

# DEPARTMENT OF MATHEMATICS AND STATISTICS

## PROCEDURES FOR PROMOTION TO THE RANK OF PROFESSOR

March 4, 2004

1. An associate professor who wishes to be considered for promotion to the rank of full professor must notify the Department Chair of this desire no later than the beginning of the academic year preceding the year in which the new rank is to take effect.
2. Although no minimum time at the rank of associate professor is required, promotion to the rank of professor implies a well-established record of excellence in teaching, research, and service normally found only in those who have served at least five years at the rank of associate professor. At a minimum the candidate for promotion to full professor should have an established national or international reputation for excellence in at least one of the areas of teaching, research or service.
3. At the beginning of each academic year the Department Chair, in consultation with the Program Director in the case of Statistics faculty members, will appoint a committee of full professors to review the credentials of all candidates for promotion to the rank of full professor during the ensuing academic year. The membership of this committee need not coincide with that of the advisory committee for promotion to the rank of associate professor, although the two committees *may* have some members in common. The Department Chair will provide the committee with all relevant documents concerning the teaching, research, and service of each candidate. If possible the committee will contain at least one member with expertise in the research area of each candidate.
4. Each candidate is required to submit to the Department Chair the names of at least six persons capable of reviewing the research of the candidate. These persons should not be co-authors with the candidate and should be external to the University. The candidate should also submit a list of co-authors, noting those whom the candidate wishes to add to the list of potential evaluators.
5. The candidate will supply the Department Chair with up to ten copies of all published articles and any other preprints the candidate may wish to have considered. (If sufficiently many copies are not available the Department will make photocopies.) In addition the candidate should supply ten copies of an updated curriculum vitae and any other relevant materials. If in the judgment of the Department Chair the total volume of publications is too large to be sent to all reviewers, the Chair may, after consulting with the candidate, send a representative selection.
6. The Department Chair, 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. These external 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 C.V. and a selection of publication-related materials chosen in consultation with the Department Chair and the candidate. 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.

7. The candidate's teaching will be evaluated in a manner similar to that of the research. That is, the candidate will provide the Department Chair with a list of former students (at least 3 former undergraduate students and 3 former graduate students whom the candidate has taught). The Department Chair will contact at least five former students, including at least three names from the list provided by the candidate, and ask them to comment on the teaching of the candidate. In addition, all relevant course evaluation forms, reports of visitations by peers, comments from co-participants in the candidate's seminars, etc." will be provided to the advisory committee,
8. The Department Chair will consult in a timely manner with all tenured and non-tenured members of the Department below the rank of professor to solicit their advice concerning the candidate. The manner of consultation and the nature of the advice received will be included among materials sent for further review, as described in Paragraph 10 below.
9. The advisory committee will review all material concerning the candidate's teaching, research, and service, and will determine whether or not to recommend the candidate for promotion to the rank of professor. The advisory committee will meet with the Department Chair to report its findings.
10. The Department Chair will convene a meeting of all tenured full professors to discuss the promotion of the candidate. Before this meeting all relevant documents (reprints of publications, course evaluations, abstracts, letters from external evaluators, and the like) will be available for inspection by the tenured full professors for at least one week. At this meeting the advisory committee will report its findings to the tenured full professors. The tenured full professors will give their advice to the Department Chair on the matter, and a vote will be taken to recommend or not. Tenured full professors are encouraged to supply comments in explanation of their vote. This vote will be recorded as part of the formal documentation.
11. After the procedures described above have been carried out, the Department Chair will decide whether to recommend promotion and will inform the candidate in writing of the decision, giving reasons *if* the decision is not to recommend. All the formal documentation will be forwarded to the Dean of the College.
12. These procedures are guidelines, and the Agreement between the University of Vermont and the United Academics (AAUP/AFT) will take precedence in any dispute.