



Performance Evaluation of Mathematics Tenured Faculty

Introduction

This document is being written in compliance with Texas Education Code Section 51.492, TSUS Rules and Regulations Chapter V, Subparagraph 4.28, and LU MAPP 02.02.37. This document establishes guidelines to be used on a periodic basis for determining if a tenured faculty member of the Department of Mathematics meets the minimum standards of performance for a tenured faculty member. This document does not replace the current procedures and processes for determining if a faculty member should be awarded tenure and/or promotion or merit-based raises. Likewise, this document does not replace the annual review process.

Procedure Summary

1. Complete the annual departmental Performance Review Activities List. (Department Policy)
2. Every five years after being awarded tenure or the previous post-tenure review the Department Chair will inform and meet with faculty up for review.
3. Faculty members will upload into Watermark a current CV, annual evaluations for the five-year period under review and any materials related to their teaching, research/creative activities and service during the five-year period.
Material older than the five years or not yet concluded may be included if it is part of ongoing projects the faculty member is engaged in. In these cases, the faculty member should include an explanation of why the material is included and explain any work or progress on these projects that was done during the five-year review period.
4. The material will be reviewed by the Departmental Personnel Committee and the Chair.
5. The faculty member will be informed of their decision.
6. If it has been determined that a faculty member has not met the minimum requirements for the department Professional Development Plan will be implemented to help the faculty member restore their performance to meet the minimum requirements for the department.

Refer to the Lamar University MAPP 02.02.37 (Performance Evaluation of Tenured Faculty) for the full set of procedures for a post-tenure review and timelines/deadlines.

Minimum Standards

Each year the tenured faculty member should complete and submit the Department Performance Review Activities List to the Chair via email by February 1. Supporting evidence of these items checked should be included with the form. These forms do not replace the annual review (F2.08) process and are not used for the purposes of merit or promotion.

For a faculty member to have met the minimum standards for the Department of Mathematics, they need to successfully meet their teaching obligations (successfully taught assigned courses, submitted grades in a timely manner, held at least minimum required number of office hours, and received no F2.08 teaching score below a 3.5). Additionally, they need to demonstrate a record of continued scholarly activity, and complete at least ten items from the Department Performance

Review Activities List over the five-year review period. To meet minimum requirements, faculty must complete at least one item annually from each category during the five-year period. Listed activities may be repeated in successive years. Appropriate activities not on the list may be included by the faculty member.

The faculty member can submit written explanation of any of the items if they wish to. In addition, if there are multiple instances of an item in the Activities List, attach documentation indicating all instances of the duplicated item.

Faculty Member _____

Year _____

Teaching

- _____ Development of a new course or new materials to be used in a course.
- _____ Participation in a mini-course, workshop, or formal continued education activities on topics related to professional development, development of a new course, advances in current subject matter or pedagogy, or a new subject area for the participant.
- _____ Development or implementation of innovative teaching strategies. Development and implementation may be separate activities.
- _____ Develop and maintain course files/resources for faculty or student use.
- _____ Supervising/mentoring students in preparation for events such as the Putnam competition, the Mathematical Contest in Modeling, the Association for Women in Mathematics essay contest, Mathematical Puzzle Programs (MaPP) Challenge etc.
- _____ Formal student advising.
- _____ Student support activities such as student club sponsor or regular math tutoring.
- _____ Thesis advisor, undergraduate student research project advisor, or other supervision of student research.

Research-Creative Activities

- _____ Math related or interdisciplinary book or article submission that will be peer-reviewed. If interdisciplinary explain how math related.
- _____ Math related or interdisciplinary book or article published that has been peer-reviewed. If interdisciplinary explain how math related.
- _____ Math related or interdisciplinary paper published with a student researcher.
- _____ Local, regional, state or national presentations. This can include presentations at conferences, seminars, colloquia, in-service workshops, or academic lectures or seminars presented to community or university groups.
- _____ Organize a math related conference or seminar.
- _____ Grant proposal development and submission.

Service

- _____ University level, college level, or departmental level committee service.
- _____ Serve on the faculty senate.
- _____ Represent department at College or University wide activities.
- _____ Departmental administrative duties such as class scheduling, lab coordination, program or course coordination, departmental liaison to other departments or programs.
- _____ Participation in formal activities aimed at student recruitment and retention.
- _____ Service activities related to academic publication such as textbook review, journal editor, proceedings editor, or article review.
- _____ Activities supporting local, regional, state or national mathematics-related conferences, workshops or seminars, such as attendance, session chair, etc.
- _____ Professional organization officer, committee member, or other formal service to a professional mathematics-related organization.
- _____ Service to local, regional or state schools or school organizations e.g. science fair judging, academic challenge judge. Only include mathematics related activities.
- _____ Consulting activities within the department, within the university, or unreimbursed consulting outside of the university. (A modest honorarium is not considered a reimbursement for consulting.)