

Department of Mathematics and Statistics

2021-22 Criteria for the Renewal, Promotion and Tenure of Faculty Members

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This document is in partial fulfillment of the department's obligations under Bylaw 23, Section 4 to clearly articulate its criteria and standards for renewal, tenure, and promotion. Once approved by Council, these standards must be forwarded to the Faculty of Science (Coordinating) Council and, if approved, from there to the University Committee on Academic Promotion and Tenure (UCAPT). As candidates may follow the approved AAU criteria and standards in place at the time of their initial appointment or any AAU criteria and standards approved thereafter, it is important that careful records be kept of any changes and the dates of those changes.

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Preamble

The following general remarks on research, teaching and service are pertinent to renewal of contract, granting of tenure and promotion. By "Committee" we mean the Department of Mathematics and Statistics Renewal, Tenure and Promotion Committee.

Evidence of *research* includes:

- Peer reviewed journal articles.
- Peer reviewed monographs.
- Peer reviewed conference proceedings.
- Book chapters.
- Technical reports.
- Talks delivered at academic conferences.
- Supervision of student research theses and projects.
- Supervision of Post-Doctoral Fellows.
- Successful grant applications.
- Work performed as a referee, associate editor, or editor.
- Involvement on student thesis committees.

It is the publication of articles in peer-reviewed journals, the contribution and impact, or potential impact, of the publication to the discipline, and the quality of the selected journals, that are the primary factors in the evaluation of research. Work performed as a referee, associate editor, or editor; as well as involvement on thesis committees may also be considered a contribution to service, as does involvement in the preparation of team research / equipment grants. Supervision of student research projects may also be considered a contribution to teaching.

In the research criteria for promotion to Associate Professor we refer to good quality journals and in the criteria for promotion to Professor we refer to high quality journals. The classification of journals by quality is a challenge. While active researchers can normally identify a handful of journals that are almost universally accepted as being high quality or good quality, there are

hundreds of journals that are at the classification margins; and the margins fluctuate with time. In the evaluation of the quality of journals, we will consider, for example, indicators such as the SCImago rank of Q1 for high-quality journals and Q2 for good-quality journals.

The SCImago Journal Rank (SJR) indicator is a measure of the scientific influence of scholarly journals that accounts for both the number of citations received by a journal and the importance or prestige of the journals where the citations come from. A journal's SJR is a numeric value indicating the average number of weighted citations received during a selected year per document published in that journal during the previous three years. Higher SJR values are meant to indicate greater journal prestige. - [Wikipedia Accessed February 10, 2021](#)

Caveats:

1. SCImago is just one of many journal ranking services. We encourage the candidate to make the case for the quality of the journal selected by the candidate for publication.
2. There are many journals that are high quality within a subspecialty that will not appear high on ranking lists. We encourage the applicant to address the reputation of the chosen journal within the discipline.
3. When evaluating a candidate's research record agencies such as NSERC ask evaluators to consider the quality of the research independent from the quality of the journal. We encourage the candidate to provide information such as the number of citations and the h-index of published papers.
4. In the years leading up to tenure and promotion, authors will consider "time to publication" as well as journal quality when submitting their work. We encourage the candidate to make statements about the journals chosen.
5. There is a tradition of giving author order in alphabetical order. We encourage the candidate to make statements about the contribution of each co-author to the publication.

We encourage the candidate for renewal, tenure, and promotion to (1) include statements about, and provide evidence for, the quality of journals; (2) provide information about the impact, or potential impact, of the research (this might include, for example, citations, h-index, number of reads on ResearchGate or Google Scholar, etc.); (3) to provide a rationale for the choice of journals; and (4) to provide information on the contribution of co-authors. Also, we recommend that candidates consult with the AAU Head throughout the years leading to tenure and promotion, especially during performance reviews to ensure that research standards are being met.

While the measure of *teaching* performance may be based primarily upon Senate approved student evaluations, it must be supplemented by an evaluation by the Committee and a report from the AAU Head. The AAU Head's report will be derived from the candidate's performance review and will comment explicitly on the following points:

- (i) The candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline.
- (ii) The candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours.
- (iii) Investigated student complaints about the candidate.
- (iv) Unusual patterns of withdrawal from the candidate's classes.

When judging the *service* contribution of a candidate, the committee will consider both the willingness and the effectiveness of the candidate. Service includes:

- Contributions to Departmental, Faculty, University and Windsor University Faculty Association (WUFA) committees. When looking for opportunities to serve at the University level, candidates may consider, for example, serving as an Equity Officer or as the Chair of Thesis Defense Committees.
- Contributions to professional/academic societies.
- Contributions to academic publishers such as work performed as a referee, associate editor, or editor.
- Contribution to government and community agencies and services that utilize the candidate's professional expertise.
- Involvement on student thesis committees.

When evaluating the level of service, the committee will distinguish between passive membership, active membership, and leadership on committees.

Criteria for Renewal of Contract

For renewal, the candidate must have demonstrated satisfactory performance in teaching, research, and service. Recognizing that the need of the candidate to develop a research program that will position them for tenure and promotion, and recognizing the time required for developing and teaching new courses, less emphasis is placed on the need for service contributions. Specific criteria are as follows.

Research Standards for Renewal of Contract: A candidate for renewal of contract must have demonstrated competent research over and above that presented at the time of appointment or at earlier reviews for contract renewal. The expectation is the demonstration of a publication record that shows improvement in quantity (at least one more peer reviewed publication) and quality. The candidate's curriculum vitae and the required statement from the AAU Head must give clear, positive indication that the candidate is likely to continue to maintain or to exceed the current level of research.

Teaching Standards for Renewal of Contract: A candidate for renewal of contract must have competent teaching ability. The AAU RTP Committee will assign an overall teaching score after a complete and comprehensive review of all aspects of the candidate's teaching activities, performance, and portfolio, should one be submitted. This score should not be a simple or weighted average of the SET scores. For renewal of contract, this overall score should be at least 4.8 on a 7-point scale. Further, if any issues have occurred with respect to (i) the candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline; (ii) the candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours; (iii) investigated student complaints; or (iv) unusual patterns of withdrawal from the candidate's classes; they must have been either satisfactorily resolved or there must be a plan put in place leading to resolution.

Service Standards for Renewal of Contract: A candidate for renewal of contract must have demonstrated engagement within the life of the AAU and demonstrated potential for service to the broader University community and/or the academic profession. There must be evidence of

active, positive participation in committees with the level of engagement increasing beyond that demonstrated at the time of appointment or at earlier reviews for contract renewal.

Criteria for Promotion to Assistant Professor

A candidate for promotion to the rank of Assistant Professor must possess a PhD in Mathematics or in Statistics. The criteria for promotion to Assistant Professor shall be the same as the criteria for renewal of contract.

Criteria for Tenure and Promotion to Associate Professor

The basis for tenure and promotion to the rank of Associate Professor shall be demonstrated academic excellence as exemplified in research and teaching, and a demonstrated willingness to accept reasonable University responsibilities.

Research Standards for Tenure and Promotion to Associate Professor: In addition to meeting the criteria and standards for research for renewal of contract, the candidate must have achieved significant research results published in good quality journals. The comments from arm's length external referees must attest to the quality and significance of the research. There must be demonstrated evidence that the candidate is likely to continue to maintain or to exceed this level of research. The demonstrated research activity must have been completed beyond the initial appointment. Normally, the candidate will have at least three peer reviewed articles in good journals, beyond their appointment as Assistant Professor. Further, there must be clear evidence that the candidate has developed an independent research program.

Teaching Standards for Tenure and Promotion to Associate Professor: In addition to meeting the criteria and standards for teaching for renewal of contract, the candidate for tenure and promotion to Associate Professor must have consistently demonstrated competent teaching, a commitment to good teaching, which includes classroom teaching, mentoring, and supervision at all levels, and a willingness to be of assistance to students. The AAU RTP Committee will assign an overall teaching score after a complete and comprehensive review of all aspects of the candidate's teaching activities, performance, and portfolio, should one be submitted. This score should not be a simple or weighted average of the SET scores. For tenure and promotion, this overall score should be at least 5.0 on a 7-point scale. Further, if any issues have occurred with respect to (i) the candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline; (ii) the candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours; (iii) investigated student complaints; or (iv) unusual patterns of withdrawal from the candidate's classes; they must have been either satisfactorily resolved or there must be a plan put in place leading to resolution

Service Standards for Tenure and Promotion to Associate Professor: A candidate for tenure and promotion to Associate Professor must have a demonstrated record of consistent activity within the life of the AAU, and a demonstrated record of service to the broader University community and/or the academic profession.

Criteria for Promotion to Professor

Promotion to the rank of Professor will normally be granted if the candidate has, in the opinion of the candidate's peers within the academic community, achieved substantial distinction in the candidate's field, as exemplified in research and teaching, and demonstrated a willingness to accept reasonable University responsibilities. Though distinction in all areas will not be

considered requisite, candidates will be expected to have achieved the standards of performance described below. Research and teaching will be accorded the most weight. There may be individual cases when the candidate's service activity is deemed sufficiently significant so that this component is accorded more weight. Although promotion to the rank of Professor will rarely if ever be granted based on teaching alone, a candidate with a long-standing record of outstanding teaching, including distinguished performance in the classroom and a dedication to the welfare of students, constitutes a special case. Even in such cases, it will normally be considered a minimum requirement that some level of peer-reviewed research has been accomplished.

Research Standards for Promotion to Professor: The candidate must have demonstrated the ability to carry out an independent research program and must be consistently involved in research resulting in publications in high quality journals so that the candidate's research contributions are widely recognized by academic authorities in the field. Normally, the candidate will have at least three peer reviewed articles with one in a high-quality journal, beyond their appointment as Associate Professor. The candidate should have achieved some measure of national or international recognition as evidenced, for example, by invited presentations at conferences important to the research area, etc. The comments from arm's length external referees must attest to the quality and significance of the research. The candidate must have demonstrated an active involvement in the training of highly qualified personnel (HQP) and the candidate must have supervised to completion at least one graduate student since promotion to Associate Professor, or since the initial appointment if hired as an Associate Professor. The candidate must have a record of external research grants. Further, the candidate must have at least a ***Strong*** rating in the "Excellence of Researcher" category from an NSERC Discovery Grant application submitted within the last 6 years.

Teaching Standards for Promotion to Professor: In addition to meeting the criteria and standards for teaching for promotion to Associate Professor, the candidate for promotion to Professor must have consistently demonstrated good teaching including classroom teaching, mentoring, and supervision at all levels, and a willingness to be of assistance to students. The AAU RTP Committee will assign an overall teaching score after a complete and comprehensive review of all aspects of the candidate's teaching activities, performance, and portfolio, should one be submitted. This score should not be a simple or weighted average of the SET scores. For promotion to Professor, this overall score should be at least 5.5 on a 7-point scale. Further, if any issues have occurred with respect to (i) the candidate's effectiveness in promoting students' academic pursuits and where appropriate stimulating interest in continued study of the discipline; (ii) the candidate's day-to-day availability to students; and the "demands" placed on him/her by students and the candidate's willingness to assist students outside of formal class hours; (iii) investigated student complaints; or (iv) unusual patterns of withdrawal from the candidate's classes; they must have been either satisfactorily resolved or there must be a plan put in place leading to resolution

Service Standards for Promotion to Professor: In addition to standards for service for tenure and promotion to Associate Professor, the candidate must have a demonstrated record of leadership in service as evidenced, for example, by serving as committee chair, serving as undergraduate advisor, etc.