

**Department of Mathematics Guidelines  
for  
Annual Evaluation of Ranked Non Tenure Track Teaching Faculty**

This document specifies departmental guidelines for annual evaluation of full-time ranked non-regular teaching faculty (also called Ranked Non Tenure Track [RNTT] Teaching faculty) as defined by and in accordance with the Collected Rules and Regulations of the University and the bylaws of the College of Arts and Science.

Evaluations of all RNTT Teaching faculty are made by a faculty committee, called the Annual Review Committee for Full-Time, Ranked, Non-Tenure-Track Teaching Faculty (ARCRNTT) that is appointed by the Department Chair in consultation with the Executive Committee. The ARCRNTT consists of at least four regular faculty members together with at most two additional members who might be RNTT Teaching faculty members. Normally, the Department's Associate Chair and Director of Undergraduate Studies are members of the ARCRNTT, and the Associate Chair serves as Chair of the committee.

RNTT Teaching faculty who are members of the ARCRNTT are evaluated solely by the regular faculty members on the committee.

The ARCRNTT reports to the Department Chair in writing on or before a date during the spring semester specified by the Department Chair. The reporting date should be during the same period of time when regular faculty members are evaluated for annual accomplishments.

At least one month in advance of the reporting date, the Department Chair provides the ARCRNTT with copies of the appointment letters for all RNTT faculty to be evaluated. Also, the Department Chair requests a dossier from each RNTT faculty member to be evaluated and supplies copies to the ARCRNTT.

The RNTT faculty member shall be evaluated on his or her primary responsibility, as specified in his or her appointment letter, as well as on service and professional activities related to that primary responsibility.

The dossier prepared by the RNTT faculty member should provide documentation of the performance of duties specified in his or her appointment letter together with evidence of quality. Documentation of duties performed would include, as appropriate, a list of courses taught (identified with dates, course numbers, and the number of students in each class), a list of administrative duties performed (e.g. organizing and running workshops, coordinating courses, writing exams, organizing tutoring or review sessions), and a list of service and professional activities (e.g. committee assignments, service work related to a professional organization, refereeing, reviewing, grant writing, conference organization, mentoring). Evidence of quality could include teaching evaluations, workshop evaluations, letters from students or faculty, innovations or successful implementations, publications or other professional writing related to specified duties, accomplishments related to committee work, accomplishments related to professional organizations, grants, accomplishments in professional organizations, honors, awards, etc. While the dossier may include reference to career accomplishments, activities during the past calendar year (January 1 through December 31) should be clearly indicated.

Deliberations of the ARCRNTT are confidential. The ARCRNTT reports (usually in the form of letters addressed to each RNTT faculty member) are copied to the Executive Committee and transmitted by the Department Chair to the corresponding RNTT faculty members. The reports are otherwise confidential insofar as allowed by University rules and applicable law.

RNTT teaching faculty members have the right to appeal their evaluations, and to present aspects of their appeals in person before the ARCNTT. RNTT faculty who wish to appeal notify the Department Chair in writing, who transmits their request to the ARCNTT.

These guidelines are meant to be public. In particular, these guidelines should be made available to all RNTT Teaching faculty members.