

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
DEPARTMENT OF MATHEMATICS**

BYLAWS

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I. INTRODUCTION

This document constitutes the bylaws and operational policies for the Department of Mathematics at The University of Tennessee at Chattanooga. If any policy or procedure in these bylaws is found to conflict with policies or procedures of the College of Arts and Sciences, the University of Tennessee at Chattanooga, or the University Of Tennessee Board Of Trustees, the policies and procedures of these three entities shall take precedence. Proposed amendments to these Bylaws are possible with a positive two-thirds majority vote of the eligible voters as defined in Section II. Any proposed amendments or revisions to these Bylaws must be distributed to the Department at least a week before they will be voted on by the Department.

II. Membership, Meetings, and Voting

Section A. Membership

The full time members of the Department during the academic year are classified into the following categories:

1. Tenured and Tenure Track Faculty
 - 1a. Tenured Faculty: Faculty who hold tenure in the Department.
 - 1b. Tenure Track Faculty: Faculty who are not tenured but are in a tenure track position.
2. Lecturers and Visiting Professors
 - 2a. Level One Lecturers: Full time faculty whose primary duties are teaching, but are not eligible for tenure.
 - 2b. Level Two Lecturers: Full time faculty whose primary duties are teaching with three years of continuous employment within the Department. This status is granted by a positive vote of the RTR Committee and approval of the department head.
 - 2c. Visiting Professors: Faculty whose official status is that as a visiting professor.
3. Instructional Staff, Graduate Students and Administrative Staff:
 - 3a. Professional Instructional Staff: Individuals whose primary duties are not college level teaching, but assist in the instructional mission of the Department.
 - 3b. Graduate Teaching Assistants: Graduate students supported by the Department.
 - 3c. Administrative Staff: Individuals whose primary duties are not teaching, but function in the role of administrative support.

Section B. Meetings

The operational procedures and policies will be deliberated at regular Departmental meetings. Proposals can originate either in a committee or as an agenda item proposed by an individual faculty member. All members are welcome to attend and participate in the discussion; however some issues will dictate that only some members can attend. Examples of such issues include hiring and staffing needs, awards and honors, and others. Departmental meetings will be conducted according to *Robert's Rules of Order*. Passage of a motion will be by simple majority of eligible voters present, unless these Bylaws indicate otherwise. No absentee or proxy voting is allowed.

Section C. Voting

All members of the department except Graduate Students and Administrative Staff are eligible to vote on a motion with the following exceptions:

1. Voting privileges on hiring, staffing, or changes in these Bylaws are restricted to members in Category 1a.
2. Voting privileges on scholarships and awards are restricted to members in Category 1 and 2b.
3. Voting privileges on the curriculum and choice of textbooks are restricted to Category 1 and Category 2b. If the proposal pertains to the graduate curriculum, only members of the Graduate Faculty may vote on the proposal.

Note: APPROVED 3/22/13 BY A VOTE OF 12-0-0

Note: We may want to include a provision to restrict voting on some topics other than these enumerated here on an ad hoc basis with a positive vote of the Category 1a members, since this would be a temporary suspension of the Bylaws (a 2/3 vote is required).

III. Committees

This Section defines the responsibilities, the membership criteria, and the constitution of the committees to determine and manage the activities related to the departmental mission. Members in Category 1, 2, and 3a are expected to participate in the activities of the committee work and may make their preferences known on which committees they would like to serve. Some committees will allow student representation and associated voting privileges. A positive vote on a motion in a committee will result in the motion being forwarded to the full department for approval subject to the voting criteria in Section II of these Bylaws. Ideally, the committee structure should represent the different ranks in the department, unless the relatively small size of the committee prohibits this.

Section A: The Committees of the Department

1. Advisory Committee
2. Academic Awards
3. Budget
4. Colloquium
5. Curriculum
6. Faculty Recruitment
7. Graduate
8. Rank, Tenure, and Reappointment
9. Scheduling
10. Student Relations
11. Math Competitions
12. Contingent Faculty
13. Ad Hoc

Section B: Committee Descriptions and Membership

1. Advisory Committee: This committee serves to advise the Department Head and fields faculty concerns within the Department---especially concerns regarding Department policy and procedures. The charge of the committee is to draft and update policies and procedures relevant to these Bylaws. It also serves as a Committee on Committees to assign members to the other Departmental committees.

Membership: Department Head plus three members from Category 1a. One of these is chosen by the Department Head, and the others are elected by members in Category 1a.

2. Academic Awards: This committee makes recommendations regarding the award of any scholarships for students or future students in Mathematics. The committee is responsible for advertising these scholarships, developing, distributing, and collecting applications for careful evaluation in order to make recommendations to the Department. The committee is also responsible for recommending the recipients of the annual awards given by the Department, including administration of the Freshman Math Award. The committee will also schedule and arrange all details for the annual Departmental Honors ceremony.

Membership: Four members from Category 1 plus two from Category 2a or 2b. No student members.

3. Budget: This committee reviews the annual operating budget, the gift fund, and the endowments. The committee works with the Department Head on matters regarding the amount, structure, and distribution of the budgets of the Department, providing input on Department priorities and resource allocation to the Department Head on the annual budget and other departmental accounts. The committee seeks to foster budgeting transparency, longer term as well as immediate fiscal planning, a greater understanding of budget complexities within the department and a clear connection between the Department budget and the University's strategic plan.

Membership: Department Head plus three members from Category 1.

4. Colloquium: This committee schedules the times, the speakers, and the rooms for the departmental colloquium. An attempt should be made to enlist a broad spectrum of speakers, some from within the Department, on different topics. The committee also applies for a grant from the University to support some travel expense for the speakers.

Membership: Four members from Category 1, plus one student.

5. Curriculum: This committee reviews new course proposals from within the Department, recommends changes to existing courses, and reviews the curriculum as a whole. Any member of the Department can submit a concern regarding any part of the curriculum and the committee will investigate the issue and recommend any changes if necessary. Any change to the curriculum requires a majority vote from the Department. One member of the committee will serve as the representative to the Arts and Sciences Curriculum Committee.

Membership: Five members from Category 1, one member from Category 2b. One student may sit on the committee as a non-voting member.

6. Faculty Recruitment: This committee examines the staffing needs of the Department and evaluates applicants for faculty openings. Since these decisions are crucial to the future success of the Department every effort should be made to solicit input from all members of the Department regarding the areas of specialization of the prospective candidates. The committee recommends candidates to the Department which then meets as a body for discussion. Faculty in Category 1a vote on a recommendation that they forward to the Department Head. Of course, faculty in Category 1a may make individual recommendations to the Head. The Rank, Tenure, and Reappointment (RTR) Committee will review the recommendation with regard to rank and years to be credited toward tenure.

Membership: Five members from Category 1a.

7. Graduate: This committee considers all issues pertaining to the graduate program, including admissions, selection of GTAs, curriculum, advisement, and any necessary revisions and/or changes to the program.

Membership: Graduate Program Coordinator, two members from the graduate faculty chosen by the Department Head, plus two members elected by the graduate faculty.

8. Rank, Tenure, and Reappointment: This committee is described in detail in the *UTC University Handbook*.

Membership: All members in Category 1a except the Department Head.

9. Scheduling: In addition to creating the class schedule for each semester, this committee responds to the requests of faculty regarding teaching schedules and identifies future course offerings for subsequent semesters.

Membership: Associate Head, plus three other members from Category 1.

10. Student Relations: This committee is responsible for organizing department sponsored events involving students:

Student Advisement Nights (Fall and Spring)

Student Welcome Back Party (Fall)

Members may also participate in University and College sponsored on-campus new student recruiting events. Additionally, they may participate in Math Club and Pi Mu Epsilon activities such as annual food drive and other community outreach activities.

Membership: Faculty from all categories, PME Advisor, and Math Club Advisor, PME president (student), and Math Club president (student).

11. Math Competitions: This committee administers the TMTA, AMC, middle- and high school poster competitions, and the like.

Membership: Unrestricted members from Categories 1 and 2.

12. Contingent Faculty Committee: This committee provides contingent faculty their own forum, apart from the tenured and tenure-track faculty and the Department Head. The chair of the committee collects concerns or recommendations from the contingent faculty and brings them forward to the Department Head.

Membership: Contingent faculty (i.e. faculty in Category 2 and adjunct faculty).

14. Ad Hoc Committees: These will be established when necessary to address short term issues.

Membership: Chosen by the Advisory Committee in consultation with the Department Head.

IV. EDO Evaluation and the Reappointment Process

Section A: Teaching Qualifications and Initial Appointment

As required by SACS, faculty teaching at the 1000 and 2000 levels must have an advanced (i.e. Masters) degree, or, in rare cases, must have completed no fewer than 18 graduate credit hours in Mathematics. Additionally, faculty teaching at the 3000 level and above must hold an appropriate terminal degree except in the case of unavoidable staffing exigencies and/or documented specific expertise.

Section B: The EDO Process and the Dossier

1. Faculty in Category 1a will participate in an annual review called the EDO process which is explained in the *UTC University Handbook*. No formal dossier is required of tenured faculty.

2. Faculty in Category 1b shall submit a dossier each year for consideration by the RTR Committee. The dossier will include all items identified by the College of Arts and Sciences and by the *UTC University Handbook*, plus two reports from teaching observations done by members of the RTR Committee. Additional items may be included at the discretion of the candidate. A recommendation on reappointment will be forwarded from the RTR Committee to the Department Head as required by the *UTC University Handbook*.

3. Faculty in Category 2a shall submit a dossier each year for consideration by the RTR Committee. The dossier will include the most recent EDO, student evaluations, plus two reports from teaching observations done by members of the RTR Committee. Additional items may be included at the discretion of the candidate. A recommendation on reappointment will be forwarded from the RTR Committee to the Department Head as required by the *UTC University Handbook*.

4. Faculty in Category 2b shall submit a dossier every third year for consideration by the RTR Committee. The dossier will include the most recent EDO, student evaluations, plus one report from a teaching observation done by a member of the RTR Committee. Additional items may be included at the discretion of the candidate. A recommendation on reappointment will be forwarded from the RTR Committee to the Department Head as required by the *UTC University Handbook*.

5. Graduate Teaching Assistants in Category 3c will be considered for continuation based on two reports from teaching observations done by members of the RTR Committee. A recommendation on continuation will be forwarded from the RTR Committee to the Department Head.

All observations are made at the invitation of the teaching faculty members and should take place on different dates. Additional observations may be required as part of a “Faculty Review Improvement Plan” which the *UTC University Handbook* stipulates must be implemented should a faculty member receive a “Needs Improvement” or “Unsatisfactory” EDO rating (*Faculty Handbook 3.2.2.3*). Further observations may also be conducted at the discretion of the Department Head.

Guidelines for the Report of Teaching Observations can be found in the Appendix.

Section C. The EDO Performance Evaluation

The following criteria – teaching, research, service – are followed by *representative* activities, not exhaustive lists. Individuals are responsible for documenting specific professional activities according to each criterion.

1. Teaching

All faculty, regardless of rank or status (part time or full time), are expected to demonstrate commitment to good teaching and they are expected to provide quality instruction in all courses.

a. Representative Activities for Standard EDO (Meets Expectations)

Prepare syllabi following UTC guidelines

Select teaching materials which are appropriate to the course description

Select teaching materials that reflect current developments in Mathematics

Teach courses in accordance with the syllabus

Specify in the syllabus a set of reasonable grading practices and follow them carefully

Meet classes as scheduled or, if it is necessary to be absent, notify the department head

Hold office hours and be available to meet with students outside of regular class hours

Share in the responsibility for advising students, according to departmental arrangements for advisement

Discuss with the department head student pedagogical concerns

Write letters of recommendation

Attain satisfactory student/peer evaluations

Submit a copy of grades to the department at the end of each term
Submit necessary materials for General Education courses taught

b. Representative Activities for Exceptional EDO (Exceeds Expectations)

Prepare new course materials
Direct Departmental Honors Project
Direct student research projects
Prepare advising materials
Participate in professional development activity
Receive teaching and/or advising award
Attain superior student and/or peer evaluations

2. Research

a. Lecturers

There are no research requirements for faculty appointed at the rank of Lecturer, except for those whose contract specifies that the continuation of their appointment is dependent on the completion of the terminal degree. The latter individuals are ordinarily expected to complete the terminal degree within one year of their initial appointment.

b. Professorial ranks

All faculty in the Mathematics Department holding the ranks of Assistant Professor, Associate Professor, or Professor are expected to maintain a program of scholarly engagement with their discipline. Specific expectations for each faculty member are to be developed annually in consultation with the department head and included in the statement of EDO objectives. (Faculty should consult “Criteria for Tenure” for cumulative standards of evaluation.)

c. EDO Activities

i. Representative Activities for Standard EDO (Meets Expectations)

Engage in research
Prepare/submit book review for publication
Prepare/submit article or creative work for publication
Attend a professional conference
Organize/lead a professional workshop
Present paper at professional meeting (regional, national, international)

ii. Representative Activities for Exceptional EDO (Exceeds Expectations)

Publish article

Author or edit a book, collection, journal, or reference work
Present invited paper at professional meeting (regional, national,
international)
Receive national/international recognition
Develop and/or coordinate professional seminars, workshops, etc.

Present invited seminar/lecture
Organize/chair session of professional meeting
Submit proposal to outside funding agency
Administer a funded research grant

3. Service

a. Lecturers

Faculty appointed at the rank of Lecturer are expected to provide departmental and university service through committee assignments or less formal arrangements developed in consultation with the Department Head and specified in the statement of EDO objectives. They are not required to engage in community service activities.

b. Professorial ranks

Faculty appointed at the professorial ranks are expected to provide departmental and university service through committee assignments or less formal arrangements developed in consultation with the Department Head and specified in the statement of EDO objectives. They are expected to engage in community and professional service activities as may be appropriate in Mathematics.

c. EDO Activities

i. Representative Activities for Standard EDO (Meets Expectations)

Maintain membership in professional organizations
Serve on departmental committee
Serve on university committee
Participate in student recruitment
Support and assist colleagues
Participate in departmental activities

ii. Representative Activities for Exceptional EDO (Exceeds Expectations)

Chair time-intensive, departmental or university committee
Engage in special service to department or university, e.g., SACS review process
Serve as officer in professional organization
Serve on committee of professional organization
Organize/lead a professional workshop
Serve on Faculty Senate or other time-intensive committees
Review manuscript for a journal
Review proposal for funding agency
Coordinate student recruitment activities
Provide service to local schools/community
Provide professional consulting services

Section D. EDO Criteria and Ratings of Needs Improvement or Unsatisfactory

1. A rating of **Needs Improvement** may occur if the individual fails to adequately engage in activities identified as representative activities for Meets Expectations.
2. A rating of **Unsatisfactory** may occur if the individual fails to engage in activities identified as representative activities for Meets Expectations and whose performance in any of the three categories falls significantly below minimal expectations of the profession. Examples of such behavior include failure to meet classes, failure to submit grades in a timely manner, or to perform duties in a manner which has a negative impact on the students, the department, the university, or the community.

V. The Tenure Process

Section A: The Granting of Tenure

In the words of the *UTC Faculty Handbook*, “Tenure is awarded after a thorough review which culminates in The University acknowledging a reasonable presumption of the faculty member’s professional excellence, and that excellence will contribute substantially over a considerable period of time to the mission and anticipated needs of the academic unit in which tenure is granted. Professional excellence is reflected in the faculty member’s teaching, research, and service including the faculty member’s ability to interact appropriately with colleagues and students. The relative weights of these factors will vary according to the fit between the faculty member and the mission of the academic unit in which he or she is appointed.” This section elaborates on the procedures and criteria used for granting tenure in the Mathematics Department.

1. Procedure:

The constitution of the Rank, Tenure, and Reappointment Committee and the procedures to be followed are described in the *UTC Faculty Handbook*. This part elaborates on the voting procedures stated there. Specifically, the committee decision is by majority vote (yes or no) of those (including the chair of the committee) present and voting. Abstentions are permitted. A quorum, as specified by *Roberts Rules of Order*, is required for actions to take place. All votes will be by secret ballot. External letters will be used in the tenure process following the procedure described in the Appendix.

2. Criteria:

This part elaborates on the “Criteria for Granting Tenure” in the *UTC Faculty Handbook*. The eight criteria listed there are all addressed implicitly in the statement below but this section will address them through the standard divisions of teaching, scholarly activity, and service. It is recognized that senior faculty applying for tenure may have met some of these criteria before coming to UTC.

As the *UTC Faculty Handbook* states, tenure is awarded to those who will “contribute substantially over a considerable period of time to the mission and anticipated needs of the academic unit in which tenure is granted.” For this reason, the candidate should present clear evidence of a long term interest and enthusiasm for teaching, advising, scholarly activities, and service. The following lists are meant to be representative and not comprehensive. It is understood that weights may vary for different individuals but that excellence in teaching is considered primary.

a. Teaching and Advising:

A candidate for tenure should have an established reputation as a good teacher as measured not only by traditional student evaluations but also by the quality of classroom materials and examinations, the updating and developing of courses and curricula, and classroom visitations by faculty colleagues. Other evidence would be outstanding teaching awards and nominations, direction of research or honors projects, service on honors or thesis committees, teaching appropriate individual or group studies courses, or positive feedback from former students. A candidate for tenure should have an established reputation as a good academic advisor as measured by activities demonstrating knowledge of the curriculum for advising purposes, writing letters of recommendation, advising Pi Mu Epsilon, or other student groups. The candidate should also demonstrate the willingness and ability to meet the instructional goals of the department. Clear evidence of a long term interest and enthusiasm for teaching as a high priority activity is essential.

b. Scholarly Activity:

There needs to be clear evidence of recognition of the candidate’s research and scholarship. External recognition can be measured by the following: articles published in refereed journals, or other publications such as books, chapters, monographs, or proceedings; generation of well

received external grants supporting research or teaching activities; lectures presented at colleges, universities or regional, national, or international meetings; external awards for scholarship. Internal recognition can be measured by well received internal grants, colloquium presentations, or internal awards for scholarship. Except for senior faculty with publications elsewhere, it is expected that the candidate will have some publications based on research undertaken at UTC. There must be clear evidence of a long term interest and enthusiasm for scholarship as a high priority activity.

c. Service:

There needs to be clear evidence of the candidate's dedication and commitment to the University as measured by participation in the normal operation of the Mathematics Department and of the University as a whole. This evidence could be provided by productive service on departmental and university committees. Professional service as measured, for example, by participation in the activities of professional organizations, refereeing and reviewing activities, lectures and demonstrations for teachers or students, or various professional consultations.

d. Other Considerations:

There is necessarily a substantial subjective component in the awarding of tenure. In this regard, the candidate should show a clear dedication to the Department of Mathematics and UTC. The candidate must be a good citizen of the department and university, must interact well with students and faculty colleagues, and must serve as a good representative of UTC.

VI: The Promotion Process:

Section A: Promotion in Rank

In the words of the *UTC Faculty Handbook*, "In general, the criteria for promotion in rank are the same as those for appointments in the various ranks. These criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced adequately by superiority in others." This section elaborates on the procedures and criteria used for promotion in rank in the Mathematics Department.

1. Procedure:

The constitution of the Rank, Tenure, and Reappointment Committee and the procedures to be followed are described in the *UTC Faculty Handbook*. This section elaborates on the voting procedures stated there. Specifically, the committee decision is by majority vote (yes or no) of those (including the chair of the committee) present and voting. Abstentions are permitted. A quorum, as specified by *Roberts Rules of Order*, is required for actions to take place. All votes will be by secret ballot. External letters will be used in the promotion process following the procedure described in the Appendix.

2. General Criteria:

This part of the document elaborates on the “Criteria for Promotion in Rank” in the *UTC Faculty Handbook*. The criteria listed in the *UTC Faculty Handbook* are all addressed implicitly in the statement below but this section will address them through the standard divisions of teaching, scholarly activity, and service. It is recognized that faculty applying for promotion may have met some of these criteria before coming to UTC.

The *UTC Faculty Handbook* states an expectation that promotion to Professor is normally after a minimum of five years in rank as Associate Professor, and promotion to Associate Professor is normally after a minimum of four years in rank as Assistant Professor. The following lists of criteria for promotion are meant to be representative and not comprehensive. It is understood that weights may vary for different individuals.

While the areas in which a candidate for promotion is evaluated are essentially the same for all ranks, the standards expected and the degree of leadership that has to be exhibited will depend on the rank to which the candidate desires to be promoted.

a. Teaching and Advising: For a candidate for promotion there should be clear evidence of good teaching as measured not only by traditional student evaluations but also by the quality of classroom materials and examinations, the updating and developing of courses and curricula, and classroom visitations by faculty colleagues. Other evidence would be outstanding teaching awards and nominations, direction of research or honors projects, service on honors or thesis committees, teaching appropriate individual or group studies courses, positive feedback from former students.

There must also be clear evidence of good academic advising as measured by activities demonstrating knowledge of the curriculum for advising purposes, for example, writing letters of recommendation, advising students, advising Pi Mu Epsilon, or other student groups. The willingness and ability to meet the instructional goals of the department is essential.

b. Scholarly Activity: The doctorate or equivalent training and experience is required. There needs to be clear evidence of recognition of the candidate's research and scholarship. External recognition can be measured by the following: articles published in refereed journals, or other publications such as books, chapters, monographs, or proceedings; generation of well received external grants supporting research or teaching activities; lectures presented at colleges, universities or regional, national, or international meetings; external awards for scholarship. Internal recognition can be measured by well received internal grants, colloquium presentations, or internal awards for scholarship. Except for senior faculty with publications elsewhere, it is expected that the candidate will have some publications based on research undertaken at UTC. There must be clear evidence of a long term interest and enthusiasm for scholarship as a high priority activity.

c. Service: Clear evidence of dedication and commitment to the University as measured by participation in the normal operation of the Mathematics Department and of the University as a whole must be demonstrated. This evidence could be provided by productive service on departmental and university committees. Professional service as measured, for example, by participation in the activities of professional organizations, service on honors or thesis committees, refereeing and reviewing activities, lectures and demonstrations for teachers or students, or various professional consultations.

3. Criteria for Promotion at Rank

a. Criteria for Assistant Professor: Evidence of good teaching; willingness and ability to meet the instructional goals of the department; documented evidence of potential for research/scholarship; willingness to contribute to the normal operation of the Mathematics Department and of the University as a whole.

b. Criteria for Associate Professor: Established record as a good teacher; participation in the advising activities of the department; willingness to teach a variety of courses; participation in curriculum development; documented progress in a research/scholarship program; an indication of a

potential for leadership in the operation of the Mathematics Department and of the University as a whole.

c. Criteria for Professor: Established record as an excellent teacher in a wide variety of courses; established record as an effective advisor; leadership in curriculum development; established record of research/scholarly activity; established record of leadership in the operation of the Mathematics Department and of the University as a whole.

d. Other Considerations: There is necessarily a substantial subjective component in the granting of promotion. In this regard, the candidate should show a clear dedication to the Department of Mathematics and UTC. The candidate must be a good citizen of the department and university, must interact well with students and faculty colleagues, and must serve as a good representative of UTC.

4. Disclaimers

These Bylaws address specific procedures in the Mathematics Department's promotion process that may differ from those of other departments. However, nothing in these Bylaws should be understood to conflict with general university policy as found in the *UTC Faculty Handbook*.

These Bylaws address specific criteria, appropriate for this department, of the general criteria for promotion found in the *UTC Faculty Handbook*. The College of Arts & Sciences also maintains a regularly updated publication, "Promotion and Tenure: A Guide to the Preparation of Documentation," which can be used as a complement to these Bylaws and is a valuable guide to the faculty member in preparing an effective application for promotion. Neither these Bylaws nor the guide should be understood to conflict with general university policy as found in the *UTC Faculty Handbook*.

Appendices:

A. Criteria for Tenure

Chapter 3.3.4.4 Eligibility and Criteria for Tenure Consideration

Eligibility for tenure consideration shall be subject to the following minimum standards: Regular, full-time, tenure-track faculty appointments at the academic rank of assistant professor, associate professor, or professor are eligible for tenure; visiting, temporary, term, and part-time appointments are not eligible for tenure. Faculty members pursuing degrees at the campus where they are appointed are not eligible for tenure. No faculty member shall be appointed initially with tenure except by positive action of the Board of Trustees upon the recommendation of the President and after review by the tenured faculty members and academic department head, dean, Provost, and Chancellor. Tenure is awarded after a thorough review which culminates in the University acknowledging a reasonable presumption of the faculty member's professional excellence and the likelihood that excellence will contribute substantially over a considerable period of time to the mission and anticipated needs of the academic department in which tenure is granted. Professional excellence is reflected in the faculty member's teaching, research, and service, including the faculty member's ability to interact appropriately with colleagues and students. The relative weights of these factors will vary according to the fit between the faculty member and the mission of the academic department in which he or she is appointed. This presumption of tenure is may be rebutted; it is not a guarantee of lifetime employment. However, the burden of rebutting the presumption of professional fitness of a tenured member of the faculty rests with the University. A tenured member of the faculty may be dismissed only in accordance with the procedures outlined in 3.4.8. There is no absolute correlation between disciplines and administrative units. The shape of learning and, therefore, of disciplines changes in ways that make necessary interdisciplinary, interdepartmental and intercollegiate arrangements for programs of study. If there is a knowledgeable group of peers in a program of study, a faculty member may be tenured in the program even though no administrative unit corresponds precisely to the field. In such cases, the head of the program, in consultation with the program faculty members, is responsible for the original recommendation and must relate to the faculty members in the program as a head or dean/director would in ordinary circumstances. The awarding of tenure is based not only on the individual's professional performance, but also includes consideration of the anticipated needs of the academic program for the foreseeable future. Professional excellence is reflected in good teaching, scholarship and/or other creative work in the discipline, participation in professional organizations, willingness to contribute to the common life of the University, and effective work with colleagues, students and in public service. The relative weight of these factors in tenure determination will vary according to the mission of the particular academic department and the characteristics of the individual. A decision not to award tenure is in no sense a judgment of incompetence. Not all competent faculty meet the high standards necessary for tenure, nor are all those who meet such standards automatically fitted to serve the needs of the University's programs. The burden of proof that

tenure should be awarded rests with the faculty member. The criteria for appointment reflect the basic elements for tenure consideration; however, a positive recommendation for tenure requires demonstrated excellence in performance. Expectations necessarily vary within the respective disciplines and in light of the faculty member's rank. In all cases, however, excellence in teaching or as a librarian is considered primary. The nature of the disciplines is such that they emphasize differing levels of performance and differing mixes and types of research and service. Consequently the faculty members of the disciplines will recommend the standards, degrees of emphasis, and the appropriate types of research and service required for tenure.

The following criteria pertain to decisions governing the awarding of tenure. The list is not necessarily comprehensive, nor should it be assumed that the items are of equal significance, or that they are listed in order of relative importance (except for item #1 below, which is considered primary).

- a. Demonstrated excellence in teaching or as a librarian at The University of Tennessee at Chattanooga, in the academic department in which tenure is to be granted;
- b. Evidence of scholarly competence in the discipline;
- c. Evidence of professional growth and activities appropriate to the discipline;
- d. Demonstrated ability to relate effectively to UTC students and colleagues;
- e. Membership and participation in professional organizations;
- f. Service to The University of Tennessee at Chattanooga, the community and the region as appropriate;
- g. Quality of academic advisement to UTC students;
- h. Evidence of meeting the staffing needs of the University

B. Criteria for Promotion

Chapter 3.3.2.2 Criteria for Promotion

The following criteria are preliminary and subject to revision upon recommendation from the various faculties. In general, the criteria for promotion in rank are the same as those for appointments in the various ranks. These criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced adequately by superiority in others. In certain specialized fields of endeavor, some of these criteria may be replaced by other standards. Concerned and effective advising and counseling is normally understood to be part of the task of teaching in all of these ranks.

1. Assistant Professor

- a. The doctorate or equivalent training and experience (in certain fields the master's degree may be sufficient);
- b. Demonstrated ability as a teacher or librarian;
- c. Definite evidence of research ability and scholarly or professional promise;
- d. Demonstrated ability to relate effectively to students and professional colleagues

2. Associate Professor

- a. The doctorate or equivalent training and experience (in certain fields, the master's degree may be sufficient);
- b. Good reputation as a teacher or librarian;
- c. Good record in research and scholarly or professional attainment;
- d. Interest and participation in professional activities other than teaching and research;
- e. Normally, a minimum of four years in rank as an assistant professor;
- f. Demonstrated ability to relate effectively to students and professional colleagues

3. Professor

- a. The doctorate or equivalent training and experience (in certain fields, the master's degree may be sufficient);
- b. Established reputation as a teacher or librarian;
- c. Established record in research and scholarly or professional attainment;

- d. Record of effective participation in professional activities other than teaching and research;
- e. Normally, a minimum of five years in rank as an associate professor;
- f. Demonstrated ability to relate effectively to students and professional colleagues.

C. Use of External Letters in Tenure and Promotion Recommendations.

1. Purpose: In order to develop more objective and fair tenure and promotion procedures, the Department of Mathematics will include an external review process to evaluate the research and scholarly component of all candidates for a promotion or tenure decision. The intent is not to replace the internal evaluation but to enhance and broaden the spectrum of the evaluators and their expertise in the area of research to provide a less parochial standard of performance. This policy will apply only to those tenured and tenure-track faculty hired in the 2012-13 academic year and later and will not be part of the process for anyone hired prior to this time.

2. External Letters and the Current Regulations: The evaluation must be considered in a manner consistent with the UTC Faculty Handbook which specifically refers to teaching at UTC as a primary factor in the tenure, promotion and/or reappointment criteria. As such, any external evaluation of research must address the issue of the teaching load at UTC and its relation to the teaching load at the external reviewer's institution. The quality of the teaching and the service contributions at UTC remain strictly in the purview of the Mathematics Department RTR Committee and should not constitute any part of the external review. In order to preserve the integrity and the authority of UTC in determining the ultimate decision to award tenure and/or promotion, the external reviewer's comments should not be considered more heavily than the internal evaluation by the RTR Committee.

3. Selection of Reviewers: There will be three external reviewers chosen from outside the University from whom written reviews will be solicited. The Rank, Tenure, Reappointment (RTR) Committee considers selection of the reviewers from the peer institutions to be absolutely appropriate. The names of these external reviewers will be chosen as follows. The faculty member candidate for tenure or promotion must submit a list of at least four names of acceptable reviewers none of whom may be the candidate's advisor. Two reviewers from this list will be selected by the RTR Committee. The faculty member may also submit a list of unacceptable reviewers. The RTR Committee will select one additional reviewer not on the list of the candidate nor on the list of unacceptable reviewers.

4. Contacting the Reviewers: The Head of the Department, on behalf of the RTR Committee, will contact each of the three potential reviewers asking if they are willing to serve in this capacity. (If needed, the candidate and the RTR Committee may need to supply additional names.) Once each of the external reviewers has agreed to serve, they will each be sent a dossier consisting of a current Curriculum Vita, a selection of recent publications, summaries of successful grant applications, and other relevant materials including a copy of the Departmental Tenure or Promotion Guidelines. The reviewers will be asked to identify any relationship they have to the candidate, such as being a former colleague or co-author. The reviewers will be asked to comment specifically upon the faculty member's research and scholarly activity in terms of both quantity and quality, and be free to comment on the faculty member's external service contributions based on the materials in the dossier.

5. Utilization of the External Letters: The RTR Committee and the Department Head will consider these written reviews in making their recommendations concerning the tenure or promotion of the faculty member. The letters will become a part of the candidate's tenure or promotion file. In an effort to simplify the process, if the candidate is applying for both tenure and promotion, the reviewers will be asked to comment on both but to do so in separate letters.