

## Department of Mathematics and Statistics

### Promotion and Tenure Guidelines

The policies and procedures governing Tenure and Promotion are contained in the Purdue University system-wide tenure and promotion policy at

<https://www.purdue.edu/policies/academic-research-affairs/ib2.html>

and in the Purdue University Northwest Promotion and Tenure Guidelines (effective as of March 20, 2018) at

<https://academics.pnw.edu/academic-affairs/faculty-promotion-tenure/>.

The department's guidelines provide suggestions for documenting contributions in the areas of Learning, Discovery and Engagement.

Tenure-track faculty must have contributions in the categories of Learning, Discovery and Engagement with progress toward excellence in either Learning or Discovery, together with progress towards strength in the other, and with active participation in Engagement. Tenured faculty must have contributions in the categories of Learning, Discovery and Engagement with excellence in either Learning or Discovery and strength in the other as well as strength in Engagement.

Clinical faculty who are candidates for promotion to Associate Clinical Professor must provide evidence of sustained growth toward excellence in teaching, sustained growth toward strength in clinical practice as well as evidence of scholarly activity. Clinical faculty who are candidates for promotion to Clinical Professor must provide evidence of excellence in teaching and clinical practice as well as evidence of strength in scholarly activity.

**Learning:** The Department of Mathematics and Statistics highly values strength in teaching. To fulfill its obligations to PNW's students the department requires evidence of effective teaching with continued progress toward strength or excellence of all its teaching personnel.

As a candidate progresses toward promotion, he/she should develop a teaching philosophy statement that demonstrates his/her growth as a teacher through experiences in the classroom, reflection on these experiences, and through interactions with colleagues at PNW and elsewhere. In addition to copies of all student evaluations as required by the PNW P&T Guidelines, this evidentiary material may include, but is not limited to, the following: peer reviews of teaching and, if appropriate, the description of the candidate's response to suggestions made by the peer reviewers, participation in professional development for teaching offered by PNW as well as externally, examples of teaching materials created, innovative pedagogy, teaching awards, mentoring of graduate and/or undergraduate students, directing independent research/senior design projects, and description of contributions to curriculum assessment and improvement.

**Discovery:** The Department of Mathematics and Statistics' faculty represent three distinct disciplines—mathematics, mathematics teaching, and statistics; all of which are valued by the Department. In each of these disciplines some faculty focus on applied scholarship and others on pure scholarship. However, in all three disciplines, excellence in Discovery is documented by refereed publications in legitimate venues. The Department recognizes that, in both the pure and applied disciplines, manuscripts frequently have several authors and that traditions of how authors are listed also vary. The candidate for promotion should explain the traditions of publication in his/her discipline and describe the scope of his/her personal contributions.

The quality, significance, and future potential of scholarly activity are more important than the quantity: these are issues for which the testimony of external review letters are of greatest importance. Further, the time required to obtain results in particular areas of inquiry differ. The candidate's narrative should address both the future potential and projected time requirements. In addition to the external review letters, referees' reports from accepted manuscripts and published reviews of the publications may be submitted as evidence of the quality of the publications. Other evidence of strength in discovery may include, but is not limited to, the following: grant awards, either external or internal, together with the grant amounts and requirements; research awards and honors; research presentations (invited or contributed) at other universities, professional meetings, conferences, or workshops; research presentations at local seminars and colloquia; submission of proposals to secure external funding or internal funding, together with grant amounts; and participation in research opportunities with either graduate or undergraduate students.

**Engagement:** Faculty members are expected to be actively engaged in serving the Department, College, University, Community, and Profession. As part of the evidence for service activities the faculty member should describe his/her own contributions.

Service to the Department, College or University includes, but is not limited to (a) service on Department Committees or working groups, (b) service as faculty advisor to student organizations, (c) service on College or University-level committees or working groups or service on the Faculty Senate or College Council, (d) fundraising or student recruitment activities.

Service to the Community includes, but is not limited to, participation in community or outreach professional service activities such as collaboration with schools or businesses, consulting for businesses or other professionals, or consulting on grants that promote the community. As a land grant university one of the pillars of PNW's mission is engagement, which implies using our special expertise in the service of the community. Engagement can be local, national or international.

Service to the Profession includes, but is not limited to, (a) organization of special sessions, professional meetings and conferences, (b) service on editorial boards, professional boards (such as grant proposal review committees or an organization's governing board), serving as an officer of a professional organization, or (c) refereeing books and manuscripts for professional journals.

Approved: March 22, 2019