

PROCEDURES AND CRITERIA FOR PRE-TENURE, TENURE, AND PROMOTION REVIEWS

DEPARTMENT OF MATHEMATICS INDIANA UNIVERSITY

Rules, criteria, and procedures for pre-tenure, tenure, and promotion reviews in the Department of Mathematics are governed by the relevant sections of the Indiana University Handbook and the Bloomington Academic Guide and by the policies and procedures of the College of Arts and Sciences.

1. Pre-Tenure Review

The research, teaching, and service of each faculty member in the Department of Mathematics, including untenured faculty members, are reviewed each year by the Department's elected Salaries Committee. In particular, the Committee discusses the performance of each untenured faculty member and the conclusions of this discussion are communicated to the faculty member in writing by the chair.

Each untenured faculty member will meet with the chair in the fall of his or her third year at Indiana University to discuss the timing of the tenure decision. If the tenure case is to be presented after the fourth year, then an enhanced pre-tenure review will be conducted in the spring of the third year.

For the enhanced pre-tenure review, a committee consisting of the chair and two other tenured faculty members will assemble a dossier and a report. The dossier will consist of four letters solicited by the chair evaluating the research, peer reviews of teaching, student evaluations including typed comments from all sections taught, and brief research and teaching statements from the candidate. The research reviewers may be internal or external. Two of the reviewers will be chosen by the candidate and two by the Department.

A meeting of tenured faculty will be held at which the candidate's performance will be discussed. The tenured faculty will then vote on reappointment by secret ballot and the result will be reported to the College. The chair will communicate in writing to the candidate the result of the vote as well as advice concerning the faculty's assessment of the candidate's progress towards tenure.

2. Tenure

The criteria for the awarding of tenure in the Department of Mathematics are that the candidate has achieved or is clearly developing a position of research leadership in a substantial area of mathematics, that the candidate's teaching has been effective, that there has been a positive service contribution to the institution, and that there is convincing evidence that the candidate will maintain and enhance his or her overall level of performance.

A candidate will be considered for tenure when he or she and the chair agree that it is appropriate, but no later than the fall of the sixth year at Indiana University. A candidate may be considered for tenure only once. The decision to initiate the tenure-review process will be made during or before the spring preceding the fall in which the case is presented to the faculty.

The candidate for tenure will be asked to assist the chair in insuring that the dossier includes all items relevant to the evaluation of research, teaching, and service, and will be asked to provide a list of six suggested external research referees. The chair will forward this list, together with the Department's list of six other suggested external referees, to the College of Arts and Sciences. The Dean of the College will then select a subset of these twelve from whom the Department will solicit letters evaluating the candidate's research. The dossier will also include peer reviews of the candidate's teaching, summary student evaluations from all sections taught, typed comments from student evaluations from all sections taught, and letters from students solicited by the chair.

A committee of three tenured faculty members will be appointed to prepare a summary report of the dossier. The dossier and the summary report will be made available to the entire tenured faculty at least one week in advance of a meeting convened to discuss the case. There will be a vote of the tenured faculty by secret ballot, and the vote total, the committee report and recommendation, and the chair's report and recommendation will then be forwarded to the College. The candidate will be informed immediately of the result of the Department's vote.

Candidates who are awarded tenure are automatically promoted to the rank of associate professor.

3. Promotion to Full Professor

It is expected that candidates for promotion to full professor will be considered on the basis of research. The criteria for promotion cases based on research are that the candidate has achieved a position of research leadership in a substantial area of mathematics, that the candidate's teaching has been effective, that the candidate has made a positive contribution to the professional environment of the Department and a positive service contribution to the University, and that there is convincing evidence that the candidate will maintain and enhance his or her level of performance.

The full professors will meet each spring to discuss possible promotions of associate professors to the rank of full professor. Upon the recommendation of a majority of the full professors, the chair will initiate the preparation of a promotion dossier for a given associate professor for consideration the following fall. Procedures for preparation and consideration of promotion dossiers are similar to those for tenure dossiers discussed above except that only full professors participate in the discussion and vote.