

\*\*\*\*\*  
What follows is the Mathematics Department's "Post-tenure Review Document" as passed by its Tenured Faculty on Tuesday, September 25, 2007.  
\*\*\*\*\*

## PROCEDURES FOR REVIEW OF REGULAR TENURED FACULTY PERFORMANCE

The Department shall conduct review of faculty members in accordance with the University of Missouri Collected Rules and Regulations 310.015 B. This document specifies how the Department shall interpret certain provisions of that section.

### 1. Minimal Standards of Acceptable Performance

This section sets out minimal standards of acceptable performance for regular tenured faculty in the Department of Mathematics. The department affirms its commitment to the principle of Academic Freedom, and emphasizes that the exercise of the faculty member's rights under this principle may not be construed as grounds for an unsatisfactory rating.

**Teaching:** The faculty member will fulfill his/her teaching obligations in a professional manner.

**Research:** Faculty member contributes to the enterprise of research. This contribution may be demonstrated by publishing, reviewing, or refereeing papers or books, having or developing an active research program, participating in or arranging seminars, colloquia, or conferences, supervising research projects, or other means generally accepted by the professional community.

**Service:** Faculty member performs reasonable assigned service tasks acceptably.

### 2. Annual Review of Reports

Part B.1.b of Faculty By-Law 310.015 specifies that the term "Chair" in 310.015 stands for the organ within the Department evaluating faculty according to normal practices. In all Departmental reviews, whenever 310.015 specifies a review or an evaluation by the "Chair," the Department will use separate reviews by the Chair and by the Faculty Subcommittee of the Executive Committee, except that in cases of conflict of interest substitutes may be used, as provided by 4.

Any finding of unsatisfactory by the Faculty Subcommittee of the Executive Committee must be done at a meeting in which all Faculty seats on the Executive Committee are filled, all members of the Faculty Subcommittee of the Executive Committee are present (subject to the arrangements for substitutes or recusals in cases of conflict of interest, as provided by 4), and there is unanimous agreement for a finding of unsatisfactory.

The Departmental review of the faculty member is considered satisfactory overall unless the Chair and the Faculty Subcommittee of the Executive Committee issue a joint unsatisfactory review enumerating the reasons behind this finding together with evidence supporting it.

### 3. Tenured Faculty Review

Parts B.1.d and B.2 of Faculty By-Law specify actions by a "department/unit" committee. That committee will be the Department's Committee of Tenured Faculty.

Faculty have the right to appeal any unsatisfactory findings in any annual review to the Committee of Tenured Faculty any time from when that review is received until the conclusion of the next five-year review, in accordance with 310.015.B.1.f. In all evaluations of performance by the Tenured Faculty done pursuant to 310.015.B, any finding of unsatisfactory requires a two-thirds majority of the membership (excluding recusals).

### 4. Conflicts of Interest\*

For the purposes of post-tenure review, a conflict of interest is defined as any relationship among faculty members which would interfere with the fairness of one member's review of another. No faculty member may review him- or herself. Two members of an immediate family are always considered to have a conflict of interest. Divorced spouses are always considered to have a conflict of interest.

A faculty member being reviewed who believes that some of those reviewing him or her may have conflicts of interest may request those reviewers to recuse themselves. Such requests shall be made to the Executive Committee, in the case of a potential conflict with either the Chair or the Faculty Subcommittee of the Executive Committee, or the Committee of Tenured Faculty, in the case of a potential conflict with one of its members, in writing. Those requested to recuse themselves will respond to the reviewing body, in writing, indicating whether they will or will not recuse themselves. Members may also recuse themselves on their own motions.

If a member of a reviewing body has recused her- or himself, then the Executive Committee or the Committee of Tenured Faculty, as appropriate, will record this fact in its minutes, but the request for the recusal (if any) and any material supporting that request will not be kept by the body or entered in the record. Acceding to a request for recusal is not to be construed as any sort of admission.

If a recusal has been requested but not acceded to, then the faculty member making the request may send to the Executive Committee or the Committee of Tenured Faculty, as appropriate, a statement or other evidence giving the basis for the request, and the reviewer whose recusal has been requested will be shown this evidence. The reviewer may enter his or her response in the record, and then the faculty member may submit a rebuttal, and then the reviewer may submit a rebuttal. The evidence offered, the response and the rebuttals become a part of the record which may be considered in appeals.

At any point before the reviewing body meets to take up the faculty member's case, a reviewer may recuse him- or herself. If a reviewer does so, then the fact of the recusal is kept in the record, but no request for the recusal, no evidence offered in support of this request, no response from the reviewer, and no rebuttals are kept; any which have already been entered in the record are expunged. The recusal is not considered an admission of any kind.

If two or more members of the Faculty Subcommittee of the Executive Committee have recused themselves from a case, then the Committee of Tenured Faculty shall propose to the member being reviewed substitute reviewers to take their places. The faculty member may accept or decline each of these substitutions.

If the Chair has recused her- or himself from a case, then the Committee of Tenured Faculty shall propose to the member being reviewed a substitute reviewer to take her or his place. The faculty member may accept or decline this substitute. A faculty member declining a substitute for the Chair in this manner waives his or her right to that level of review.

#### 5. Satisfactory Overall Performance

In the annual review, overall performance is satisfactory if performance in two or more of the three areas of teaching, research, and service is satisfactory. Significant contributions in one area can compensate for unsatisfactory performance in one or both of the other two areas. Those on leave, or otherwise exempted from certain duties, shall be reviewed only in those areas in which they have had professional obligations during the review period.

In the five-year review, overall performance is satisfactory if performances in three or more years within the five-year period are satisfactory, or if the Chair or the Faculty Subcommittee of the Executive Committee find the performance satisfactory.

#### 6. Implementation

The first five-year review will be done five years after the latest of the tenure decision, the last formal review of the faculty member for promotion to associate professor/full professor, or this document becoming active.

#### 7. Adoption, Amendments, Activation

These guidelines must be approved by a two-thirds majority of the tenured faculty. Once approved, any revision or amendment to the guidelines must be approved by a two-thirds majority of the tenured faculty. The rules become active as soon as they are approved and are made available to faculty.

This document becomes invalid if the Executive Committee Charter is amended by a vote of less than two-thirds of the Tenure-track Faculty or superseded by a vote of less than two-thirds of the Tenure-track Faculty.

\*This may be superseded by by-laws approved by a two-thirds vote if a separate conflict of interest policy is formulated there.

\*\*\*\*\*

As adopted by the Committee of Tenured Faculty of the Department of Mathematics on Tuesday, Sept. 25, 2007.

\*\*\*\*\*