Appendix C
Department of Mathematics and Computer Science
Fall 2022

The Mathematics and Computer Science faculty is a community of scholars working together to teach, perform scholarly activities, and serve. We see the Boyer Model as a foundation and framework for scholarship. We encourage creativity and innovation, and believe that innovation in teaching and partnering with our students is what extends learning beyond the subject matter. We further encourage, practice, and uphold standards of excellence as we represent the department, college, and university.

1. In accordance with institutional guidelines, all scholarships may be divided among the four Boyer model components: Teaching, Discovery, Integration, and Application. Only one area of scholarship is required, but faculty may choose to pursue scholarly activities in more than one area, depending on the nature of their scholarly activities.

2. In order to be considered as scholarship, regardless of type, projects must be recognized by both of these attributes: The project must reflect peer review and there must be some type of dissemination to the professional public. This means that,
   a. Something original was planned and accomplished;
   b. Shared with the appropriate publics;
   c. Feedback and evaluation were received; and
   d. An element of continuous quality improvement exists.

   To understand the possible scope of peer reviewing, one must first define "peer." The Boyer model offers a broad definition. "It is important to recognize that appropriate and credible reviewers may be found not only among fellow specialists and current students but also among former students, clients, nonacademic authorities, and practitioners in the field." (Glassick, Huber, & Maeroff, 1997, p. 38). The implication of the Boyer Model is that that when a faculty member is evaluated for retention, tenure, or promotion, the quality of their work should be evaluated by their peers, which may include fellow specialists, current students, former students, clients, nonacademic authorities, or practitioners in the field.

   Glassick, C. E., Huber, M. T., & Maeroff, G. I. (1997). *Scholarship assessed: Evaluation of the professoriate.* San Francisco, CA: Jossey-Bass.

3. Teaching, advising, and service are a necessary and expected baseline part of a faculty member's job and, unless they fulfill the tenets of the Boyer Model, do not necessarily count as Scholarship.

The Faculty Handbook, Appendix C, provides examples of scholarly activities in the areas of Teaching, Scholarship, and Professional/University Service that can be considered for inclusion in a professional file. *The list is not meant to be exhaustive.*

Presented here are some additional examples which may rise to the level of acceptable scholarly activities:

- New courses designed, taught, and evaluated.
- Development of new exercises or materials.

- Research activity with, or supervising, undergraduate or graduate students.
- Presentations at conventions, conferences, other colleges, or departmental meetings.
- Submission of refereed manuscripts or grants.
- Creation or organization of symposia, workshops, or short courses.
  Preparing students to participate in regional, national or international contests or present at such conferences.
- Electronic publications including self-publishing of eBooks, white papers, or technical reports.
- Publication of referred papers, articles, chapters, books, or conference proceedings
- Editor of or referee for peer-reviewed journals or books.
- Outreach activities that disseminate specialized knowledge in mathematics or computer science
- Encyclopedia entries.
- Papers presented at professional meetings.
- Posters presented at professional meetings
- Sessions chaired at professional meetings.
- Panel participation at professional meetings.
- Papers reviewed for professional meetings.
- Book reviews.
- Writing for non-specialists, often called "popular writing" (Boyer, 1997, page 35)
- Study guides published.
- Test banks published.
- Educational research.
- Any media such as podcasts, DVDs, YouTube submissions, and videos published as related to mathematics or computer science.
- Public presentations of scholarship.
- Radio and television presentations.
- Grants proposals submitted
- Grants funded
- Software projects published publicly in professional portfolios.
- "Articles about teaching should be peer reviewed and given weight for tenure and promotion." (Boyer, 1997, page 39)

  Boyer, E. L. (1997). *Scholarship reconsidered: Priorities of the professoriate.* San Francisco, CA: Jossey-Bass.

Presented here are some additional examples of professional/university service:

- Administrative positions held or leadership roles in a program, department, college or university organization. (Explain duties and positions held.)
- Service on department, college or interdepartmental committees, or on university-wide task forces, work groups, committees, or the NSU Foundation. (Explain duties and positions held.)
- Service to local, regional and national professional organizations. (Membership, offices held, duties, etc.)
- Organizing departmental events.
- Presenting at or attending recruiting events.
- Leadership position in a local, regional and national professional organization.

- Maintaining a student organization web site.
- Supervision of undergraduate or graduate fieldwork activities, internship, immersive learning or service learning activities.
- Advisor for student seminars and presentations.
  Supervising student organizations, or holding a position in a national student organization.
- Community engagement (Explain value to the community or the university, and relation to the department member's professional expertise.)
- Serving as a mentor for faculty working toward tenure and promotion.
- Serving as a faculty mentor for undergraduate or graduate students (Indicate number of advisees, time devoted to advising, or innovative advising approaches.)
- Participation in preparation and/or follow-up activities for program (or institutional) review, accreditation or re-accreditation
- Creation of multidisciplinary courses and programs.
- Regional work integrated into programmatic design.
- Facilitation of cross-campus activities and experiences.
- Delivery of professional expertise to colleagues across campus.
- Regional development.
- Assessment duties (Including but not limited to program review, prioritization, strategic planning, etc.).
- Consulting as a contribution to the profession
- Letters or other written records that document the faculty member's quantity and quality of service.
- Completed evaluation forms from those who participated in the activity.
- Evidence that the work has served as a model for others.

Promotion and Tenure:

Instructor Rank
   A. Initial Appointment Criteria: An earned master's degree awarded by a regionally accredited or internationally recognized institution.
   B. Retention: Satisfactory performance in all duties.
   C. Promotion: Meet initial appointment criteria for the rank of Assistant Professor.

Assistant Professor Rank
   A. Initial Appointment Criteria: An earned doctorate awarded by a regionally accredited or internationally recognized institution.
   B. Retention: Satisfactory performance in all duties while making adequate progress toward tenure and promotion.
   C. Promotion: Serve sufficient time at the rank of Assistant Professor. Demonstrate quality teaching; a record of scholarly achievement; a commitment to serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).
   D. Faculty hired at the Instructor rank may apply for promotion to Assistant Professor once they have achieved the minimum criteria for the rank of Assistant Professor. (RUSO 3.3.e)

Associate Professor Rank
   A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Assistant Professor.

B. Retention: If the person has tenure, then satisfactory post-tenure review. If the person, does not have tenure, then adequate progress toward achieving the award of tenure.

C. Promotion: Serve sufficient time at the rank of Associate Professor. Demonstrate excellent teaching; a consistent record of scholarly achievement; a consistent pattern of service to the department, college, university, and profession; and superior performance of non-teaching semi-administrative or administrative duties (if applicable).

D. Time in Rank: Faculty members at the Assistant Professor rank may be promoted to Associate Professor after a minimum five (5) years. (RUSO 3.3.e)

Professor Rank

A. Initial Appointment Criteria: The equivalent experience and accomplishment as one who was promoted from the rank of Associate Professor. No person shall be assigned the rank of professor without prior or concurrent awarding of tenure.

B. Retention: Satisfactory post-tenure review.

C. Promotion: Not applicable.

D. Time in Rank: Faculty members at the Associate Professor rank may be promoted to Professor after a minimum five (5) years. (RUSO 3.3.e)

Academic Tenure

"Tenure is granted to non-tenured, tenure-track faculty whose work has satisfied university and department standards of quality and significance in Effective Classroom Teaching, Scholarly or Creative Achievements, and Contributions to the Institution and Profession following the Boyer Model, as laid out in Appendix C. Tenure represents the University's long-term commitment to the faculty member, and is only granted when there is evidence that the individual will continue to make increasingly distinguished contributions to the university and its instructional program, her/his discipline, and the community." (Faculty Handbook, p. 23)

Tenure is normally considered during the fifth year of a tenure track appointment. Demonstrate quality teaching; a consistent record of scholarly achievement; a commitment to serving the department, college, university, and profession; and quality performance of non-teaching semi-administrative or administrative duties (if applicable).

NORTHEASTERN
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Review of Departmental
Promotion, Tenure and Post-Tenure Guidelines

Name of Department: Mathematics and Computer Science

College or Unit: Science and Health Professions

Semester / Year of Current Review: Fall 2022

Semester / Year of Next Review: Fall 2024

Department Faculty Vote Date: October 25, 2022

Department Approval Signatures

_____
Department Senior Faculty Member

November 2, 2022
Date

_____
Department Chair

November 2, 2022
Date

Approval Signatures

_____
College Dean

11/9/2022
Date

_____
Provost / Vice President of Academic Affairs

11.30.22
Date

_____
Northeastern State University, President

12/1/22
Date