

**PORTLAND STATE UNIVERSITY**  
**DEPARTMENT OF MATHEMATICS AND STATISTICS**  
**PROMOTION, TENURE, AND PAY GUIDELINES**  
**May 13, 2014**

**I. General Procedures**

Department policies and procedures follow those established by the Portland State University Promotion and Tenure Guidelines, which are incorporated herein by reference. Evaluation for promotion will be based on the evaluation criteria described in the University Guidelines.

Faculty members eligible for promotion and/or tenure and non-tenured faculty who have been on the faculty for more than one year will be asked by the Department Chair to submit detailed documentation of activities as outlined in the current PSU guidelines. These statements are to be placed in the individual's personnel file for review by the appropriate Committee. It is the faculty member's responsibility to make certain all documentation relevant to his or her consideration for promotion and/or tenure is included by the time the Committee begins its deliberations.

**II. The Committees**

**Tenure Committee and Promotion Committees**

The Tenure Committee for a candidate for tenure consists of all tenured faculty members except the department Chair.

The Promotion Committee for each candidate for promotion consists of the faculty members described below for each category, excluding the department Chair:

- For an associate professor: all professors.
- For an assistant professor: all associate professors and all professors
- For a senior instructor I: all senior instructors II, associate professors and all professors. In case there is no senior instructor II, a senior instructor I, other than the candidate, shall be elected to the committee by a vote of all other members of the committee. In the case when there is neither a senior instructor II nor a senior instructor I, an instructor shall be elected to the committee by a vote of all other members of the committee.
- For an instructor: all senior instructors I, all senior instructors II, all associate professors and all professors. In the case when there is no senior instructor I or senior instructor II, an instructor, other than the candidate, shall be elected to the committee by a vote of all other members of the committee.

The committees will seek student input on each promotion and tenure case. However, there will not be any student members on committees.

The committee shall elect a Chair among its members during the Spring term previous to the candidates evaluation. The Chair shall appoint a subcommittee consisting of two members selected by the Chair and a member selected by the candidate. This subcommittee will evaluate the candidate's performance and submit a report to be considered by the full committee. The full committee will write the final recommendation. A majority vote of the Promotion and/or Tenure Committee will be necessary to yield a favorable recommendation for promotion and/or tenure to be forwarded to the Department Chair.

Faculty members whose work is interdisciplinary in nature may request that an additional faculty member from a second department or program within the university be assigned to the Committee. The candidate making the request and the Chair of the Promotion or Tenure Committee will work together to identify the appropriate faculty member.

For assistant professors on the tenure track the committee will also perform a third year review following the same process described above.

The committees will follow all other procedures and timelines specified in the University's Promotion and Tenure guidelines.

#### **Merit Pay Committee**

The Merit Pay Committee shall consist of five members from the set of individuals to which the merit pay is applicable. The five members shall be elected by a vote of all individuals of the set just described. In the case when such set contains five or fewer members, all members become part of the Merit Pay Committee.

The committee will follow all other procedures and timelines specified in the University's Promotion and Tenure guidelines.

### **III. Revision of Guidelines**

For the purpose of revising and updating these guidelines a three-person committee will be selected as follows:

- a chairperson elected by a vote of all members of the department with a .50FTE or higher appointment.
- a tenure/tenure-track faculty member elected by a vote of all tenure/tenure-track faculty members with a .50FTE or higher appointment.
- A non-tenure-track faculty member elected by a vote of all non-tenure-track faculty members with a .50FTE or higher appointment.

The committee will submit the revisions for a vote by all faculty members of the department with a .50FTE or higher appointment. Approval of revisions requires a majority of the votes cast.