percentages are initially set in an annual meeting between the chair and the faculty member in the spring semester for returning faculty, and during the hiring process for new faculty. They are incorporated in the faculty workload plans, and can be modified as appropriate or necessary during the following academic year.

Prior to the annual meeting with the chair, each faculty member will submit an annual report to the chair (and copy to the director of the Statistics program for statistics faculty) summarizing the work of the previous year. This report should include information indicating the activities of the faculty member in relation to the criteria presented in the Guidelines. However, the faculty member is not limited to the measures presented in the Guidelines; additional activities indicating excellence are welcomed. When including such items, the faculty member should provide adequate explanation of the activities to provide understanding of its relative merits.

Article 15 of the Agreement between the University of Vermont and the United Academics (AAUP/AFT) addresses the issues of annual review.

**Teaching.** Teaching and academic advising must be evaluated regularly and the results of such evaluation must be presented systematically and considered in reappointment, promotion, and tenure decisions. It is the responsibility of the faculty member to carry out course evaluations following Department protocols for each course taught. When appropriate, the chair will request peer reviews of the faculty member's teaching, and will solicit letters from former students assessing the effectiveness of the member's teaching and advising. The chair will include a summary of the course evaluations, peer reviews, and letters in the faculty member's annual report folder.

**Research and Scholarship.** There must be evidence that the candidate is continuously and effectively engaged in scholarly activity of high quality and significance. The faculty member should include an explanation of any component of his/her scholarly or creative record whose relevance might not be clear to an individual who does not work in the member's discipline. Any unusual aspects of a member's scholarly record (regarding type of scholarship, unusual venues of publication, etc.) should be clearly addressed. Distinction should be made between refereed and non-refereed publications, and the extent of the faculty member's role in co-authored works should be described.

**Service.** All of the candidate's professional service activities will be examined for evidence of achievement and of leadership in their field. Evidence must be provided of the quality of the service rendered, including evaluations by persons or agencies served. The faculty member must present his/her service activities in such a way that the extent and importance of the service achievements are clearly communicated.