

Guidelines for Faculty Evaluation
Department of Mathematics
January 2003

Policies and procedures for faculty evaluation in the Department of Mathematics are governed by four documents:

- (1) West Virginia University Policies and Procedures for Faculty Evaluations provided annually by the Office of the Provost.
- (2) West Virginia University Calendar for Annual Review of all Faculty provided annually by the Office of the Provost.
- (3) Current Guidelines for Annual Faculty Evaluation, Merit Determination, Promotion and Tenure, Eberly College of Arts and Sciences.
- (4) This document.

Should a conflict occur between this document and a document (1), (2), or (3), the document (1), (2), or (3) will take precedence in that order.

The purpose of this document is to set forth faculty evaluation guidelines and procedures for the Department of Mathematics that are supplemental to University and College guidelines. Amendments to this document must be approved by a majority vote of tenured and tenure-track (probationary) faculty in the Mathematics Department.

Faculty Evaluation Committee (FEC). The FEC consists of four tenured faculty members elected by tenured and tenure-track (probationary) faculty members of the department and one tenured member appointed by the Chair. The four elected members are at the rank of associate professor or full professor, with at least two members being at the rank of full professor. The appointed member can be from either rank. Each year, two members are elected to serve two years each; at least one member elected each year must be a full professor. The appointed member serves one year. No faculty member is eligible to serve more than two consecutive years on the FEC. No faculty member being considered for promotion and/or tenure can serve on the FEC. The FEC elects its own chair.

Two elections to fill the positions on the FEC described above are held in the last three weeks of the Spring semester and are conducted by the FEC chair of the current year. In the first election, all eligible faculty members are included on the ballot, and one member is elected. If an associate professor is elected on the first ballot, then in the second election only the eligible full professors are included on the ballot. For each election, if on the first ballot no one receives a majority of the votes cast, subsequent ballots will consist of the person who has the most votes and continuing with the next highest number of votes including ties until a majority of those voting are represented. Voting will continue until someone receives a majority of the votes cast. Repeated ties will be resolved by a meeting of the Chair and the tenured and tenure-track

(probationary) faculty. Immediate¹ elections will be held as required to fill vacancies caused by members unable to complete their terms on the Committee.

Annual Evaluations. All faculty are evaluated annually by the FEC and the Chair of the Mathematics Department. The FEC prepares written evaluations of every faculty member; these evaluations are reviewed by the Chair, who prepares an independent assessment of each faculty member's activities. The evaluations consist of the following: an evaluative summary of the faculty member's activity as described in the member's Productivity Report and supported by evidence in the personnel file for the review period in each of the three areas of teaching, research and service; and a recommendation for or against retention, the award of tenure, and/or promotion in rank, as appropriate.

The FEC's report should be signed and dated by all the members of the FEC (except that members do not sign their own report); the signature shows that each member of the FEC has read the report and concurs with the accuracy of the vote as reported. Recommendations and other decisions by the FEC are by majority vote. The descriptors used in the annual evaluation will be assigned by a committee majority, except that for a member of the FEC, the descriptor used in a given area will be the highest rating acceptable to two or more of the four other members. Individual FEC members may provide minority statements in the recommendation, which will be included in the FEC evaluation report; the number of FEC members who support a minority report will be recorded on the minority report.

Evaluation Period. The evaluation period is for one calendar year related to one's assignment and performance, and will also be a review of annual evaluation statements from previous years in order to assess whether suggestions for improvement have been addressed. The departmental deadline for the updating of personnel files is January 1 of the year following the review period. All faculty are expected to comply with this deadline (except second year faculty for whom Option 1 is appropriate under University guidelines). Material placed in the personnel file after the departmental deadline will be considered as part of the faculty member's evaluation for the next year.

Personnel File. The primary instrument for evaluating faculty is the personnel file.

- (1) The Department's annual productivity report will be completed by each faculty member. This form is distributed to faculty at the beginning of the Fall semester and is also available from the Chair of the FEC or Department.
- (2) The updated curriculum vita and bibliography will be in the form specified by the Department. This form is also available from the Chair of the FEC or Department
- (3) Documentation of teaching will be placed in a separate teaching file as part of the personnel file.

¹Within the first week of the Academic Year following notification of inability to complete.

- (4) Each faculty member will maintain a separate research file as part of the personnel file; the research file consists of reprints/preprints of works (preferably reprints) listed in the curriculum vita or productivity report, copies of research grant proposals, and copies of reviews of the faculty member's work. When a faculty member reports the acceptance of a paper (rather than its appearance), he/she should place in the personnel file a letter of acceptance for publication from the journal. A faculty member who reports funded research or funded academic activity should file proper documents from the funding agency or the OSP. The documents should identify the nature and source of the award, whether or not the faculty member is a principal investigator, and what is the duration and amount of the award.

Professional Activities. Faculty are evaluated on their activities in the three areas of teaching, research, and service. Some activities may fit into more than one category. An accepted university adjective will be assigned in each category; the abbreviation N/A, (not applicable) may be used in a yearly evaluation in cases where a written memorandum of understanding exists which sets forth a different basis of evaluation.

Teaching. Teaching includes the dissemination of knowledge, the stimulation of critical thinking, supervision of independent study or research, classroom lecture, the introduction of innovative methods and courses, practicum instruction, and various activities that are commonly called mentoring (mentoring involves, for example, the guidance and advising of students). Faculty members are encouraged to provide evidence of their teaching effectiveness not only through the student evaluations, but in a variety of ways such as those identified in documents (1), (2) and (3).

Each tenured faculty member should have at least one course evaluated by written student evaluations each calendar year. Class composition, course requirements, individual teaching style and possible limitations of written student teaching evaluations will be taken into consideration.

Tenure-track (Probationary) faculty should have all their classes evaluated using Senate Teaching Evaluation forms. Other faculty are encouraged to have at least one class, preferably with more than a few students, evaluated each year using Senate Teaching Evaluation forms. Tenure-track (Probationary) faculty will have their teaching evaluated by classroom visitation by the chair and by at least two faculty members. One faculty member should be recommended by the FEC and the other chosen by the tenure-track (probationary) faculty member.

Senate Teaching Evaluation forms should be accompanied by their processed statistics summary sheet; other written evaluation forms, such as Departmental or other forms created by the faculty member, should be accompanied by a verification form. The verification form contains the following information: the number of students involved in the evaluation, and the name and signature of a person who has no conflict of interest (e.g., a student or a secretary) indicating that students evaluated the faculty member's performance without the faculty member being present. This form is available from the Chair of the FEC or Department.

Research. Research involves the creation and synthesis of results which advance the state of knowledge in mathematics or mathematics education, the creation of new mathematical approaches to the understanding and explanation of phenomena or learning, the development of new mathematical insights, and the application of mathematical knowledge and expertise in interdisciplinary research. Evaluation of research will be based on quality and quantity. The quality of research is of prime importance.

The primary means by which faculty make research contributions to the profession and document the quality of research is through publication of their results in refereed journals appropriate to the discipline. Results of research may also be reported for example, in books, chapters in books, publication in refereed conference proceedings, or through patents. Primary weight to research papers will be assigned the year the paper is reported as appearing in print.

Further indications of the quality of research and status as a researcher are provided through documented evidence such as impact on other researchers, evaluation by external experts in the field, funding of research grants, invited talks at professional meetings or colloquia, and awards for research.

Because of the considerable time lag between research activity and its ultimate publication, and the variability of research projects, the FEC, while emphasizing current year activity, will generally consider research activity over the past three years in arriving at its evaluation.

Service. Service means administrative or professional service to the department, the college, the university, the state, the nation, and the profession. Service includes the following: service on committees; service to the educational system at WVU or other institutions and organizations; outreach activities that promote mathematics in education or in industry; talks at departmental seminars and colloquia; talks on service projects at state, national and international conferences; organizing seminars; refereeing for journals and granting agencies; editorial work; obtaining grant support for service or professional outreach activities; and extra effort with students, either formally or informally, whether or not the student receives credit for the activity.

Tenure-track (Probationary) faculty will normally be assigned a light service role to provide time for the development of their research program and instructional contributions.