



**ARKANSAS STATE**  
UNIVERSITY

**DEPARTMENT OF  
MATHEMATICS AND STATISTICS**

**CRITERIA for PROMOTION and TENURE**

**Effective Academic Year 2023 - 2024**

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## **COMMITTEE COMPOSITION**

The department maintains a standing committee on promotion, retention, and tenure. The department has elected all tenured faculty within the department to serve on the committee. The Chair of the department serves on the committee as a nonvoting member.

## **GENERAL POLICY**

The Departmental PRT Committee (DPRTC) will follow promotion, retention and tenure procedures set forth in the Arkansas State University(A-State) Faculty Handbook. In evaluating the three general areas of professional activity (teaching, scholarship, and service), the committee will employ the university PRT criteria, which states that achievement is expected in all three areas, but exceptional contributions in two areas may be considered to compensate for lesser contributions in a third. Exceptional performance will be interpreted to mean that peers within the department consider the activities of the applicant to be observably more than a satisfactory level of performance. Requests for promotion and/or tenure will be reviewed on the basis of professional performance in these areas in accordance with the stipulations outlined below. These stipulations constitute the minimum requirements for consideration for promotion and/or tenure. In each tenure and promotion consideration, the DPRTC will evaluate research productivity with regard to the teaching load. For example, the DPRTC will expect the scholarly record of an applicant with a lower teaching load to exceed minimum requirements. For promotion from assistant to associate professor and for promotion from associate to full professor, the applicant should assume that the expected level of research activity will increase over time.

Pre-tenured faculty will be evaluated for tenure and promotion based on the criteria in place during their third year of employment on a pre-tenure appointment. These criteria will coincide with the comprehensive pre-tenure review completed during the third year of employment at A-State. Faculty applying for promotion to Full Professor will be evaluated by the PRT documents in place at the beginning of the academic year of their application.

## **INITIAL APPOINTMENT**

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor and be based on the thorough review and positive recommendations of the DPRTC. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the PRT application.

## **PRE-TENURE YEARLY REVIEW**

The DPRTC will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the Department

Chair. The Chair will review the retention recommendations, add recommendations, and send them to the College PRT Committee (CPRTC) or to the Dean as determined by college procedures.

### **PRE-TENURE THIRD YEAR REVIEW**

A comprehensive pre-tenure review will be completed in the third year of employment at A-State for all pre-tenured faculty regardless of rank. This review will require that all third-year pre-tenured faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The DPRTC, Department Chair, CPRTC, and Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenured faculty member regarding progress toward tenure.

### **TENURE SCHEDULE**

Persons initially given pre-tenure appointments as professors, associate professors, or assistant professors must be reviewed for tenure not later than the completion of their sixth academic year of service at A-State, and tenure will be granted or denied at the beginning of their seventh academic year of service at A-State. If the mandatory review results in a failure to gain tenure by completion of the sixth academic year of service, the seventh academic year appointment will be a terminal appointment.

Except in unusual cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review.

In referring to an “academic year,” it is the policy of the university that a full semester of service under a pre-tenure-status appointment which begins on or before the first day of the spring semester in an academic year counts as a full academic year. Non-compensated leave time of a full semester or more will not count as time toward tenure.

### **EARLY TENURE APPLICATION**

When warranted by exemplary productivity, a faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory tenure review. If a faculty member fails to earn tenure in this accelerated review cycle, the faculty member may apply for tenure again only after two years or in the sixth academic year of the pre-tenure cycle. Therefore, any faculty member interested in applying for early tenure should seek the advice of the DPRTC and the Department Chair.

### **EXTENSION OF TENURE CLOCK**

Upon the occurrence of extenuating circumstances (See Faculty Handbook), a pre-tenured faculty member may apply for an extension of time in which to meet tenure requirements. As soon as extenuating circumstances arise, the faculty member should contact the Department Chair and submit a formal written request for an extension with all supporting documentation.

The request, with documentation, will follow the normal PRT chain of review. All tenure extensions under this policy will be granted in one-year time periods. All extensions will be noted in the faculty member's PRT file and on each subsequent application to the PRT process.

### **ADDITIONAL PRT PROCEDURES FOR EDUCATOR PREPARATION PROVIDER FACULTY**

An additional level of PRT review exists for Educator Preparation Provider (EPP) Faculty outside the College of Education and Behavioral Science (COEBS). The process is an opportunity to validate the role of the EPP Faculty in advising, service, scholarship, and ongoing involvement with the public schools which is expected of EPP Faculty. Responsibilities of EPP Faculty to the Professional Education Unit must be considered in the promotion and tenure process. To this end, the faculty member's previously appointed Professional Education Review Panel will submit a report describing the contributions of the faculty member as a member of the EPP Faculty to the DPRTC early in the review process to permit the inclusion of the review panel's report in DPRTC discussions. A copy of the report will be forwarded with the PRT application.

If no members of the panel are from the faculty member's department, the faculty member may invite a member of his/her department to a meeting with the panel at the point at which the panel engages in its meeting with the faculty member.

A full description of this additional level of PRT review for EPP Faculty is detailed in the COEBS Educator Preparation Provider Unit Governance Handbook on pages 11 – 13. A link to this document can be found at [www.astate.edu/college/education/Educator-Preparation-Provider/](http://www.astate.edu/college/education/Educator-Preparation-Provider/).

### **CRITERIA FOR RECOMMENDATION**

#### **PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR:**

Faculty at the instructor rank who are currently in a tenure-track position and who complete requirements for the terminal degree should provide their department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the Department Chair and Dean and approval by the Provost, promotion to the rank of assistant professor may be recommended by the Chancellor to the ASU System President and Board of Trustees.

#### **TENURE AND/OR PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR:**

As defined in the Faculty Handbook, "tenure is a status granted in the academic community to faculty members who have proven themselves over time." Deliberation for tenure is separate from that of promotion to Associate Professor, and recommendation for one does not guarantee recommendation for both. In awarding tenure, the DPRTC recognizes those who have and will continue to contribute to the mission and anticipated needs of our university.

1. Possession of an earned doctoral degree.
2. Demonstrated ability as an effective teacher while upholding the academic standards of the department. Criteria used for determining teaching performance may include formal proposals for new courses, new course preparation, peer and supervisor evaluations, apparent student preparation for subsequent departmental courses and student evaluations.
3. Evidence of scholarly achievement demonstrated by publications in peer-reviewed national or international journals, presentations of papers before high-level professional meetings and/or research grants of intellectual significance for the department. Research activity must be appropriate to the needs of an institution moving toward offering more graduate-level degree programs.  
  
Publication in *predatory journals* may potentially impact consideration of the publication in the promotion and tenure process. Each faculty member should verify that he/she is not seeking publication in academic journals deemed *predatory journals* by consulting current listings.
4. Service to the University, College, Department and community through active participation on committees as member or chair, student advisement, and support for departmental projects. The DPRTC is interested in participation quality rather than quantity as indicated by peer opinions, peer election to important committees as member or chair, and performance evaluations by other committee members and committee chairs.
5. The DPRTC expects an applicant to exhibit superior performance in teaching and in at least one of the other two general areas of professional activity at A-State and acceptable performance in the third.
6. Promotion considered after a minimum of six years as an Assistant Professor except in an outstanding case that is clearly apparent to peers within the department.

**The Career Associate:**

Some Associate Professors may not pursue promotion to Full Professor for a number of reasons. Choosing to remain an Associate Professor teacher-scholar or pursue an administrative career can be fulfilling and the Department of Mathematics and Statistics respects such individuals and benefits from their contributions. Nevertheless, faculty who choose to remain Associate Professors must maintain quality instruction and serve as a mentor for junior faculty in addition to undergraduate and graduate students. Such scholar-teachers provide a critical role in the university setting and are highly valued in that setting.

## PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR:

In awarding promotion to Full Professor, the DPRTC recognizes those who have become leaders.

1. Possession of an earned doctoral degree.
2. Established reputation as an effective teacher while upholding the academic standards of the department. Criteria used for determining teaching performance may include formal proposals for new courses, new course preparation, peer and supervisor evaluations, apparent student preparation for subsequent departmental courses and student evaluations. Leadership may be demonstrated through activities such as course/program development, innovation in teaching, and mentoring junior faculty.
3. Established record of scholarly achievement demonstrated by publications in peer-reviewed national or international journals, presentations of papers before professional organizations, and/or grants on subjects of intellectual significance for the department. Leadership may be demonstrated by regular scholarly activities listed above, directing student research projects, and mentoring junior faculty.

Publication in *predatory journals* may potentially impact consideration of the publication in the promotion process. Each faculty member should verify that he/she is not seeking publication in academic journals deemed *predatory journals* by consulting current listings.

Additional documentation of excellence in scholarly activity should include a minimum of two letters of support providing evaluation of applicant's strength in research and/or in service to professional organizations. Applicant should provide contact information, affiliation, and rank of each reference as well as information regarding the nature of the relationship between applicant and reference.

4. Established commitment to service to the University, College, Department and community through active participation on committees as member or chair, student advisement, support for departmental projects. Leadership may be demonstrated through administrative duties, peer election to important committees, chairing committees, and playing a primary role in departmental projects.
5. The DPRTC expects an applicant to exhibit superior performance in teaching and meet requirements of promotion to Full Professor in the other two areas.
6. Promotion considered after a minimum of five years as an Associate Professor except in an outstanding case that is clearly apparent to peers within the department.

## APPENDIX

The PRT application should be a well-written and thorough document which clearly illustrates a faculty member's contributions. Include development of new courses, independent studies, theses sections, and innovative teaching strategies when listing teaching activities. In outlining achievement in scholarship, briefly describe contribution and role in each activity. Each service activity should include some indication of role and time commitment. In any application the burden of proof lies with the applicant. A faculty member intending to apply for promotion and/or tenure is encouraged to talk with a member of the DPRTC to receive input on the PRT application.

The most current PRT documents are available through the Academic Affairs and Research Office website.

### **The following is a checklist of documents needed for promotion to Full:**

- A Letter of Intent
- *Application for Requesting Promotion and/or Tenure* (provide one hard copy and an identical electronic version)
- The *Summary of Recommendations* sheet should be attached to the front of the single hard copy of the application as well as appear at the front of the electronic copy.
- 1 copy of all publications and "In Press" (If manuscript is "In Press," include a letter of notification of acceptance from editor.)
- 2 or more support letters evaluating research strength and/or service in professional organizations (research focus).

### **The following is a checklist of documents needed for tenure and/or promotion to Associate:**

- A Letter of Intent
- *Application for Requesting Promotion and/or* (provide one hard copy and an identical electronic version)
- The *Summary of Recommendations* sheet should be attached to the front of the single hard copy of the application as well as appear at the front of the electronic copy.
- 1 copy of all publications and "In Press" (If manuscript is "In Press," include a letter of notification of acceptance from editor.)
- 1 copy of all previous PRT review letters received from the Department Chair and DPRTC.

### **The following is a checklist of documents needed for pre-tenure third-year review:**

- Cover letter
- *Application for Requesting Promotion and/or Tenure* (provide one hard copy and an identical electronic version)
- 1 copy of all publications and "In Press" (If manuscript is "In Press," include a letter of notification of acceptance from editor.)
- 1 copy of all previous PRT review letters received from the Department Chair.