


Department of Mathematics and Statistics  
The College of New Jersey  
Disciplinary Standards for Reappointment, Tenure, and Promotion

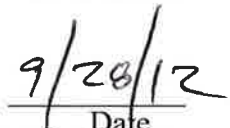
The attached disciplinary standards have been reviewed and approved by the Committee on Faculty Affairs, the Council of Deans, and the Provost.

To avoid creating a moving target for candidates for reappointment, the disciplinary standards in effect during a faculty member's first year of employment will be used for reappointment and tenure applications in years 1-4. Candidates for promotion will use the disciplinary standards in effect in the year in which they apply for promotion


  
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Department Chair

  
\_\_\_\_\_  
Date

  
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Dean

  
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Provost

  
\_\_\_\_\_  
Date

The Department of Mathematics and Statistics will next review its disciplinary standards in Academic Year 2017-18.

**Department of Mathematics and Statistics**  
The College of New Jersey

**Disciplinary Standards for Faculty**  
**Scholarly, Creative, and Professional Activities**  
September 2012

**I. Introduction**

The College of New Jersey (TCNJ) expects faculty seeking reappointment and promotion to demonstrate exemplary achievement in their scholarly, creative, and professional activities. To fairly and equitably apply this standard to all faculty, the *TCNJ Promotions and Reappointment Document* (2011 version) calls for each department to describe the standards that mark excellence in scholarly, creative, and professional activities for faculty in the department. As scholars in mathematics, mathematics education and statistics, the faculty members in the Department of Mathematics and Statistics embrace the opportunity to outline the standards in our fields that are appropriate for assessing excellence in our disciplines.

To provide the institutional context for these standards, we begin with excerpts from the mission statements of the College and School, which describe the role of a teacher-scholar at The College of New Jersey. We then provide a comprehensive description of the scholarly, creative, and professional activities expectations for the faculty in the Department of Mathematics and Statistics.

The College of New Jersey Mission Statement

The faculty in the Department of Mathematics and Statistics are committed to serving the mission of the college, and as such are committed to the model of the “teacher-scholar....dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship....” (TCNJ Mission Statement). Furthermore, we embrace the model presented in this mission statement whereby students are integrated into this process, so that the experience we provide each student through our role as teacher-scholars “prepares students to excel in their chosen fields and to create, preserve and transmit knowledge.”

The School of Science Mission Statement:

The application of the college’s mission statement to educational experience in the sciences is outlined in the School of Science Mission Statement, which states that “students will interact with outstanding teacher-scholars as instructors, advisors, and mentors” and they will do so because “faculty actively integrate undergraduate research experiences into their scholarship, helping prepare students to meet their future career or graduate school goals.”

## **II. Standards for Scholarly Activity**

Based on combining our twin departmental goals of producing new knowledge in the fields of mathematics, mathematics education and statistics, and delivering a high-quality education to our undergraduates, the Department of Mathematics and Statistics supports a model whereby the scholarly record of a teacher-scholar in the department will be reflected by suitable accomplishments.

First and foremost, the individual must establish a viable research program within one or more of the disciplines of mathematics, mathematics education, and statistics. It is expected that this research program will lead to publication in peer-reviewed journals. Interdisciplinary work within these fields or with other fields is also valued. Other measures of an established research program include:

1. Publication of a book or monograph.
2. Presentations of scholarly work at regional, national and/or international meetings.
3. Funded, peer-reviewed grant proposals that support the research program of the faculty member or support the enhancement of the educational experience of students.
4. Scholarship in support of teaching in mathematics or statistics (the scholarship of pedagogy), reflected by authored textbooks within the discipline.
5. Engagement and mentoring of undergraduates in discipline-appropriate research experiences. Whenever possible, this activity should result in student presentations of their work at external regional, national, and/or international meetings.

## **III. Role of the Department Promotion and Reappointment Committee (DPRC)**

The DPRC consists of all tenured faculty members in the department. Committee members who are either applying for promotion themselves or who are serving on the institution-wide College Promotions Committee are excused from service on the DPRC when the DPRC is considering candidates for promotion.

The DPRC has the on-going responsibility to maintain the department's standards for scholarship. Starting with the date of hire of a new faculty member, the DPRC is responsible for monitoring a probationary faculty member's progress in meeting the department's disciplinary standards for reappointment and tenure.

The Department of Mathematics and Statistics expects candidates for tenure and promotion to have peer-reviewed publications (in mathematics, mathematics education or statistics) in selective venues. All candidates for tenure and promotion are required to submit to the DRPC for approval the names of the venues in which they intend to publish their work. The DPRC will initiate a consultative process involving the individual and the evaluation of the intended peer-review venue.

In evaluating the venue in which research might be published, the DPRC may consider acceptance rate, impact factors, and other quantitative measures of the strength of the journal; however, these measures are recognized to vary widely between the different sub-disciplines present in the Mathematics and Statistics Department, so that no precise minimum standards can be specified. The conclusion of the consultative process will inform the individual how the intended venue for publication will be viewed as far as meeting the disciplinary standards.

The Mathematics and Statistics Department recognizes and supports collaborative work. Candidates for tenure and promotion are supposed to have a significant role in their published work and should clarify their contributions to their publications, if jointly authored. When making recommendations, the DPRC will take into account the scale of the project/publication along with the number of authors.

#### **IV. Scholarly, Creative, and Professional Activity Expectations for Pre-tenure Reappointment (Fourth and Fifth-Year Reappointments)**

The Department of Mathematics and Statistics expects that candidates should show steady progress toward a productive program of scholarship or creative activity in their discipline throughout their probationary period. By the time of the tenure decision, there should be a record of finished work conducted while at TCNJ and clear promise of continued scholarship.

- Year 1 – During the first year there should be evidence that the faculty member has begun doing research at TCNJ.
- Year 2 – By the time of the second year review there should be evidence of progress toward productive scholarship. At a minimum, a faculty member should be able to demonstrate ongoing or concluded studies, planning for manuscript preparation, grant writing, and/or attendance at a professional conference, ideally for presentation.
- Year 3 – During the third year there should be clear evidence of productivity as shown by a submitted manuscript to an approved peer-reviewed venue based at least in part on work done at TCNJ, as well as other measures of an established research program.

#### **V. Scholarly, Creative, and Professional Activity Expectations for Tenure**

The Department of Mathematics and Statistics' expectations for tenure are as follows:

##### Criteria for Tenure

All candidates for Tenure must satisfy the following criteria:

1. A paper accepted for publication in an approved peer-reviewed venue.

2. In exceptional circumstances\* the single publication in (1) may be deemed by the DPRC to be sufficient to satisfy the expectation for scholarly and creative activities. In the absence of exceptional circumstances, a candidate must also satisfy one of the following (all valued equally):
  - a. A second paper accepted for publication in an approved peer-reviewed venue.
  - b. A presentation of scholarly or creative activity at a juried or peer-reviewed regional, state, or national conference or professional organization that appears in their published proceedings.\*\*
  - c. An accepted book manuscript or monograph.\*\*
  - d. A funded grant proposal.\*\*
  - e. Creative or Professional activity.\*\*

\*Examples of exceptional circumstances might be a single paper that is awarded a prize or results in an invitation to deliver a series of lectures.

\*\*The DPRC, through a consultative process involving the candidate, will determine the appropriateness of the item in (b), (c), (d), (e).

The work satisfying item 2 must contain significant scholarly work not published in the work satisfying item 1 and vice versa.

In those cases where a candidate, prior to his/her appointment to the college, has already reached a productive and coherent program of scholarly and creative activities commensurate with tenure at TCNJ, he/she will need to provide evidence of continued scholarly/creative accomplishments since his/her appointment.

## **VI. Scholarly, Creative, and Professional Activity Expectations for Promotion to Associate Professor**

The Department of Mathematics and Statistics' expectations for promotion to Associate Professor are as follows:

As indicated in the *TCNJ Promotions and Reappointment* Document: "Promotion to Associate Professor requires a pattern of continuing achievement since initial appointment." Candidates for promotion to Associate Professor must have a demonstrated record of recent scholarship along with a demonstrated ability to continue a scholarly program as measured by the following:

### Criteria for Promotion to Associate Professor

All candidates for promotion to Associate Professor must satisfy the following criteria:

1. A paper accepted for publication in an approved peer-reviewed venue.

2. In exceptional circumstances\* the single publication in (1) may be deemed by the DPRC to be sufficient to satisfy the expectation for scholarly and creative activities. In the absence of exceptional circumstances, a candidate must also satisfy one of the following (all valued equally):
  - a. A second paper accepted for publication in an approved peer-reviewed venue.
  - b. A presentation of scholarly or creative activity at a juried or peer-reviewed regional, state, or national conference or professional organization that appears in their published proceedings.\*\*
  - c. An accepted book manuscript or monograph.\*\*
  - d. A funded grant proposal.\*\*
  - e. Creative or Professional activity.\*\*

\*Examples of exceptional circumstances might be a single paper that is awarded a prize or results in an invitation to deliver a series of lectures.

\*\*The DPRC, through a consultative process involving the candidate, will determine the appropriateness of the item in (b), (c), (d), (e).

The work satisfying item 2 must contain significant scholarly work not published in the work satisfying item 1 and vice versa.

In those cases where a candidate, prior to his/her appointment to the college, has already reached a productive and coherent program of scholarly and creative activities commensurate with promotion to Associate Professor at TCNJ, he/she will need to provide evidence of continued scholarly/creative accomplishments since his/her appointment.

## **VII. Scholarly, Creative, and Professional Activity Expectations for Promotion to Professor**

TCNJ's Promotions and Reappointment Document states, "Promotion to Professor requires a sustained pattern of achievement since attaining the rank of Associate Professor, with evidence indicating the maturation of the scholarly/creative/professional record." The quantity of output is not specified, but it is the expectation of the Department of Mathematics and Statistics that it would typically take at least five years beyond the time of promotion to Associate Professor to produce a substantial body of work that demonstrates a sustained, productive research program in mathematics, mathematics education or statistics. The Department of Mathematics and Statistics believes that a faculty member has a sustained, productive research or creative program when the criteria listed below are met.

### Criteria for Promotion to Professor

From the time of their promotion to Associate Professor, candidates for promotion to Professor must satisfy the following criteria:

1. A paper accepted for publication in approved peer-reviewed venue.
2. One of the following:
  - a. A second paper accepted for publication in an approved peer-reviewed venue.
  - b. A presentation of scholarly or creative activity at a juried or peer-reviewed regional, state, or national conference or professional organization that appears in their published proceedings.
  - c. An accepted book or monograph whose quality is reflected in reviews, adoptions and citations.
  - d. Sustained supervision of student research experiences. When possible, such experiences should result in publication or presentation of the work at regional, national and/or international meetings.

The work satisfying item 2 must contain significant scholarly work not published in the work satisfying item 1 and vice versa.

3. Demonstrated recognition of the candidate's scholarly work at the regional, national, and/or international level. Evidence of this recognition could be one or more of:
  - a. Invited presentations at juried or peer-reviewed regional, national and/or international conferences or professional organizations.
  - b. Review or referee invitations.
  - c. A leadership role in consulting activities.
  - d. Writing and obtaining grants.
  - e. Serving as a member of a dissertation committee.

For faculty whose initial appointment at TCNJ was at the Associate Professor level, scholarly work done before starting their TCNJ appointment may be considered by the DPRC as long as suitable scholarly work continues here.

The above standards for promotion to Professor may be relaxed under circumstances when, as stated in the Promotions and Reappointment Document, "there may be periods when the level of scholarly activity is somewhat reduced (but not eliminated) due to a significant increase in teaching or service, such as serving as Department Chair."

Approved by the Department of Mathematics and Statistics  
9/26/2012

