

## **DEPARTMENT OF MATHEMATICS AND STATISTICS**

### **PROCEDURES FOR PROMOTION TO THE RANK OF RESEARCH ASSOCIATE PROFESSOR OR RESEARCH PROFESSOR**

**March 4, 2004**

1. A faculty member may become a candidate for promotion by personal request or by recommendation of the Department Chair. "Consideration for promotion ... in cases where such consideration is not otherwise mandated is required upon request of the individual faculty member" (see Agreement of 2003-05, p. 31). For professors in Statistics the faculty member would normally discuss this first with the Director of the Statistics Program. Because of college and university deadline dates and the need to seek external evaluations, it is important that this is done by the end of the appropriate Spring semester. Planning for the promotion consideration can then take place as needed over the following summer and early Fall of the academic year to be considered.
2. The Department Chair, in consultation with the Program Director in the case of Statistics professors, will appoint an advisory committee to review the credentials of the candidate for promotion. The committee will contain at least two departmental faculty members with primary appointments in Statistics, one of who would serve as Chair. If possible the committee will contain at least one department faculty member with a primary research professorial appointment. The committee will be provided with all relevant documents concerning the academic activities of the candidate.
3. Each candidate is required to submit to the Advisory Committee 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 (see Agreement of 2003-05, p.30). The candidate should also submit a list of co-authors as well as other faculty at the University who have expert knowledge of the candidate's research work, noting those whom the candidate wishes to add to the list of potential evaluators.
4. For external and internal evaluation the candidate will supply the Advisory Committee Chair with sufficient copies of all published articles and any preprints that have been accepted or submitted to refereed journals. (The Department will photocopy additional copies as needed.) In addition the candidate should supply sufficient copies of an updated curriculum vita and any other relevant materials. The candidate will write the first part of the Green Sheets to summarize their activities since their initial appointment or last promotion.
5. The Advisory Committee Chair, in consultation with the Department Chair, 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 (see Agreement of 2003-05, p. 30). These external reviewers will be informed of all pertinent facts regarding the candidate and the current status of their research 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.

6. If the candidate has performed significant teaching or service work beyond that expressly assigned during the period of time to be reviewed, they may choose to have that work evaluated as well (see Agreement of 2003-05, p. 35). If so, then the teaching and service would be evaluated in a manner similar to that used by the department in evaluating promotions to Associate Professor and Professor.
7. The advisory committee will review all material concerning the candidate's academic activities and will determine whether or not to recommend the candidate for promotion to the requested rank. The committee will meet with the Department Chair to report its findings.
8. The Department Chair will consult in a timely manner with all other faculty members of the Department to request 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 below. (See Agreement of 2003-05, p. 34-35)
9. The Department Chair will convene a meeting of all faculty members with primary appointment at least at the rank being considered (associate or full, as appropriate) to discuss the promotion of the candidate. Before this meeting all relevant documents (reprints, preprints, abstracts, letters from evaluators, C.V., the candidate's portion of the green sheets, etc) will be available for inspection by these members of the faculty for at least one week. At this meeting the advisory committee chair (or their substitute) will report its findings to the faculty. The faculty will give their advice to the Department Chair on the matter, and a vote will be taken to recommend or not. Faculty members are encouraged to supply comments in explanation of their vote. This vote will be recorded and will be forwarded to the Dean of the College with the formal documentation. (See Agreement of 2003-05, p. 34-35)
10. After the procedures described above have been carried out, the Department Chair will decide whether to recommend promotion. (See Agreement of 2003-05, p. 34-35) Regardless of the recommendation, the candidate will be evaluated next by the Dean of the College and the College Standards Committee.
11. These procedures are guidelines, and the Agreement between the University of Vermont and the United Academics (AAUP/AFT) will take precedence in any dispute.