

## Department of Mathematics and Computer Science

### Department-Specific Requirements, Guidelines and Clarifications to the College of Engineering and Science Tenure and Promotion Guidelines

March 31, 2018

#### Departmental Promotion and Tenure Committee

At the last faculty meeting of the Winter term, the members of the departmental P&T committee for the next academic year shall be named. The departmental P&T committee consists of all tenured members of the department not serving as department chair or as a member of a subsequent P & T committee (e.g. college or university level). Before the end of the term, the committee shall meet and elect a chair. The chair is responsible for calling meetings, organizing the committee for the submissions of letters of evaluation, and signing the dossier on behalf of the committee. The name of the chair shall be made available to the entire faculty. If there are changes to the committee (e.g., after the election of faculty to the college or university committees at the E&S convocation), these changes shall be noted at the first faculty meeting of the academic year.

In addition:

- The person seeking tenure and or promotion shall not be part of the discussion, review, or evaluation of their own dossier;
- All members of the committee

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The department strongly urges all new tenure-track faculty to focus their research efforts toward the goal of publications and/or presentations at the HIGH level as required by the college and specified in the table below; this means *peer-reviewed publications*, or presentations in *conferences which enforce a rigorous screening procedure*. Junior faculty need to be aware of the possible distraction of publishing too many non-peer reviewed articles or participating in conferences which do not require anything other than an abstract and the registration fee. The department strongly recommends publishing at least two peer-reviewed papers.

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book chapter published by well-known publishers in the field counts as a paper; a full book counts as two papers. Collaborative papers in related areas may also count.

***Associate Professor to Professor:*** Minimum five published papers in mathematics education conferences/journals; papers previously submitted for promotion to Associate Professor will not be re-counted for promotion to Professor. A book chapter published by well-known publishers in the field counts as a paper; a full book counts as two papers. Collaborative papers in related areas may also count. Attempts to secure research funding from external sources are expected, and the attainment of funding will be viewed very favorably.

### ***COMPUTER SCIENCE AND SOFTWARE ENGINEERING***

***Tenure/Assistant to Associate Professor:*** Minimum three published papers in computer science/software engineering in conferences/journals after joining the program, one of which should be a paper in a journal approved by the program. A book on an area of Computer Science/Software Engineering published by well-known publishers in the field counts as a paper. If a book is submitted, then a minimum of two published papers are required.

***Associate Professor to Professor:*** Minimum five published papers in computer science/software engineering conferences/journals. At least one paper should be published in a Journal approved by the program. Papers submitted to promotion to Associate Professor will not be re-counted for promotion to Professor. A book on an area of Computer Science/Software Engineering published by well-known publishers counts as a conference paper. If a book is submitted, then a minimum of four published papers including the journal paper are required.

Scholarship Examples: Department of Mathematics and Computer Science, College of Engineering & Science

The preponderance of the evidence of scholarship should be peer-reviewed and research-based in the area of the faculty's expertise, teaching pedagogy, or integration and application. The CES P&T criteria state that promotion to Associate Professor requires at least 1 HIGH and at least 1 MEDIUM publication and promotion to Professor requires at least 4 HIGH publications with 3 of these since promotion to Associate Professor.

Level	Types (from CES Tenure and Promotion	

		Routledge Taylor & Francis Group, Springer, and well-

