

# **DEPARTMENT OF MATHEMATICS AND STATISTICS**

## **PROCEDURES FOR REAPPOINTMENT OF OFFICERS OF RESEARCH**

**March 4, 2004**

1. Officers of Research shall be reviewed for reappointment under criteria similar to those of Officers of Instruction, provided that such officers shall be reviewed only relative to the quality of performance in scholarship/research work and other duties expressly assigned. See the Agreement of 2003-05, p. 26. Deadlines will be set as appropriate to meet the required deadlines of the Dean to receive the Department Chair's recommendation.
2. As per the Agreement of 2003-05, p. 26, non-tenure-track faculty with multiple year contracts shall have a reappointment review in the year preceding the expiration of their contract if the faculty member is seeking reappointment. Such reviews shall be formal peer reviews ("green sheet reviews") but shall take place at the Department and College level only. Notwithstanding the above, a green sheet review must take place for all research faculty members, regardless of contract length, at least once every four years. The procedure for these green sheet reviews involves the appointment of an Advisory Committee within the Department, and is given in points following. Each candidate is required to submit to the Department Chair copies of all recent published articles and preprints which have been accepted or submitted to refereed journals, an updated curriculum vitae, a review of their activities since the last date of reappointment in the green sheet format, and any other relevant materials.
3. In the case of annual reappointments for faculty on one-year appointments/contracts, or for faculty on multiple year contracts not due for green sheet review, the annual review will be equivalent to the old "pink sheet" review process. The candidate will furnish an updated C.V., a summary of their last year's activities, and any other relevant material. The recommendation for reappointment will be made by the Department Chair, in consultation with the Program Director in the case of Statistics faculty members. That recommendation will go to the Dean of the College.
4. In the appointment of the Advisory Committee for Statistics professors, the Chair will normally be a professor of Statistics at a rank above the candidate, whether tenured or not, and would be a full professor if the candidate was. Committee members other than the Chair could include research professors of a similar rank requirement as the Chair. The Program Director may or may not be a member or Chair of the committee.
5. The candidate will submit to the Committee Chair the names of at least two persons capable of reviewing major components of their research program. These could include the Director of the Medical Biostatistics Unit of the College of Medicine, if appropriate, or other UVM faculty or external researchers. The candidate should also list their other principal co-authors, if different from the above, noting those they wish to add to the list of potential evaluators.

6. The Department Chair, in consultation with the Advisory Committee and Program Director in the case of Statistics faculty, will select no fewer than two reviewers to comment on the candidate's research. At least one of those will be from the candidate's list, including the noted co-authors. The 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 may 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 Department Chair shall solicit a vote regarding the reappointment from the professorial faculty at ranks above the candidate, whether tenured or not, or from full professors, for full professor candidates. The relevant materials should be available to these faculty members at least one week prior to the vote.
8. After the procedures described above have been carried out, the Department Chair will decide whether to recommend reappointment. Agreement guidelines will be then be followed in the forwarding of the reappointment materials to the Dean.
9. These procedures are guidelines, and the Agreement between the University of Vermont and the United Academics (AAUP/AFT) will take precedence in any dispute.