

THE UNIVERSITY OF AKRON
DEPARTMENT OF THEORETICAL AND
APPLIED MATHEMATICS¹

ORGANIZATION

- I. The Department is comprised of two divisions: Theoretical and Applied Mathematics. Each faculty member shall hold principal appointment (with voting rights) in exactly one division, although he or she may have a joint appointment with another division for the purposes of teaching and sharing in curriculum decisions. The Department Chair is an ex-officio member of each division. Each division shall have a Division Coordinator who is elected from among the tenured faculty holding principal appointment in that division, subject to the approval of the Department Chair and Dean. The Division Coordinator will be appointed for a term of two years.
- II. Role of the Department Chair.
 - A. The Department Chair is the administrative leader of the Department and is charged with the general supervision of all departmental interests in accordance with policies established by the Board of Trustees, the President, the Dean of Buchtel College of Arts and Sciences, the faculty, and the Faculty Senate. The Department Chair has a special obligation to build a Department strong in scholarship and teaching ability. The appointment and evaluation of the Department Chair shall follow the procedures outlined in the University Rules and Regulations.
 - B. The Department Chair is responsible for recommending changes of curricula in the Department and for striving to improve the quality of instruction in the Department. The Department Chair works with the office of the Dean, the Associate Provost, Dean of Student Services, and the Dean of the University College concerning registration of students in the Department and policies of admission to the degree-granting colleges. In conference with the Dean of the Buchtel College of Arts and Sciences and in accordance with appropriate guidelines established by the Department and College, the Department Chair recommends reappointments, non-reappointments, promotions, tenure, and salaries of the faculty of the Department, in accordance with the procedures outlined in the University Rules and Regulations. With the Dean, the Department Chair works out details of Department and College budget recommendations.
 - C. The Department Chair recommends to the Dean the dismissal of members who are not on indefinite tenure; and follows the same procedure as in appointment and promotion in recommending dismissal for cause of department members who are on indefinite tenure. The Department Chair

¹ Updated: Jan.29, 2002

is responsible for recommending the purchase of books, journals, and other library materials and for seeing that the departmental section of the University library is kept up to date. The Department Chair advises the departmental faculty and meets regularly with them to shape the Department's educational practices. The Department Chair is the reporting link between the faculty and the Dean.

- D. The Department Chair is an ex-officio member of all departmental committees except for personnel committees.
 - E. Among the other duties and responsibilities of the Department Chair are:
 - 1. Preparing and administering the Department's budget, including the authorization of all departmental expenditures.
 - 2. Administering the departmental offices and laboratories, including the hiring and supervision of all departmental staff, the setting of office and laboratory procedures, and the annual evaluation of all staff. The Department Chair with the cooperation of the faculty member receiving the grant should carry out administration of staff and laboratories funded by external grants.
 - 3. Negotiating with the Dean for research load credit and for administrative load credit.
 - 4. Scheduling courses and assigning faculty-teaching schedules.
 - 5. Making recommendations to the Dean on all reappointment, tenure, and promotion decisions as well as faculty salary adjustments, faculty improvement leaves, and graduate faculty appointments.
 - 6. Calling and presiding over departmental meetings.
 - 7. Appointing members of departmental committees.
 - 8. Enforcing department procedures on academic misconduct.
 - 9. Reviewing course and program proposals from other departments to ensure no duplication or conflict with departmental offerings.
 - 10. Making recommendations to the Dean on the hiring and evaluation of part-time faculty.
- III. Role of the Associate Department Chair
- A. The Department Chair may after consultation with the Dean choose to appoint an Associate Department Chair. In order to have a more balanced representation on the Executive Committee, the Associate Department Chair will be from a different division than that of the Department Chair. The duties and responsibilities of the Associate Department Chair may include, but are not limited to, assisting the Department Chair in the following:
 - B. Coordination of departmental curricular proposals.
 - C. Coordination of course scheduling and assignment of instructors.

- D. Recruitment of part-time faculty and teaching assistants.
 - E. Observation and evaluation of auxiliary faculty.
 - F. Representation of the Department Chair at department and divisional committee meetings (ex-officio) as needed to aid in coordination of needs.
 - G. Development of departmental budget requests.
 - H. Coordination of outreach activities (e.g., cooperative education, career planning and placement, OCTM Examinations, student recruitment advertising, etc.)
 - I. Communication with other departments and units, including University College and Office of Academic Advisement.
 - J. Providing input to RTP committees in the absence of the Department Chair.
 - K. Evaluation of office staff.
 - L. Performing other duties as assigned by the Chair.
- IV. Role of the Executive Committee.
- A. The Executive Committee will consist of the Division Coordinators, the Associate Department Chair, and the Department Chair, who will preside. This Committee is responsible for coordinating the goals and activities of the various divisions so as to meet the overall goals of the Department. It is important that this Committee meet regularly and hold its meetings in a sense of cooperation and common purpose. The Committee should operate by consensus. The Committee shall:
 - B. Consider all strategies proposed by the divisions. If these are not judged to be consistent with departmental goals and guidelines, then the Committee will attempt to mediate the differences.
 - C. Consider all curricular proposals submitted by the divisions. If real or potential differences occur between divisions, they should be identified and resolved here. If the Executive Committee suggests any substantial change in a proposal, then the proposal will be returned to the division for its consideration. Once agreement is reached on a curricular proposal, the proposal will be brought to the Department for approval. In the event that differences cannot be resolved in the Committee, the proposal may be presented to the Department for its consideration without recommendation of the Committee.
 - D. Consider the general curriculum of the Department. If the Executive Committee sees some area of potential curricular concern, then it shall direct the appropriate division to consider the problem or opportunity.
 - E. Assist the Department Chair in making annual performance evaluations. The Department will adopt a policy on merit raises. (See POLICY STATEMENTS later in this document.)

- F. Review the equipment and operating needs of the Department, prioritizing the requests from the various divisions to ensure the most effective use of available resources.
 - G. Make recommendations to the Department concerning the need for new faculty and the allocation of positions made available by the administration. Recommendations to the Dean as to the direction of a faculty search will be made by the Department.
 - H. Generally look after the well-being of the Department. This Committee should work with the Department Chair to see that the work load is fairly distributed, that those with accomplishments are rewarded through the merit raise system and that those with deficiencies are counseled.
- V. Role of the divisions.
- A. Each division has responsibility for developing and overseeing the curriculum in its program, for promoting research and teaching in the discipline represented by the division, and for nurturing and assessing the professional development of the program faculty.
 - B. The division shall establish strategies concerning curriculum, research, and outreach as related to its discipline. Plans for implementing these strategies should be proposed and means of evaluation should be suggested.
 - C. All curricular proposals concerning courses under the purview of the division shall be initiated or considered by the program faculty.
 - D. The division shall undertake periodic review of its curriculum, at intervals not to exceed five (5) years.
 - E. The division is responsible for recommending staffing and supervising the courses under its purview. Faculty teaching those courses are expected to follow the policies established by the division.
 - F. The division will promote good teaching and research by the program faculty.
 - G. The division will prepare personnel assessments of candidates from the division for presentation to the appropriate departmental personnel and hiring committees during their deliberations.
- VI. Role of the Division Coordinators.
- A. The Division Coordinator should organize and administer the division in carrying out its responsibilities as described above.
 - B. The Coordinator will call and preside at meetings of the division.
 - C. The Coordinator will communicate all curricular proposals of the division to the Department Chair in the Executive Committee.
 - D. The Coordinator will recommend staffing for the divisional courses to the Department Chair. This will be done after discussion with divisional

faculty involved. The Coordinator will also be responsible for seeing that appropriate text(s) and ancillary material for the courses are available.

- E. The Coordinator will present the division's personnel assessments of candidates from the division for presentation to the appropriate departmental personnel committees. These assessments will be a summary report of discussions at an open forum meeting among appropriate members of the division.
- F. The Coordinator will monitor the progress of divisional faculty toward tenure and professional advancement. He or she will alert the Department Chair of any problems and they will develop a plan for remedying the difficulty. Similarly, the Coordinator will be responsible for reporting to the Department Chair the accomplishments of the program faculty so the appropriate recognition can be arranged.
- G. The Coordinator will be aware of the operational and personnel needs of the division. He or she will address these needs through the Executive Committee. In particular,
 - 1. He or she shall make recommendations regarding the personnel needs of the division.
 - 2. He or she will gather and prioritize requests from the division for operational support.

POLICY STATEMENTS

- I. The Department will adopt, review, and publish policies and may change them by majority vote. The policies should address but are not limited to the following areas:
 - A. Peer evaluation of teaching.
 - B. Student evaluation of teaching.
 - C. Assessment of student learning outcomes.
 - D. Placement of students.
 - E. Use of technology in teaching.
 - F. Merit raises.

GOALS AND OBJECTIVES

- I. Goals of the Department
 - A. The primary function of the Department of Theoretical and Applied Mathematics is to promote mathematics through effective teaching and scholarly activities. The Department administers the following:
 1. Baccalaureate degree programs in mathematics and applied mathematics;
 2. Master's degree programs in mathematics and applied mathematics;
 3. A coordinated engineering applied mathematics program for the doctor of philosophy in engineering degree between the College of Engineering and the Department of Theoretical and Applied Mathematics;
 4. Programs leading to minors in mathematics and applied mathematics.
 - B. The Department's programs are part of the Buchtel College of Arts and Sciences. As such, the primary emphasis is on a liberal education. Students should receive an introduction into the main areas of mathematics and its relation to other disciplines.
 - C. The master's degree programs provide an opportunity for a student to specialize in an appropriate area, either to prepare for a professional position in industry or education, or to prepare for doctoral studies.
 - D. The engineering applied mathematics program fosters an interdisciplinary atmosphere for study. Students use modern tools of mathematical and computational analysis and develop new tools appropriate to their problems. They also acquire the interdisciplinary communication skills needed to work in today's industrial and scientific environment.
 - E. Since mathematics impacts many other academic areas, the Department serves the needs of other programs within the University and develops appropriate courses to meet these needs to the extent permitted by the talents and resources of the Department.
 - F. Another function of the Department is to maintain a competent faculty. This requires hiring the best faculty available and encouraging and assisting the professional development of all faculty members in the areas of teaching, research and service.
- II. Goals of the Theoretical Mathematics Division
 - A. The primary goals of the Theoretical Mathematics Division are to:
 1. Provide students with a quality education in mathematics which will prepare them for graduate studies in mathematics and related disciplines, for the teaching profession, and for the diverse uses of mathematics in business, industry and government. Students should be offered opportunities to communicate mathematical ideas.

2. Provide service courses which connect the power and elegance of mathematics and mathematical thought to problems in science, technology, and society.
3. Provide effective mathematics instruction using applications to motivate theory so that theory is seen by students as useful and enlightening.
4. Add to the body of knowledge in mathematics by engaging in scholarship and professional activity.
5. Communicate the nature of mathematics and how it contributes to society.

III. Goals of the Applied Mathematics Division

- A. The goal of the Applied Mathematics degree programs is to educate each student in mathematics and its applications by
 1. Providing the student with a broad background in mathematics, allowing the possibility of advanced study,
 2. Developing the student's skills in the formulation, analysis and solution of mathematical models, and
 3. Developing the student's skills in the written and verbal communication of mathematical results.

IV. Goals of the General Education Courses

- A. The intention of the Department of Theoretical and Applied Mathematics is to design and implement general education courses that meet the ever changing demands of society and the relevant goals of the General Education Program as stated in The University of Akron's Guidelines for General Education Courses. Specifically, the Department's general education courses are designed to help develop the following skills within each of our students:
 1. The capacity for critical, independent thinking;
 2. The ability to communicate effectively, both orally and in writing;
 3. The analytic skills necessary to make sound qualitative and quantitative judgments as well as knowledge of current, relevant technology to aid in that endeavor;
 4. The capacity to evaluate and appreciate mathematical thought and achievements;
 5. The ability to work effectively, as an individual and as a member of a team, to solve real world problems;
 6. The ability to connect the power of mathematics and mathematical thinking to problems in science, technology, and society.

RESPONSIBILITIES AND RIGHTS

- I. The faculty should be familiar with the University Rules and Regulations, the By-Laws of the Buchtel College of Arts and Sciences, and the policies and procedures regarding faculty load. Further, the Department considers the following faculty rights and responsibilities to be those which promote the goals of the Department.
- II. Faculty Responsibilities
 - A. To be conscientious in teaching, e.g., following course outlines, explaining how grades will be determined, meeting classes, holding reasonable office hours, sharing in advising and counseling duties.
 - B. To contribute to the Department and the University by attendance at meetings and by service on committees concerned with curriculum development and university governance.
 - C. To maintain scholarly competence by continuing growth within one's discipline and related areas, by research, and by participation in professional associations and meetings.
 - D. To maintain appropriate confidentiality regarding deliberations of personnel committees, matters of student records, etc.
 - E. To conduct oneself in a manner bringing credit to the Department and the University.
- III. Faculty Rights
 - A. The faculty should be consulted as to any proposed change in class size or programs.
 - B. In setting loads, faculty members should be consulted as to courses and teaching schedules, e.g.
 1. Schedules which require more than ten consecutive hours on campus should be avoided;
 2. Normally, a one-semester teaching load shall include no more than two of the courses at the 400-level or above; and
 3. Normally, a one-semester teaching load shall include no more than one new preparation at the 400-level or above.
 - C. Faculty may request load credit for research or program or course enhancement. Such requests should be in writing and submitted to the Division Coordinator and Department Chair soon enough to enable adequate evaluation for a decision to grant/not grant load credit. Faculty receiving load credit for these activities shall submit a written progress report to the Department Chair at the end of each academic year.
 - D. The faculty member can expect that recommendations for merit raises, reappointment, tenure, and promotion are made professionally, and with

due regard to extenuating circumstances, according to the guidelines adopted by the Department. While minimum performance levels are established in the guidelines, the faculty can also expect that consideration will be given to the load credit distribution and percentage of effort in the areas of teaching, research, and service during the evaluation period.

- E. During the probationary period, untenured faculty can expect to receive teaching loads and other appropriate resources that are commensurate with expectations for tenure and promotion.

PROCEDURES FOR DEPARTMENT CHAIR
SELECTION AND REVIEW

- I. The Department procedures for Department Chair selection and review will follow the procedures in the University Rules and Regulations and By-Laws of Buchtel College of Arts and Sciences.

GENERAL Procedures for Appointment, Reappointment, Tenure, and Promotion of Regular Faculty

- I. All regular faculty should review Rule 3359-20-037 in the University Rules and Regulations. The Regular Faculty of the department is defined in section 3359-20-037-A-1 (a) of the University Rules and Regulations.
- II. The term Personnel Committee shall refer to any one of the Reappointment, Tenure, or Promotion Committees.
- III. The composition of the Personnel Committees is defined in paragraphs 3359-20-037-G,I,K,M-2.
- IV. Current detailed university procedures and regulations regarding such matters as affirmative action, advertising, and interviewing should be followed. The latest edition of Robert's Rules of Order shall be used as a guideline for conducting all committee meetings.
- V. The sequel contains sets of minimum standards for reappointment, tenure, and promotion. **ATTAINMENT OF THE MINIMUM REQUIREMENT IS ONLY THE STARTING PLACE FOR CONSIDERATION. SURPASSING THE MINIMUM IS EXPECTED. ATTAINMENT OF MINIMUM STANDARDS SHALL NOT ENSURE A POSITIVE RECOMMENDATION.**
- VI. Candidates for personnel decisions should submit files that include at least
 - A. A current vita
 - B. Narrative statement by the candidate addressing the meeting of university-wide and academic unit criteria
 - C. A table of contents of materials included in the file; the table of contents shall be amended to reflect any additions or deletions to the file
 - D. All previous reappointment, tenure, and/or promotion recommendations from committees, department chairs, deans
 - E. Evidence of teaching effectiveness such as
 1. Results of teaching evaluations where applicable
 2. A listing of courses taught, and associated grade distributions
 3. Student evaluations
 4. Written student comments
 5. Peer or external evaluations of classes and course materials
 6. Details of courses or workshops developed
 7. Details of participation in conferences on teaching
 8. Details of courses or workshops on teaching attended

9. Innovations in pedagogy developed or introduced
- F. Evidence of professional activity including a written assessment of the candidate's scholarly contributions to his/her field(s) of expertise
- G. A list of the candidate's scholarly works (refereed journal articles, refereed conference proceeding, books, book chapters, and awarded external research grants in areas such as mathematics, engineering, science, or the scholarship of teaching) since joining the University of Akron with a written assessment of the value of such work
- H. A list of other scholarly activities such as
 1. Other grants
 2. Other publications
 3. Presentations given at conferences/workshops/external seminars
 4. Organizing, attending, or chairing sessions at conferences/workshops/external seminars
 5. Reviewing papers and/or books or editorial duties for journals, proceedings or conferences
 6. Problem solving for publication
 7. Consulting
- I. Evidence of service
 1. Departmental and University citizenship (This includes activities inside the University, such as committee membership, recruitment, attendance at meetings and seminars and similar efforts.)
 2. Professional and community service. (This includes activities outside the university setting, such as interaction with area schools and service with professional organizations.)
- VII. Each candidate under consideration for reappointment, tenure, or promotion should receive at least two weeks written notice of the meeting at which the candidate is to be considered.
- VIII. A Personnel Committee member absent with just cause should be given the opportunity to vote in absentia. Absentee ballots will be collected within one working day after the day of the original vote. The results of Personnel Committee votes will not be announced until all valid absentee ballots are collected. The committee must comply with paragraph 3359-20-037-F-9-c of the University Rules and Regulations.
- IX. Candidates for personnel decisions and all regular faculty must be aware of the CRITERIA FOR EVALUATION OF FACULTY appearing later in this document as well as the University-wide criteria outlined in Section 3359-20-037-F-3 of the University Rules and Regulations.
- X. Candidates for personnel decisions and all regular faculty must be aware of the

- Timelines Section (3359-20-037-F-14) in the University Rules and Regulations.
- XI. When guidelines are revised, candidates for personnel decisions will be evaluated according to paragraphs 3359-20-037-I,K,M-1 of the University Rules and Regulations.
 - XII. A candidate for tenure or promotion will submit the names of at least four external reviewers of the candidate's scholarly activities to the appropriate Personnel Committee. The committee must solicit external reviews with at least one from the names submitted by the candidate. A candidate's file shall not be considered complete until at least three reviews have been included. (See section 3359-20-037-K-8(c-i) of the University Rules and Regulations.)

APPOINTMENT OF REGULAR FACULTY

- I. After the senior vice president and provost has authorized a position, the regular faculty shall elect a Search Committee. (See section 3359-20-037-D of the University Rules and Regulations.) The Department Chair may appoint additional members and shall be an ex-officio member of the Committee.
- II. The Search Committee shall be responsible for gathering appropriate information on prospective candidates, such as vitae and letters of recommendation. The files of the candidates will be made available to the members of the regular faculty.
- III. The Search Committee shall then recommend candidates to the Department Chair who, after consultation with the Dean, may then invite one or more of the candidates to the campus for an interview. Normally, during this visit, a candidate will give a colloquium talk.
- IV. After completion of the interview process, the department Chair will call a meeting of the regular faculty of the department to make a recommendation.
- V. Faculty members from other departments and students who have met the candidates may be consulted in the evaluation of the candidates. Each candidate will be evaluated on his or her academic credentials, potential in teaching and research, ability to fill the needs of and to enhance the Department, and likelihood of positive interaction with students and departmental faculty. The divisions authorized for the position shall present a summary of the open forum discussions concerning the candidates.
- VI. The process for selecting candidates for appointment is outlined in section 3359-20-037-D-4(a-c) of the University Rules and Regulations.

PROCEDURES FOR REAPPOINTMENT

- I. The committee shall evaluate the candidate to assess the candidate's continuing worth to the division, Department, and University, with an emphasis on the candidate's progress toward tenure. Candidates are examined with greater scrutiny with each successive year of reappointment deliberations. An especially thorough review of a candidate's progress in teaching and research will be carried out in the fourth year. The criteria for evaluation are those set forth in the By-Laws and Regulations of the Board of Trustees. Of necessity, each decision must be made in the context of the needs of the Department and a candidate's division. Candidates will be evaluated on the basis of the Guidelines for Faculty Evaluation.
- II. A historical file, containing all recommendations from previous reappointment committees, supporting documentation, and pertinent minutes of meetings, should be made available by the Department Chair to the Reappointment Committee. The contents of this file will also be available to the candidate.
- III. It is the responsibility of a candidate for reappointment to provide evidence that he/she will be able to meet the criteria for tenure and promotion (if applicable) at the end of the probationary period.
- IV. During the deliberations of the Reappointment Committee, the Chair of the Committee will ask the appropriate Division Coordinator to present the division's assessment of the candidate. This assessment shall include a summary of the open forum discussion among appropriate members of the division.
- V. The candidate shall be invited to meet with the Committee before a recommendation is made. The Committee may require a candidate to appear before the Committee.
- VI. At the conclusion of the discussion of the candidate's qualifications the Committee will generate an assessment of the candidate.
- VII. After viewing the assessment the Committee shall vote. The results of the vote shall be conveyed to the Department Chair along with the Committee's recommendation.
- VIII. After the committee decision is reached, the Committee Chair shall promptly notify the candidate in writing of the Committee's recommendation, with a copy of such recommendation sent to the Department Chair. The candidate will be notified of the opportunity to request the numerical distribution of the vote. If the Department Chair does not concur with the recommendation of the Committee, he or she must discuss this recommendation with the Committee and the faculty member. In either case, the Department Chair shall send a copy of his or her recommendation to the faculty member concerned. The recommendation of the Committee shall be transmitted to the candidate and the Department Chair at least two weeks before being forwarded to the Dean. The Department Chair and the Committee Chair will subsequently review the recommendation with the candidate. A candidate may appeal the decision following the procedures adopted by the College and consistent with Section 3359-20-037-N of the University

Rules and Regulations. Recommendations shall be forwarded to the Dean by the Department Chair and should include supportive documentation.

- IX. The Reappointment Committee shall follow Section 3359-20-037-G of the University Rules and Regulations when considering a candidate for reappointment in his or her first year.
- X. All faculty are urged to consult the By-Laws of the Buchtel College of Arts and Sciences and the University Rules and Regulations, which contains:
 - A. The By-Laws and Regulations of the Board of Trustees, and
 - B. Policies and procedures regarding faculty load.

PROCEDURES FOR TENURE

- I. The criteria for a recommendation are those set forth in the By-Laws and Regulations of the Board of Trustees. Of necessity, each decision must be made in the context of the needs of the Department and the candidate's division. A faculty member applying for early tenure consideration should provide evidence of outstanding research and teaching. Candidates will be evaluated on the basis of the Guidelines for Faculty Evaluation.
- II. A historical file, containing all previous recommendations from appropriate reappointment committees, supporting documentation, and pertinent minutes of meetings, should be made available by the Department Chair to the Tenure Committee. The candidate has the right to be aware of all peer and student evaluations, student complaints, and previous communications to the candidate contained in this file. The Department Chair should make a compilation of student evaluations for all courses evaluated available to the Committee.
- III. A candidate at the rank of assistant professor applying for tenure must also apply for promotion to associate professor.
- IV. It is expected that a candidate will have established a record of effective teaching and an on-going research program during the probationary period. A candidate for tenure is expected to provide evidence of teaching effectiveness and a productive, on-going research program
- V. The Committee will focus its attention on scholarly work done by the candidate since joining the University of Akron. Such works include refereed journal articles, refereed conference proceedings, books, book chapters, and awarded external research grants.
- VI. It is expected that the candidate for tenure should have at least five scholarly works, as described above, that bear the University of Akron address. At least three of these works should be refereed journal articles.
- VII. The Committee shall also consider the quality of the research record over the candidate's entire career, and may under compelling circumstances weigh the quality of the candidate's work against quantity.
- VIII. The Committee shall also consider Departmental and University citizenship and Professional and community service.
- IX. The candidate's credentials will be judged with respect to quality and the contributions which each makes to the candidate's discipline.
- X. During the deliberations of the Tenure Committee, the Committee Chair will ask the appropriate Division Coordinator or designee to present the division's assessment of the candidate. This assessment shall include a summary of the open forum discussion among appropriate members of the division.
- XI. The candidate shall be invited to meet with the Committee before a recommendation is made. The Committee may require a candidate to appear before the Committee.

- XII. At the conclusion of the discussion of the candidate's qualifications the Committee will generate an assessment of the candidate.
- XIII. After viewing the assessment the Committee shall vote. The results of the vote shall be conveyed to the Department Chair along with the Committee's recommendation.
- XIV. After the Committee decision is reached, the Committee Chair shall promptly notify the candidate in writing of the Committee's recommendation, with a copy of such recommendation sent to the Department Chair. The candidate will be notified of the opportunity to request the numerical distribution of the vote. If the Department Chair does not concur with the recommendation of the Committee, he or she must discuss this recommendation with the Committee and the faculty member. In either case, the Department Chair shall send a copy of his or her recommendation to the faculty member concerned. The recommendation of the Committee shall be transmitted to the candidate and the Department Chair at least two weeks before being forwarded to the Dean. The Department Chair and the Committee Chair will subsequently review the recommendation with the candidate. A candidate may appeal the decision following the procedures adopted by the College and consistent with Section 3359-20-037-N of the University Rules and Regulations. Recommendations shall be forwarded to the Dean by the Department Chair and should include supportive documentation.
- XV. All faculty are urged to consult the By-Laws of the Buchtel College of Arts and Sciences and the University Rules and Regulations, which contains:
 - A. The By-Laws and Regulations of the Board of Trustees, and
 - B. Policies and procedures regarding faculty load.

PROCEDURES FOR PROMOTION

- I. Normally, a faculty member will have completed at least three years in the rank of Assistant Professor or at least four years in the rank of Associate Professor at accredited universities before applying for promotion, with at least two of those years at The University of Akron. Normally, a candidate for promotion to a professorial rank will have completed an appropriate doctoral degree. The criteria for a recommendation are those set forth in the By-Laws and Regulations of the Board of Trustees. Of necessity, each decision must be made in the context of the needs of the Department and the candidate's division in which the candidate is a member. Candidates will be evaluated on the basis of the Criteria for Faculty Evaluation.
- II. A historical file, containing all previous recommendations from appropriate reappointment and promotion committees, supporting documentation, and pertinent minutes of meetings, should be made available by the Department Chair to the Promotion Committee. The candidate has the right to be aware of all peer and student evaluations, student complaints, and previous communications to the candidate contained in this file. The Department Chair should make a compilation of student evaluations for all courses evaluated available to the Committee.
- III. It is the responsibility of each candidate to support his or her application for promotion by providing the Committee with a current vita and information about teaching, research, scholarly activities, departmental and university citizenship, and professional and community service.
- IV. A candidate for promotion to professor will already have demonstrated competence in teaching by attaining the rank of associate professor. It is thus expected that, in addition, a candidate should demonstrate leadership in teaching within the department.
- V. A candidate for promotion to associate professor is expected to provide evidence of a productive and on-going research program, together with a written assessment of the candidate's scholarly contributions to his/her field of expertise.
- VI. A candidate for promotion to professor is expected to provide evidence of an established and on-going research program with visibility outside the University of Akron together with a written assessment of the candidate's scholarly contributions in his/her field.
- VII. The Committee will focus its attention on scholarly work done by the candidate since joining the University of Akron. Such works include refereed journal articles, refereed conference proceedings, books, book chapters, and awarded external research grants.
- VIII. It is expected that the candidate for promotion to associate professor should have at least five scholarly works, as described above, that bear the University of Akron address. At least three of these works should be refereed journal articles.

- IX. The candidate for promotion to professor should have at least six such works since attaining the rank of associate professor, at least four of which should be refereed journal articles.
- X. The Committee shall also consider the quality of the research record over the candidate's entire career, and may under compelling circumstances weigh the quality of the candidate's work against quantity.
- XI. The candidate's credentials will be judged with respect to quality and the contributions which each makes to the candidate's discipline.
- XII. During the deliberations of the Promotion Committee, the Committee Chair will ask the appropriate division coordinator or designee to present the division's assessment of the candidate. This assessment shall include a summary of the open forum discussion among appropriate members of the division.
- XIII. The candidate shall be invited to meet with the Committee before a recommendation is made. The Committee may require a candidate to appear before the Committee.
- XIV. At the conclusion of the discussion of the candidate's qualifications the Committee will generate an assessment of the candidate.
- XV. After viewing the assessment the Committee shall vote. The results of the vote shall be conveyed to the Department Chair along with the Committee's recommendation.
- XVI. After the committee decision is reached, the Committee Chair shall promptly notify the candidate in writing of the Committee's recommendation, with a copy of such recommendation sent to the Department Chair. The candidate will be notified of the opportunity to request the numerical distribution of the vote. If the Department Chair does not concur with the recommendation of the Committee, he or she must discuss this recommendation with the Committee and the faculty member. In either case, the Department Chair shall send a copy of his or her recommendation to the faculty member concerned. The recommendation of the Committee shall be transmitted to the candidate and the Department Chair at least two weeks before being forwarded to the Dean. The Department Chair and the Committee Chair will subsequently review the recommendation with the candidate. A candidate may appeal the decision following the procedures adopted by the College and consistent with Section 3359-20-037-N of the University Rules and Regulations. Recommendations shall be forwarded to the Dean by the Department Chair and should include supportive documentation.
- XVII. All faculty are urged to consult the By-Laws of the Buchtel College of Arts and Sciences and the University Rules and Regulations, which contains:
 - A. The By-Laws and Regulations of the Board of Trustees, and
 - B. Policies and procedures regarding faculty load.

PROCEDURES FOR EMERITUS AND DISTINGUISHED PROFESSOR STATUS

- I. Emeritus Status. All regular faculty members in the Department of Theoretical and Applied Mathematics may submit nominations for Emeritus Faculty. Those nominated, with their consent, will be considered and voted upon by the regular faculty. In the case of a contract professional, the Department Chair, with the consent of the regular faculty, will recommend emeritus status to the Dean of the Buchtel College of Arts and Sciences.

- II. Distinguished Professor Status. Nominations for Distinguished Professor can come from either the Department, College, or Dean. Departmental nominations require a majority vote of the regular faculty of the Department. The review of these nominations follows the procedure of the Buchtel College of Art and Sciences and The University of Akron.

CRITERIA FOR EVALUATION OF FACULTY

- I. Faculty members being considered for merit raises, reappointment, tenure, and promotion will be evaluated on the basis of the following criteria:
 - A. The quality of teaching
 1. Ability to effectively communicate in the classroom and relate to students.
 2. General reputation among students and colleagues (respect to weigh more heavily than popularity).
 3. Availability to students for assistance in course work, for counseling, and for advising.
 4. Appropriate use and development of course materials, such as outlines, tests, homework assignments, classroom notes, etc.
 5. "Effectiveness:" consideration should be given to such varying conditions as course level, variety of courses taught, number of students taught, knowledge of subject matter, etc.
 6. Student course evaluations.
 7. Peer evaluations.
 - B. Scholarly achievements
 1. Journal articles.
 2. Texts and reference books.
 3. Monographs.
 4. Receiving grants.
 5. Articles in proceedings.
 6. Short notes, communications, reviews, notices of results, and problem solutions in professional journals.
 7. Presentation of research papers at scholarly meetings.
 8. Software development.
 9. Scholarly activities
 10. Participation in seminars, short courses, etc., held at other universities.
 11. Scholarly presentations at other universities.
 12. Keeping up to date with respect to new materials, new techniques, and new procedures in order to modify or improve existing courses.
 13. Development of new courses of programs of study.
 14. Direction of student research or writing.

15. Membership on Graduate Faculty.
 16. Submitting grant applications.
 17. Submitting scholarly papers.
 18. Writing technical reports.
 19. Relevant experience in fields related to mathematics, applied mathematics or computer science.
 20. Refereeing of journal articles, grant proposals, books, etc.
 21. Consulting services appropriate to the field of specialization.
- C. Service
1. University
 - a) Active service on departmental and interdisciplinary committees.
 - b) Active service on college and university committees.
 - c) Active service on master's and doctoral committees.
 - d) Administrative assignments.
 2. Professional
 - a) Offices held in national, regional, state, or local professional societies.
 - b) Membership on active professional committees.
 - c) Chairing sessions at scholarly meetings.
 - d) Receiving honors, awards, and prizes for professional activities.
 - e) Professional recognition by appointment, learned societies, etc.
 - f) Membership in appropriate professional societies.
 3. Community
 4. Service organizations and civic activities related to the profession.
 5. Speaking on subjects of professional concern.
- D. Collegiality and intangible factors of value to the University and its aims.

1. Ability to work cooperatively with colleagues and students.
 2. Showing initiatives in advancing the goals of the Department and the University.
 3. A sense of professional ethics and responsibilities consistent with the 1940 AAUP Statement of Principles and the 1970 Statement on Academic Freedom and Responsibility.
 4. Expectation of continued worth to the Department and the University.
- E. Merit raise evaluation for faculty members on faculty improvement leaves, or leaves of absence.
1. The faculty member's evaluation will be determined by the average of the ratings in teaching, research, and service over the three (3) years prior to the leave.