

DEPARTMENT OF MATHEMATICS AND STATISTICS

PROCEDURES FOR REAPPOINTMENT OF TENURE TRACK FACULTY

March 4, 2004

1. An assistant professor on tenure track will be appointed for an initial three-year term and may be reappointed for up to two additional two-year terms. At the beginning of the second and fourth years of service the candidate for reappointment will be notified by the Department Chair in writing that the review process must begin. At the beginning of the sixth year of service the candidate is required to apply for promotion to associate professor with tenure. Requests for an extension of the probationary period for tenure-track faculty are governed under Article 15, Section 4.vii as outlined in the Agreement between the University of Vermont and the United Academics (AAUP/AFT).
2. An untenured associate professor may be hired with an initial two-year appointment, with a reappointment for an additional two years. The procedure for the first reappointment of an untenured associate professor (not the tenure review) follows the same protocols as for the first reappointment of an assistant professor except that the review process will begin at the end of the first semester of the initial appointment.
3. The Department Chair, in consultation with the Program Director in the case of Statistics faculty member, will appoint an advisory committee to review the credentials of each candidate for reappointment during the ensuing academic year. The committee will be provided 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. The candidate will supply the Department Chair with copies of all recent published articles and any preprints that have been accepted or submitted to refereed journals. The candidate should supply an updated curriculum vitae and a self-evaluation, describing his/her own performance in scholarship, teaching, and service (in whichever combination of those duties that was agreed upon in consultation with the Department Chair). This self-evaluation should address the criteria outlined in the departmental Faculty Evaluation Guidelines.
5. Each candidate is required to submit to the Department Chair the names of at least three persons capable of reviewing the research of the candidate. These persons should not be co-authors with the candidate and, at the second reappointment, must 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.
6. The Department Chair, in consultation with the advisory committee, will select no fewer than two reviewers for the first reappointment and no fewer than three for the second reappointment; these reviewers will be asked to comment on the research of the candidate. At least one (first reappointment) or two (second reappointment) of these reviewers will be taken from the list provided by the candidate. At the second reappointment at least two reviewers will be external to the University. 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 will be asked to comment on the contributions of the candidate to jointly authored papers or research proposals.

7. For the evaluation of the candidate's teaching, the candidate will provide the Department Chair with a list of former students. The Department Chair will contact at least three former students, including at least two 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 non-tenured members of the Department 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 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 reappointment. The committee will meet with the Department Chair to report its findings.
10. The Department Chair will convene a meeting of all tenured faculty members to discuss the reappointment 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 tenured members of the faculty for at least one week. At this meeting the advisory committee will report its findings to the tenured faculty. The tenured faculty will give their advice to the Department Chair on the matter, and a vote will be taken to recommend or not. The faculty is encouraged to supply comments in explanation of their vote.
11. After the procedures described above have been carried out, the Department Chair will decide whether to recommend reappointment 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. This documentation will include a copy of the department Faculty Evaluation Guidelines and of these procedures, and the vote of the tenured faculty.
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.