



MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

GUIDELINES FOR EVALUATING FACULTY

NEW FACULTY APPOINTMENTS

In its appointment of tenure-track [Ordinary] faculty, the Mathematics and Computer Science Department is committed to the maintenance of the highest standards in teaching, scholarship, and service. Based upon the criteria of the College, the Department in all of its searches for full-time faculty seeks men and women qualified in an appropriate academic field; holding the terminal qualifications; who have demonstrated excellence in teaching, scholarship, and service; and who can affirm and contribute to the College's Mission as a Catholic and Dominican institution.¹

Faculty searches and appointments are governed by the **Faculty Handbook** and guided by the "Policies and Procedural Guidelines for Faculty Searches" available from the Office of Academic Affairs.

ANNUAL REVIEW OF PROBATIONARY FACULTY

To demonstrate the Candidate's progress in teaching, scholarship, and service, before the end of each academic year, the Candidate will provide the department chair with an up-to-date copy of the Candidate's *curriculum vitae* and any additional information the Candidate chooses to include. After the chair reviews the information, she/he will meet with the Candidate to discuss the Candidate's progress. The chair's written report of this meeting will be made available to the Candidate and to tenured members of the department.

Each probationary faculty member ("Candidate") is required to maintain throughout the probationary period an on-going dossier of information pertinent to his/her activities in the areas of scholarship, teaching, and service. When preparing the dossier, the Candidate shall follow closely the information described in the relevant edition of the **Faculty Handbook**. This dossier shall contain the following items:

- Copies of course syllabi
- A list of all courses taught at Providence College
- Course evaluations by students and peers
- An up-to-date copy of the Candidate's *curriculum vitae*
- Evidence of ongoing research
- Evidence of continual service

Beginning in the second semester of the Candidate's first academic year, and for each semester of the probationary period thereafter, a class of the Candidate will be visited by a tenured member of the department chosen by the chair. One of these visits, per academic year, should be made by the chair. The

¹ To preserve that character and further its Mission, the College appoints to the Ordinary faculty, without national searches, Dominican Friars qualified in their academic disciplines.



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Candidate will be notified at least two days in advance of these visits. The visitor will write an evaluation of the Candidate's teaching performance, which will be shared with the Candidate and become part of the Candidate's dossier. The Candidate is welcome, but not required, to write a response to these peer evaluations.

To permit new faculty adequate time to develop their courses and a research agenda, the Department does not encourage first year faculty to assume positions on standing committees of the College, to teach course overloads, or to engage in outside work.

THIRD YEAR REVIEW OF PROBATIONARY FACULTY

The Provost/Senior Vice President for Academic Affairs provides workshops and advice on assembling the dossier ("Guidelines for Tenure Candidates"). It is recommended that each probationary faculty member attend one of the workshops prior to his/her third year review.

A thorough review of the Candidate's dossier will be conducted by the chair in consultation with the tenured members of the department in the Candidate's third contract year. For those Candidates who were awarded credit toward tenure at the time of initial appointment, the review will take place in their second contract year at Providence College. Prior to the review, the Candidate will make a presentation, based on their scholarship and future work, to the departmental faculty. The department chair, following a meeting of the tenured members of the department, should provide written feedback on progress toward tenure and promotion.

FIFTH YEAR REVIEW OF PROBATIONARY FACULTY

In the year prior to a Candidate's tenure decision, the Candidate will make a presentation to the tenured members of the department based on his/her scholarly work and planned future work. This will normally take place in the fall semester but may be moved to the spring in consultation with the candidate.

PROCEDURES FOR EVALUATING FACULTY FOR TENURE

Consistent with procedures required in the **Faculty Handbook**, the Candidate will submit his/her dossier to the department chair and also to CART through the Provost/Senior Vice President for Academic Affairs. Although the Candidate may consult with the chair and other members of the department in compiling the dossier, he/she is fully responsible for developing, maintaining, and submitting these materials on time.



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Upon receiving the application and dossier and in a timely manner, the chair will inform the eligible members of the department of the Candidate's intention and will make the dossier available to them. The chair will also consult with the eligible members of the department to schedule a meeting prior to February 1 at which to discuss their evaluations of the Candidate and his/her dossier prior to executing a secret ballot on the elements relevant to the Candidate's tenure. The chair will, in a timely manner, inform the Candidate of the date of this meeting. The Candidate may elect to appear at the meeting to provide further evidence and clarification.

After the eligible members of the department have reviewed and discussed the Candidate's record in teaching, scholarship, and service, the chair will, following procedures as described in the **Faculty Handbook**, take a secret ballot as to whether the Candidate's record in each of the areas of teaching, scholarship, and service justify the award of tenure. Absentee ballots are precluded. The chair will inform the eligible department members of the result, whether or not they attended the meeting.

The chair must then oversee the completion of two documents:

- A deliberation report (written by the chair or a designee) that gives an account of the discussion prior to the completion of the recommendation ballots with due consideration being given to minority opinions. A list of members present should be included.
- A personal recommendation as outlined in Appendix E of the **Faculty Handbook**.

The deliberation report shall be approved by eligible voting members of the department and presented to the dean of the School of Arts and Sciences and the Provost/Senior Vice President for Academic Affairs, along with the chair's personal recommendation letter and ballots by February 15.

Within five days of the vote, the chair must inform the Candidate whether the vote was favorable or unfavorable in each area.

CRITERIA FOR EVALUATING FACULTY FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The **Faculty Handbook** specifies the qualifications for tenure. It is the responsibility of the eligible members of the department to evaluate the Candidate's achievements in teaching, scholarship, and service. The College assumes the following expectations:

Teaching:

Above all it is imperative that the members of the Mathematics and Computer Science department be excellent teachers. Excellent teachers are both knowledgeable and enthusiastic about the subjects they teach, and the content of their courses is appropriate and at the correct level of sophistication. Excellent



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teachers communicate high expectation, respect diverse talents, and are patient and tolerant. They use tests and other methods of evaluation that are fair and effectively assess student achievement. They provide students with a detailed syllabus which is adhered to. They are readily available to students outside of class, communicate easily with students, and hold office hours in accordance with the **Faculty Handbook**. With these criteria in mind, the department will evaluate the teaching of a Candidate using the following guidelines:

- As mentioned above, beginning in the second semester and continuing throughout the probationary period, at least one class of the Candidate will be visited each semester by a tenured department member chosen by the chair, with at least one classroom visit per academic year made by the chair. The Candidate will be notified at least two days in advance of these visits. The visitor will write an evaluation of the Candidate's teaching performance, which will be shared with the Candidate in the same semester and become part of the Candidate's dossier. The candidate has the option to respond in writing.
- The Candidate is expected to accept class visitations by other members of the faculty who may wish to observe teaching for the purpose of the tenure decision. The Candidate will be given at least two days advance notification of these visits. The visitor may write an evaluation of the Candidate's teaching performance. If the visitor writes an evaluation, it will be shared with the Candidate and become a part of Candidate's dossier.
- The Candidate will, in a class meeting during the last two weeks of each semester, conduct a student teaching evaluation in each class. (See Appendix for a sample teaching evaluation approved by the department; college forms are also acceptable.) These evaluations will become a part of the Candidate's dossier.
- In the dossier, the Candidate will provide any forms of information that he/she believes to reflect on his/her teaching effectiveness. These materials may include but are not limited to syllabi, assignments and exercises, descriptions of teaching methods actually used, indications of course changes made to update materials, evaluations from faculty or students, and evidence of student involvement in research.

Scholarship:

The College values ongoing, active scholarship in one's primary discipline and related fields as an integral and important part of the faculty member's role at Providence College. It is scholarly activity which nurtures teaching and service to the College. It is expected that the members of the Mathematics and Computer Science Department remain life-long learners and investigators and are actively engaged in their field. The Candidate should demonstrate his/her scholarly work by providing the department with evidence which may include but is not limited to:



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- Publications in scholarly, refereed journals (blind peer reviewed journals)
- Scholarly books or book chapters
- Conference papers and posters, with evidence of high level of peer review
- Talks and presentations given at conferences
- Textbooks
- Journal or book reviews
- Edited books, chapters
- Active participation in seminars
- Documented evidence of other applied activities, when they can be shown to contribute to the knowledge base in the Candidate's professional field

(Some of these items also constitute service to the profession and may be listed in that section of the dossier.)

In the dossier for tenure, the Candidate is required to include up-to-date external letters from peers with scholarly expertise to provide feedback on the Candidate's scholarship since his/her last promotion or appointment at the College. The Candidate may either solicit letters on his or her behalf or he/she can provide a list of appropriate reviewers to the chair. If the Candidate provides a list of reviewers to the chair, the chair will select external reviewers collaboratively with the Candidate and solicit letters on the Candidate's behalf. Any letters provided to the chair will be included in the Candidate's final dossier.

In general, the greatest weight will be given to the materials published (or accepted for publication) in peer reviewed outlets. The primary focus will be to determine the quality, recognition, and quantity of the work submitted. On the topic on quantity, the eligible members of the department will not set an arbitrary standard but will evaluate the work in the context of quality and recognition. Critical in this evaluation, however, will be that scholarship is active and continuing with an appropriate level of productivity being documented.

Service:

The College recognizes service to the department and one or more of the following:

- service to the College
- service to the discipline
- service to the community
- effective advising and mentoring.

Service to the Department may include but is not limited to:

- Serving as department chair
- Overseeing department tutors



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- Acting as department representative on Faculty Senate
- Involvement in annual department assessment
- Serving on departmental committees (e.g. search committees)
- Acting as Library liaison
- Advisor for *Pi Mu Epsilon* honor society
- Placement for incoming freshmen in mathematics courses
- Acting as secretary for department meetings
- Supervisor and editor of departmental newsletters
- Acting as department web editor
- Organizer for department colloquia
- Organizer and administrator for the Putnam Exam

Service to the College may include but is not limited to:

- Representative on college committees
- Faculty Senate officer or at-large member
- Directing an academic or administrative program
- Undeclared Advising Program
- Participation in college sponsored events

Service to the Discipline or Community may include but is not limited to:

- Office holding or committee activity in regional or national professional associations such as the American Mathematical Society (AMS), the Mathematical Association of America (MAA), and Association for Computing Machinery (ACM)
- Departmental liaison to a professional organization
- Speeches and presentations made to community groups
- Advising civic organizations and government groups
- Chairing conference sessions
- Participation and/or organization of conference panel or discussion
- Other activities in which the Candidate's knowledge or skills are shared with community groups
- Documented contributions to the work of local, national or international community partners (for example, grant proposals or grant evaluations, community-based research, research summaries of best practice, strategic planning, program evaluations, program implementation, organizational or staff development)

(Some of these items also constitute scholarship and may be listed in that section of the dossier.)



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PROCEDURES FOR EVALUATING FACULTY FOR PROMOTION

Prior to May 1 of each academic year, the provost reviews the status of all faculty members and determines which faculty members are eligible for promotion in rank in the ensuing year. These faculty members shall be informed of the eligibility for consideration of promotion in rank to take effect in the ensuing academic year in compliance with the provisions of the **Faculty Handbook**. Faculty are only notified once of their eligibility for promotion to a given rank. A faculty member who wishes to be considered for promotion in rank (“Candidate”) shall present their request and all materials relevant to their promotion to their respective department chair. The Provost/Senior Vice President for Academic Affairs provides workshops and advice on assembling a promotion dossier (“Guidelines for Promotion Candidates”) and eligible faculty members are encouraged to attend the workshops prior to preparation of their dossiers.

Upon receiving the application and dossier and in a timely manner, the chair will inform the eligible members of the department of the Candidate’s intention and will make the dossier available to them. The chair will also consult with the eligible members of the department to schedule a meeting at which they will discuss their evaluations of the Candidate and his/her dossier prior to executing a secret ballot on the elements relevant to the Candidate’s promotion.

The chair will, in a timely manner, inform the Candidate of the date of the meeting. The Candidate may elect to appear at the meeting to provide further evidence and clarification. At the conclusion of this meeting, in accord with the procedures described in the **Faculty Handbook**, a ballot will be taken on the three questions: Does the Candidate’s record in each of the areas of teaching, scholarship, and service justify the award of promotion in rank? Absentee ballots are precluded. The chair must then oversee the completion of two documents:

- A deliberation report (written by the chair or a designee) that gives an account of the discussion prior to the completion of the recommendation ballots with due consideration being given to minority opinions. A list of members present should be included.
- A personal recommendation as outlined in Appendix E of the **Faculty Handbook**.

The deliberation report shall be approved by eligible members of the department and presented to the Dean of the School of Arts and Sciences and the Provost/Senior Vice President for Academic Affairs, along with the chair’s personal recommendation letter and ballots by October 15.

Within five days of the deliberation meeting, the chair must inform the Candidate whether the vote was favorable or unfavorable in each area.



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CRITERIA FOR EVALUATING FACULTY FOR PROMOTION TO PROFESSOR

The **Faculty Handbook** specifies the qualifications for tenure (§ 3.5.3) and promotion (§ 3.4.2). It is the responsibility of the eligible members of the department to evaluate the Candidate's achievements in teaching, scholarship, and service. Consistent with its mission and with the expectations and guidelines of the College, the Mathematics and Computer Science Department has the following expectations, in addition to the Criteria for Evaluating Faculty for Tenure and Promotion to Associate Professor:

Teaching:

The Department expects distinguished teaching, as defined in Criteria for Evaluating Faculty for Tenure and Promotion to Associate Professor. In his/her dossier, a Candidate will provide any forms of information that he/she believes to reflect on his/her teaching effectiveness. These materials may include but are not limited to:

- Course syllabi
- Course assignments, exercises, and projects
- Descriptions of pedagogical approaches explored and implemented
- Indications of course changes made to update materials
- Course evaluations by students and/or peers
- Evidence of student involvement in research
- Letters of recommendation from students and colleagues

The Candidate is strongly encouraged to invite the chair and other members of the department to visit his/her class and write up-to-date evaluations to be included in the promotion dossier for use in the promotion decision. The Candidate is expected to accept class visitation by members of the faculty who may wish to observe teaching for purpose of the promotion decision. The visitor may write an evaluation of the Candidate's teaching performance. If the visitor writes an evaluation, it will be shared with the Candidate and become a part of Candidate's dossier. The Candidate is strongly encouraged to conduct student evaluations on a semester-by-semester basis and include the results of these evaluations in the promotion dossier.

Scholarship:

The Candidate should provide evidence of distinguished achievements on discipline-related scholarly works that have evident significance and impact. This includes up-to-date external letters from peers with scholarly expertise to provide feedback on the Candidate's scholarship since his/her last promotion or appointment at the College. The Candidate may solicit letters on his or her behalf or he/she can provide a list of appropriate reviewers to the chair, who will then select external reviewers collaboratively with the Candidate. Any letters provided to the chair will be included in the Candidate's final dossier.



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The faculty will review the scholarly work presented by the Candidate and the letters provided by the external reviewers. The faculty will then discuss their evaluation of the Candidate's scholarly work and external letters at a meeting set by the chair. The Candidate's work will be weighed using evidence contained in his/her dossier. The primary focus will be to determine the quality, recognition, and quantity of the work submitted. On the topic of quantity, the faculty will not set an arbitrary standard but will evaluate the work in the context of quality and recognition. Critical in this evaluation, however, will be that scholarship is distinguishably outstanding, active and continuing with an appropriate level of productivity being documented.

Note that the Candidate's entire body of work will be taken into account, but the main focus must be on work that has been done since the Candidate's last promotion, if there was one, or since appointment if this is the first promotion.

Service:

The Candidate should provide evidence of continuing and distinguished performance of service responsibilities. Evaluation of a candidate in the area of service can include the items outlined under "Service" in the Criteria for Evaluating Faculty for Tenure and Promotion to Associate Professor, but the focus should be on work done since the candidate's last promotion.

PROCEDURES FOR EVALUATING TERM FACULTY

The teaching of Adjunct Faculty (part-time) and Visiting Professors (full-time) should be evaluated by a department member in each semester of their first two years of appointment at Providence College; thereafter, they should be evaluated once each year, and for any course that has not previously been part of their workload at Providence College.

VOTING RIGHTS

Voting rights are governed by the **Faculty Handbook**. On matters of tenure, voting rights will be granted to Ordinary tenured faculty members that have appointments or joint-appointments in the Mathematics and Computer Science Department (whether his/her line is formally designated in Mathematics and Computer Science or another Department) and having at least two full years of service at Providence College at the time of the tenure vote. In the case of a faculty member applying for promotion to associate professor not connected with tenure, voting rights will be granted to Ordinary faculty members in rank that have appointments or joint-appointments in the Mathematics and Computer Science Department (whether his/her line is formally designated in Mathematics and Computer Science or another Department) and having at least two full years of service at Providence



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College at the time of the promotion vote. On matters of promotion to professor, voting rights will be granted to Ordinary faculty members in rank that have appointments or joint-appointments in the Mathematics and Computer Science Department (whether his/her line is formally designated in Mathematics and Computer Science or another Department) and having at least two full years of service at Providence College at the time of the promotion vote. In all cases absentee ballots are precluded.



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TIMELINE FOR TENURE*

10th Faculty Handbook Deadline	11th Faculty Handbook Deadline	Each Probationary Year
n/a	June 30	Candidate provides CV to department chair and meets to discuss progress.

		Third Year (or Second Year if awarded credit)
end of spring semester		Candidate makes presentation based on scholarly work to departmental faculty.
		Tenured department members meet to discuss candidate's case and provide written feedback on progress toward tenure.

		Year before Tenure Decision Year
end of spring semester		Candidate makes presentation based on scholarly work to departmental faculty.

		Tenure Decision Year
June 1	June 1	Provost informs faculty members who are eligible for tenure consideration.
September 1	September 1	Provost informs department chairs of faculty member's eligibility for tenure consideration.
September 21	January 15	Candidate submits tenure dossier to the department chair and to CART through the provost.
	February 1	Eligible department members meet to discuss and vote on candidate's case. Tenure evaluations forwarded to dean and provost. Within 5 days of the deliberation meeting, the department chair shall inform the candidate as to whether the departmental recommendation was favorable or unfavorable in each area.
	February 15	Department ballots, deliberation report, and chair's personal letter sent to provost.
	June 1	President informs candidate of his decision.

*With promotion to associate professor if following the 11th Faculty Handbook.



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TIMELINE FOR PROMOTION

10th Faculty Handbook Deadline	11th Faculty Handbook Deadline	Promotion-decision year
September 1	May 1	Provost informs faculty members who are eligible for promotion consideration.
December 15	September 15	Candidate submits promotion dossier to the department chair and to CART through the provost.
		Eligible department members meet to discuss and vote on candidate's case. Within 5 days of the deliberation meeting, the department chair shall inform the candidate as to whether the departmental recommendation was favorable or unfavorable in each area.
February 1	October 15	Department ballots, deliberation report, and chair's personal letter sent to provost.
April 15	January 15	President informs candidate of his decision.



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TEACHING EVALUATION FORM

Instructor's Name _____

Course and Section Number _____

Semester and School Year _____

Dear Student:

We ask you to fill in this questionnaire so we can evaluate and improve the teaching in our department. Your participation is optional and your remarks will not be read until after the course grades are turned in.

1. What did you like about this class?

2. What did you not like about this class, and what changes could be made to improve the class?

3. What additional comments do you have regarding the class? Do you have any suggestions that would help make this class a better learning experience for you? For extra space, feel free to use the back of this form.