

DEPARTMENT OF MATHEMATICAL SCIENCES
Addendum to MTSU's Promotion & Tenure Guidelines

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Approved by Department November 15, 2005 (date)

Approved by Dean November 30, 2005 (date)

Approved by Provost _____ (date)

- I.** The Department of Mathematical Sciences will have one committee to determine Promotion and Tenure recommendations for the upcoming academic year. In the event the composition of the Department of Mathematical Sciences changes, then the department will reconsider the composition of its Promotion and Tenure Committee.
- II.** The Promotion and Tenure Committee will consist of at least 11 tenured faculty members to be elected by the tenured/tenure-track faculty. The elected committee will represent each of the curriculum groups (Professional, Industrial, Mathematics Education, Actuarial Science, and Statistics). All tenured/tenure-track faculty members are entitled to vote on Committee membership.

At least two-thirds of the committee must be present to constitute a quorum. A simple majority vote will constitute a recommendation. A tie vote will constitute a negative recommendation. Absentee voting will be allowed.

III. NATIONAL RECOGNITION IN RESEARCH/CREATIVE ACTIVITY

National recognition in research and creative activity includes the dissemination of one's scholarship through a peer-reviewed process to an audience outside the state and region. There are two categories in the Research/Creative Activity area: ***Required Activity*** and ***Additional Activity***. The candidate should include work from at least the last five years.

A. Documentation of Required Activity

1. Publications – Refereed

This includes published works such as articles, monographs, books, electronic media, and other works that are subject to a formal review process by scholars in the field. Documentation for each publication must include the following:

- (a) title and reference citation;
- (b) a list of all co-authors (if applicable). If multiple authors, then indicate extent of contribution (principal author, contributor, consultant, helpful remarks, etc.);
- (c) publication information (e.g., longevity of journal/book/series, acceptance rate, readership, editorial board);
- (d) copy of article/chapter, book (if possible);
- (e) abstract (if not included in publication); and
- (f) acceptance letter (if “in-press” or “to appear”).

2. Presentations – Scholarly

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This includes presentations to international and national audiences. Documentation for each presentation must include the following:

- (a) name of conference;
- (b) nature of conference;
- (c) title and abstract of presentation;
- (d) level of participation in the presentation (lead, co, panel, discussant, etc.); and
- (e) review process for conference acceptance (refereed or non-refereed).

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B. Documentation of Additional Activity

1. Publications – Non-refereed

This includes manuscripts, books, technical reports, or other materials that have been published in a non-review process or manuscripts currently under review. Provide all documentation identified in the Required Activity with the exception of item 1(f).

2. Presentations

This includes colloquia, seminars, workshop presentations, roundtable work sessions, regional presentations and state presentations. Provide all documentation identified in the Required Activity.

3. Grants

This includes funded and non-funded external grants from public and private sectors as well as funded internal grants from the university that include dissemination at the national level.

Documentation must include the following:

- (a) official information about the grant – title, granting agency, project number, dollar amount;
- (b) list of all co-PI's (along with a description of the extent/level of contribution);
- (c) abstract;
- (d) type of grant – research, developing research infrastructure, undergraduate research, curriculum development, professional development;
- (e) outcomes (manuscripts, travel, invited scholars, new course materials, etc.) and if complete, level of success in obtaining the outcomes.

4. Reviewers

A reviewer list of at least three individuals who are external to the university and are knowledgeable about work in your area may be submitted. From this list, at least two will be selected to submit an external review letter evaluating your contributions to the field. During the process, a reviewer has the option of anonymity for his/her review.

5. Letters of Support

Self-solicited letters of support may be included.

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IV. NATIONAL RECOGNITION IN SERVICE/OUTREACH

A. Documentation of Activities at the National Level

National recognition in service/outreach includes recognition for service to the public, the profession, and the university that extends beyond the state and region. It is the responsibility of the individual to document fully the impact of service at the national level. Required activities include service/outreach activities that extend beyond the state and region. The candidate should include work from at least the last five years. Examples include but are not limited to the following activities:

1. Serving as an officer in a discipline related association.
2. Serving as a committee chairperson/member of a conference organizing committee.
3. Serving as a journal editor, proceedings editor or guest editor of a refereed journal.
4. Serving as a textbook reviewer for a publisher, as a referee for a journal, or as a grant reviewer.
5. Serving as a conductor of training or presenter of national/international workshops or conferences.
6. Guest lecturing on other campuses.
7. Doing consulting work that results in widespread dissemination or distribution.
8. Being a member of a specially appointed task force.
9. Receiving and administering service grants. Documentation must include the following:
 - (a) official information about the grant – title, granting agency, project number, dollar amount;
 - (b) list of all co-PI's (along with a description of the extent/level of contribution);
 - (c) abstract;
 - (d) type of grant – research, developing research infrastructure, undergraduate research, curriculum development, professional development;
 - (e) outcomes (manuscripts, travel, invited scholars, new course materials, etc.) and if complete, level of success in obtaining the outcomes.
10. Work done at the department or university level that has achieved national impact or recognition.

B. Documentation of Additional Items:

Additional activities include service/outreach activities that are within the state and region. It is the responsibility of the candidate to make a case that such activities have resulted in national recognition. Examples include but are not limited to the following activities:

1. Serving on or chairing departmental, college, or university committees.
2. Serving as a conductor of training or presenter of state/regional workshops or conferences.
3. Taking a leadership role in the Faculty Senate.
4. Advising a university-wide student organization.
5. Serving on a university search committee.