

Department of Mathematics and Statistics

Standards for Tenure and Promotion

The standards described within this document shall be used to evaluate faculty applications for promotion and tenure in the Department of Mathematics & Statistics. We describe general standards for the ranks of Assistant Professor, Associate Professor, and Full Professor, as well as specific activities to be documented and evaluated during the promotion process. It should be understood that standards and criteria in this document are intended to be consistent with the UFV Principles for the Establishment of Faculty Standards and Criteria for Tenure and Promotion as well as the Guidelines and Minimum Requirements for Academic Rank approved by the Faculty Standards Committee.

The Department of Mathematics & Statistics recognizes a commitment to Indigenization and values all efforts made by faculty members to further Indigenization at UFV. We recognize these efforts in our ways of teaching, our scholarship, and our service to the community.

General Standards for Ranks

The standards given here are for the minimum rank listed. Criteria listed for higher ranks are in addition to the criteria for lower ranks.

Assistant Professor:

- Holds doctorate in mathematics, statistics or a closely related field
- Shows enthusiasm and a commitment to excellence in teaching a mathematical or statistical curriculum that is modern, accurate, and consistent with departmentally approved learning objectives
- Shows potential and commitment to engage in scholarly activity
- Plays a *participatory role* in university service and community service, particularly at the departmental level

Associate Professor:

- Demonstrates advancement in teaching, innovation in teaching, and a commitment to excellence in teaching
- Acts as a mentor to students
- Contributes significantly to the strategic directions of the institution
- Creates and maintains departmental curriculum and programs
- Plays a *significant* role in university service or community service
- Maintains a record of sustained and meaningful service
- Maintains a record of sustained and productive scholarly activities

Full Professor:

- Has a consistent record of outstanding teaching.
- Acts as a mentor to junior faculty
- Leads departmental initiatives and promotes its mission
- Has developed a reputation for excellence in scholarly activity, nationally and internationally
- Plays a *leadership* role in university, academic, and community service, including community outreach.

The general standards are to be evaluated by means of documenting specific activities. We divide the activities into those that are *mandatory* and those that are *additional*. The *mandatory* activities are expected of all faculty members applying for promotion, while those listed as *additional* are intended to provide supplementary weight to applications based on individual strengths. Further, we allow for the possibility that activities which are not specifically mentioned in this document, but are closely related to these activities, may also be considered as valid contributions towards promotion. Many duties performed by faculty members can be engaged at different levels. These standards make use of the terms *participatory role*, *significant role*, and *leadership role* to describe three levels of engagement. As an example, roles in an outreach event might be *participatory* (attending and participating on the day of the event), *significant* (organizing or planning some aspect prior to the event), or *leadership* (launching or organizing the event as a whole). Again, we would consider engagement at a level beyond that expected at a given rank to be considered as *additional* activity.

As per the UFV Collective Agreement Article 18.1, we recognize that the duties and responsibilities of the teaching faculty fall into three categories. The categories are teaching, service and scholarship, and we outline standards for each category. Furthermore, under the defined procedure for tenure and promotion (Collective Agreement Appendix), the evaluation of faculty is to be comprised of a minimum of 60 teaching, a minimum of 20% on one of service or scholarship, and a minimum of 10% on the remaining component. The weights shall be reflected in these standards by the inclusion of more or less of the *additional* activities listed.

Mandatory activities at higher ranks are again to include those listed for lower ranks. Lower ranks may of course choose to engage in activities listed as *mandatory* or *additional* for higher ranks.

Teaching Activities

The following teaching activities are all *mandatory*, and expected of all faculty members:

Assistant Professor:

- Engages in professional development related to teaching
- Conducts meaningful reflection and self-evaluation towards better facilitating student learning
- Shows enthusiasm in the subject matters and actively engages students in learning
- Gives prompt evaluation of written work, which includes personalized feedback
- Plays a *participatory role* in developing new courses and programs
- Plays a *participatory role* in curriculum review and development

Associate Professor:

- Investigates new classroom techniques, technology, or pedagogy, towards ongoing improvement in the quality and effectiveness of instruction
- Plays a *significant role* in developing or reviewing courses, programs, or curriculum

Full Professor:

- Engages in the teaching community outside of UFV
- Develops innovative curriculum or teaching methods and shares these with community inside and outside of UFV
- Plays a *leadership role* in developing new courses and programs
- Plays a *leadership role* in curriculum review and development
- Receives consistent reports of high teaching performance on evaluations, representing all levels of courses and time periods taught at UFV.

Additional (*non-mandatory*) teaching activities include, but are not limited to:

- Augments student mentoring activities through supervision of student-led groups
- Augments student mentoring activities through supervision of independent studies, directed studies, or honors courses
- Augments student mentoring activities through supervision of work-study students
- Creates resources and programs to support teaching
- Integrates research projects into teaching
- Introduces novel elements into teaching

For each of these activities, documented output will constitute evidence of success. The following table illustrates examples of such output, and/or other indicators of success that are associated with the activities that have less readily apparent output.

Activity	Indicator of Success/Sample Evidence
Engages in professional development related to teaching	<ul style="list-style-type: none">• Attends teaching related workshops or meetings
Conducts meaningful reflection and self-evaluation towards better facilitating student learning	<ul style="list-style-type: none">• Teaching portfolio that demonstrates a record of self-evaluation and efforts to improve one's teaching
Shows enthusiasm in the subject matters and actively engages students in learning	<ul style="list-style-type: none">• Teaching portfolio that demonstrates material used in student engagement
Gives prompt evaluation of written work, which includes personalized feedback	<ul style="list-style-type: none">• Copies of assignments with feedback
Plays a <i>participatory role</i> in developing new courses and programs	<ul style="list-style-type: none">• Collaborates with others in developing new courses and programs
Plays a <i>participatory role</i> in curriculum review and development	<ul style="list-style-type: none">• Updates course outlines
Investigates new classroom techniques, technology, or pedagogy, towards ongoing	<ul style="list-style-type: none">• Attends workshops• Provides workshops for colleagues

improvement in the quality and effectiveness of instruction	<ul style="list-style-type: none"> Enrolls in courses
Plays a <i>significant role</i> in developing new courses and programs	<ul style="list-style-type: none"> Creates a new course or program
Plays a <i>significant role</i> in curriculum review and development	<ul style="list-style-type: none"> Conducts 6-year reviews on courses Serves on curriculum committees

Service Activities

The following service activities are all *mandatory*, and expected of all faculty members:

Assistant Professor:

- Plays a *participatory role* in department meetings, functions, and committees
- Undertakes articulation and transfer assessment as needed by the department

Associate Professor:

- Plays a *significant role* in departmental meetings, functions and committees
- Plays a *significant role* in university committees such as task forces, program working groups, Senate, or Senate Standing committees.
- Provides service at regular university functions such as orientation, convocation, or information sessions.

Full Professor:

- Serves a *leadership role* in department meetings functions and committees
- Mentors sessional and new faculty

Additional (non-mandatory) service activities include, but are not limited to:

Associate Professor:

- Engages students in volunteer activities
- Maintains department or other university websites
- Serves on SACs and/or IPECs
- Serves at the Advice Center
- Plays a *significant role* in the FSA
- Plays a *participatory role* in outreach events
- Serves a *participatory role* on professional committees at regional or national level
- Serves as a reviewer of scholarly work
- Serves as a scholarly resource to the community, providing expert commentary, information, and/or analysis

Full Professor:

- Serves on external review committees
- Serves a *significant* or *leadership role* on professional committees at regional, national, or international level
- Serves as administrator (e.g. department head)
- Plays a *leadership role* in community outreach
- Conducts presentations or lectures at community functions
- Plays a *leadership role* in the FSA
- Serves on editorial boards

For each of these activities, documented output will constitute evidence of success. The following table illustrates examples of such output, and/or other indicators of success that are associated with the activities that have less readily apparent output.

Activity	Indicator of Success/Sample Evidence
Plays a <i>participatory role</i> in department meetings, functions, and committees	<ul style="list-style-type: none">• Serves on departmental subcommittees• Participates in department functions
Plays a <i>significant role</i> in department meetings, functions, and committees	<ul style="list-style-type: none">• Chairs departmental subcommittees• Represents the department on university committees
Plays a <i>significant role</i> in university committees, task forces, program working groups, etc.	<ul style="list-style-type: none">• Chairs such committees• Authors reports, proposals, etc. produced by such committees
Plays a <i>significant role</i> in the FSA	<ul style="list-style-type: none">• Serves as steward• Serves on elected committees• Contributes to the FSA newsletter
Plays a <i>participatory role</i> in outreach events	<ul style="list-style-type: none">• Participates in outreach events
Serves a <i>participatory role</i> on professional committees at regional or national level	<ul style="list-style-type: none">• Serves on committees of professional societies such as CMS or MAA• Serves on articulation committees
Mentor sessional and new faculty	<ul style="list-style-type: none">• Acts as contact person• Provides feedback to junior faculty
Serves a <i>significant</i> or <i>leadership role</i> on professional committees at regional, national, or international level	<ul style="list-style-type: none">• Chairs professional committees• Authors reports produced by professional committees
Plays a <i>leadership role</i> in community outreach	<ul style="list-style-type: none">• Organizes recurring outreach events• Launches new outreach events
Plays a <i>leadership role</i> in the FSA Serves on external review committees	<ul style="list-style-type: none">• Serves on the executive committee• Chairs elected committees• Serves as contract administrator

Scholarly Activities

Scholarly activity is *mandatory*, but no single specific activity is required of all faculty members. Each faculty member must engage in some of the following scholarly activities:

- Produces traditional scholarly products in the form of peer-reviewed publications (articles, books, monographs, etc.)
- Takes courses or workshops to increase expertise required for scholarly project
- Presents at conferences or invited talks
- Supervises students conducting research, independently or as part of a course
- Establishes collaborative partnerships
- Engages in the scholarship of teaching and learning

For each of these activities, the associated scholarly output produced will constitute evidence of success. The following table illustrates examples of such output, and/or other indicators of success associated with the activities that have less readily apparent outputs.

Activity	Indicator of Success/Sample Evidence
Establishes collaborative partnerships	<ul style="list-style-type: none">• Letter of support from collaborator
Engages in the scholarship of teaching and learning	<ul style="list-style-type: none">• Publications in the scholarship of teaching and learning• Evidence of scholarly inquiry focused on student learning

Assistant Professor:

An Assistant Professor will show commitment and potential in some of the activities listed above.

Associate Professor:

An Associate Professor will engage in some of the scholarly activities listed above, as part of a program of scholarship which is ongoing and productive, evidenced by achievements, activities and appointments which would include some of the following:

- Earns awards for scholarly activity
- Procures grants for scholarly activity
- Receives invitations to speak at conferences
- Collaborates with academics outside of UFV
- Collaborates with academics in other disciplines
- Facilitates successful student output such as publications, posters, and presentations
- Serves as a peer reviewer for (one or more) journals
- Serves on (one or more) grant selection committees
- Serves as an editor of (one or more) publications

Full Professor:

A Full Professor will engage in some of the scholarly activities listed above, as part of an ongoing and productive program of scholarship which is recognized nationally and internationally in disciplinary forums, and which involves several of the achievements, activities and/or appointments listed above.