

Version 2023

Approved Senate Faculty Review Standards Committee: April 28, 2023

Approved Senior Vice President for Academic Affairs: June 9, 2023

Approved Senior Vice President for Health Sciences: June 16, 2023

**University of Utah
Department of Mathematics
College of Science**

**Appointment, Review, Reappointment, and Promotion Statement for
Career-Line, Adjunct, Visiting Faculty, and Other Instructional Personnel**

Approved by Department Tenure-Line Faculty: March 11, 2024

Approved by College Dean: March 11, 2024

Approved by Senate Faculty Review Standards Committee: April 12, 2024

Approved by cognizant Senior Vice President on July 29, 2024, to become **effective on July 1, 2024**.

Preface

This document is the Department of Mathematics' Statement of appointment, review, reappointment, and promotion criteria, standards, evidence, and procedures for Career-Line, Adjunct, and Visiting Faculty, and Other Instructional Personnel, as required by University Policy. All committees or individuals making any recommendation or decision in these proceedings shall do so consistent with the governing University Regulations and the substantive criteria, standards, and evidence set forth in this Statement. The primary relevant University Regulations are Policies [6-300](#), [6-302](#), [6-309](#), and [6-310](#).

Career-Line, Adjunct, and Visiting (CAV) Faculty are a critical part of the intellectual fabric of the University of Utah. As part of our community of teachers, researchers, and clinicians, CAV Faculty make important contributions to the teaching, research/creative activity, and/or service missions of the University and the Department.

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1. Effective Date and Application to Existing Faculty

This Statement is applicable as of the effective date shown on page 1. All Career-Line, Adjunct, and Visiting Faculty, and other instructional personnel appointed or reappointed on or after the effective date will be reviewed under this Statement. If a faculty member was appointed or reappointed prior to the effective date and a review for reappointment and/or promotion is scheduled to occur within twelve months following the effective date, the faculty member may elect to have the review conducted under either (1) the prior Statement or (2) this new Statement. This Statement will apply automatically unless the faculty member's choice of the prior Statement is communicated to the Department Chair and College Dean by signed letter before the review begins.

2. Faculty Categories, Ranks, and Employment Contracts

Career-line, Adjunct, and Visiting faculty members participate in the University's academic mission and make a substantial contribution to the academic activities of their academic unit. Their professional activities, however, do not span the full range of responsibilities of Tenure-line faculty members. Additionally, Adjunct faculty members' professional activities do not span the full range of responsibilities of Career-line faculty members, and Visiting faculty members' contributions are temporary, by definition.

Faculty members may be appointed to Career-line, Adjunct, or Visiting positions as the University and appointing units determine appropriate, in light of the University's need to retain flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci.

2.1. Career-Line Categories

Career-Line faculty members are appointed in one of two categories: (1) Lecturer or (2) Research. The Department of Mathematics does not use the Clinical category.

2.2. Ranks

Career-line, Adjunct, and Visiting Faculty are appointed to one of four ranks: Instructor, Assistant Professor, Associate Professor, or Professor, modified by the designation of Lecturer, Research, Adjunct, or Visiting.

2.3. Employment

Appointment to the faculty as Career-line, Adjunct, or Visiting makes the faculty member eligible for employment, but does not guarantee employment.

Once appointed as a faculty member, a Career-Line, Adjunct, or Visiting faculty member may then be hired by contract as an employee of the University. The faculty member's full-time equivalency (FTE) and terms are stipulated in the employment contract for a designated time-

period that may be equal to or less than the duration of the accompanying faculty appointment. Department and University administrative officers determine all aspects of the faculty member's employment contract, including period of employment, salary, benefits, and the faculty member's specific duties.

Career-Line faculty members are typically hired as full-time employees, Adjunct faculty are typically hired as part-time employees, and Visiting faculty may be hired as either part-time or full-time employees.

3. Faculty Rights and Responsibilities

All Career-line, Adjunct, and Visiting faculty members have the rights and responsibilities described in the Code of Faculty Rights and Responsibilities (Policy [6-316](#)). In this Department, each faculty category has additional rights and responsibilities as described below.

3.1. Career-Line Faculty

Lecturers are primarily responsible for teaching and for the development and implementation of special programs connected with their teaching and other areas of expertise. Expectations and support for teaching and (if relevant) research/creative activity and service activities shall be stipulated in the employment contract.

Research faculty members are primarily responsible for research/creative activity and peer-reviewed dissemination of that research/creative activity, usually in conjunction with funded projects, typically under supervision by or in collaboration with one or more members of the Tenure-Line faculty. Research faculty members also may be responsible for the development and implementation of special programs connected to their research/creative activity and other areas of expertise. Research faculty members ordinarily do not teach regular courses but, as stipulated in the employment contract, may be expected to give guest lectures, participate in other programs, or otherwise enhance the Department teaching mission as related to their research/creative activity programs. Expectations and support for research/creative activity and (if relevant) teaching and service activities shall be stipulated in the employment contract.

Career-Line faculty members are entitled to participate fully on Department, College, and University Committees (within limits prescribed by University regulations), in College Council, and at faculty meetings.

Career-Line faculty members are entitled to vote on College matters within limits prescribed by College policy, Departmental and College committees as assigned as part of their service, and Department faculty appointment, reappointment, and promotion matters, except (1) appointment, retention, tenure, and promotion of Tenure-Line faculty; (2) appointment and reappointment of career-line faculty above their rank; and (3) promotion of Career-Line Faculty to ranks above their rank. They are not entitled to vote on other departmental matters.

3.2. Adjunct and Visiting Faculty

Per Policy [6-300](#), Adjunct and Visiting Faculty members shall not have the right to vote in the capacity of faculty members in any context within the University (but may be called upon in an advisory capacity).

4. Standards, Criteria, and Rating Scales

4.1. Standards

Assessment of a candidate's performance is based upon achievements in the relevant functions of faculty members—referred to as criteria in University Regulations—with responsibilities stipulated in the employment contract— (1) teaching, (2) research/creative activity, and (3) service.

Summary ratings of performance in the three criteria areas described below serve as the standards for review, reappointment, and promotion. The same standards apply to both formal and informal reviews. As permitted by University Regulations, this Department uses a four-level scale of standards for evaluating performance: *excellent*, *very good*, *effective*, and *not satisfactory*.

The Department will only evaluate the areas described below—teaching, research/creative activity, and service—that are applicable to the candidate's areas of responsibility as stipulated in the employment contract.

Per university policy, in carrying out their duties in research/creative activity, teaching, and service faculty members are expected to demonstrate the ability and willingness to perform as responsible members of the faculty, as defined in the Faculty Code (Policy [6-316](#)). Therefore, assessments of research/creative activity, teaching, and service may consider the candidate's conduct as a responsible member of the faculty, based on the evidence in the file.

Sustained: In the context of this Statement, “sustained” means that the candidate has made contributions over time. While quantity and quality of work may vary from year to year, as a whole the candidate demonstrates continued contributions to research/creative activity, teaching, and service, as stipulated in the employment contract.

a. Standards for Lecturers

Generally, Lecturers are not expected to engage in research/creative activity unless specified in their contracts.

1. To be reappointed as Instructor, a Lecturer must demonstrate that they are (1) at least Effective in teaching.
2. To be promoted to or reappointed as Assistant Professor, a Lecturer must demonstrate (1) that they are Very Good in teaching, or that they have made

substantial progress toward becoming Very Good in teaching, and (2) at least Effectiveness in the areas of service for which they are responsible.

3. To be promoted to or reappointed as Associate Professor, a Lecturer must demonstrate that they are (1) Excellent in teaching, or that they have made substantial progress toward becoming Excellent in teaching, and (2) at least Effective in the areas of service for which they are responsible.
4. To be promoted to or reappointed as Professor, a Lecturer must demonstrate (1) sustained excellence in teaching and (2) at least sustained effectiveness in the areas of service for which they are responsible.

b. Standards for Research Faculty

1. To be reappointed as Instructor, a Research faculty member must demonstrate that they are (1) at least Effective in research/creative activity; and (2) if the faculty member teaches, at least Effective in teaching.
2. To be promoted to or reappointed as Assistant Professor, a Research faculty member must demonstrate (1) at least sustained Effectiveness in research/creative activity; (2) if the faculty member teaches, at least sustained Effectiveness in teaching; and (3) at least Effective in the areas of service for which they are responsible.
3. To be promoted to or reappointed as Associate Professor, a Research faculty member must demonstrate that they are (1) Very Good in research/creative activity, or that they have made substantial progress toward becoming Very Good in research/creative activity; (2) if the faculty member teaches, at least sustained Effectiveness in teaching, and (3) at least Effective in the areas of service for which they are responsible.
4. To be promoted to or reappointed as Professor, a Research faculty member must demonstrate (1) sustained excellence in research/creative activity, (2) if the faculty member teaches, at least sustained Effectiveness in teaching, and (3) at least sustained effectiveness in the areas of service for which they are responsible.

c. Standards for Paid Adjunct Faculty

1. To be reappointed as Instructor, an Adjunct faculty member must demonstrate that they are at least Effective in teaching or in the areas of responsibility as stipulated in the employment contract.
2. To be promoted to or reappointed as Assistant Professor, an Adjunct faculty member must demonstrate at least sustained Effectiveness in teaching or in the areas of responsibility as stipulated in the employment contract.
3. To be promoted or reappointed as Associate Professor, an Adjunct faculty member must demonstrate that they are at least Very Good in teaching or in the areas of responsibility as stipulated in the employment contract.

4. To be promoted to or reappointed as Professor, an Adjunct faculty member must demonstrate sustained excellence in teaching or in the areas of responsibility as stipulated in the employment contract.

4.2. Criteria and Rating Scales

a. Teaching

Within the University system, the term *teaching* refers to the following four components: (a) regularly scheduled course instruction; (b) curriculum and program development; (c) mentoring and advising of students, which includes directing undergraduate and/or graduate student work; and (d) other teaching activities, specific to this Department.

1. Description of teaching

Course instruction. Course instruction encompasses (a) didactic classroom instruction; (b) online and distance education teaching; (c) the organization and facilitation of seminars and workshops related to curriculum needs; and (d) independent instruction involving one or more students on special topics. Specific sources of information to evaluate the candidate's course instruction shall include: (a) the candidate's statement of teaching philosophy as found in their personal statement; (b) peer review of the candidate's syllabi, assignments, and other teaching materials; (c) peer observation of the candidate's course instruction, seminars, workshops, and other public presentations; (d) information from Course Feedback Forms; and (e) SAC Reports. Other information about teaching, including, for example, a teaching portfolio, teaching awards, or any evaluation of the candidate's teaching done by personnel from the Martha Bradley Evans Center for Teaching Excellence (CTE) may also be included.

Curriculum and program development. Examples of curriculum and program development contributions include the development and teaching of new courses, development of new curricula or programs, and the publication of textbooks or other teaching materials.

Student advising and mentoring. Student advising and mentoring generally take place outside of the classroom. Activities in this area may include (a) general student advising and mentoring, (b) serving on graduate student committees, (c) directing undergraduate research/creative activity or thesis projects, (d) including students in research/creative activity and/or as co-authors in scholarly work, and (e) mentoring graduate student teachers, instructors, and undergraduate student learning assistants.

Other teaching activities. Mentoring of teaching-focused postdoctoral fellows generally takes place outside of the classroom. Activities in this area include (a) general mentoring about best teaching practices, and (b) career mentoring.

2. Summary rating scale for teaching

Ratings on the four-point scale below reflect the Department's consideration of the relevant components of teaching described above.

Excellent: The candidate has made substantial contributions in teaching areas for which they are responsible from among the following: course instruction, curriculum/program development, student advising and mentoring, and/or other teaching activities.

Very Good: The candidate has made meaningful contributions in teaching areas for which they are responsible from among the following: course instruction, curriculum/program development, student advising and mentoring, and/or other teaching activities.

Effective: The candidate has made acceptable contributions in teaching areas for which they are responsible from among the following: course instruction, curriculum/program development, student advising and/or mentoring, and/or other teaching activities.

Not Satisfactory: The candidate has made insufficient contributions in teaching.

b. Research/Creative Activity

1. Description of research/creative activity

The Department values the development and dissemination of new knowledge through research/creative activity and research/creative activity products. The following will be considered in evaluating a candidate's research/creative activity and scholarship:

- Publication of original research papers in refereed technical journals and refereed conference proceedings;
- Publication of books, including textbooks, with a substantial component devoted to an area of active research/creative activity, research monographs, book chapters, and survey or review articles;
- Presentations at conferences, workshops, colloquia or seminars;
- Patents licensed and software development.

Research/creative activity in related fields including but not limited to biology, chemistry, computer science, economics, engineering, finance, geosciences, and physics also contributes positively to a candidate's performance in research/creative activity. The characteristics of productive research/creative activity, however, differ depending on the candidate's area(s) of specialization and professional goals.

2. Research/Creative activity funding

External funding to support research/creative activity is valued by the University, College, and Department and supports the mission of the University. All efforts to obtain such funding contribute positively to a candidate's performance in research/creative activity.

3. Summary rating scale for research/creative activity

Ratings on the four-point scale below reflect the Department's consideration of quantity and quality of research/creative activities, their relevance to the academic community, and the requirements stipulated in the employment contract. The characteristics of productive research/creative activity differ depending on the candidate's area(s) of specialization and professional goals, as well as the needs of the Department for research/creative activity in a given area.

Excellent: The candidate has made substantial contributions in the research/creative activities for which they are responsible.

Very Good: The candidate has made meaningful contributions in the research/creative activities for which they are responsible.

Effective: The candidate has made acceptable contributions in the research/activities for which they are responsible.

Not Satisfactory: The candidate has made insufficient contributions in research/creative activity.

c. Service

Evaluations of service are made with respect to three areas, as stipulated in the employment contract: (1) professional service, (2) University service, and (3) public service.

1. Description of service

Professional Service. Service in this category may be oriented toward professional organizations, and it includes activities such as holding office; participating in the organization or operation of conferences; attending professional meetings; serving as chair, discussant, or reviewer for presentations at professional meetings; serving on various professional committees, panels, or boards (e.g., accreditation boards); and presenting professional workshops. Professional service contributions may also include serving as editor, associate editor, editorial review board member, or regular reviewer for scholarly or professional journals, reviewing book proposals or book manuscripts; and reviewing grant proposals for national funding agencies (e.g., National Science Foundation or Spencer Foundation).

University Service. This category includes service to the Department, College, and overall institution. A candidate's shared-governance activities at any of these levels (e.g., chairing and/or

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serving on standing and ad hoc committees, councils, task forces serving in administrative positions, curriculum and program oversight, or course coordination) are examples of University service contributions.

Public Service. This category includes service related to the candidate's area of expertise in various local, regional, national, and international public settings and can take many forms, for example, serving on boards and committees for governmental and/or non-profit organizations, and consulting with and/or providing direct service to community agencies as appropriate within University guidelines, including STEM outreach activities such as K-12 engagement and public lectures.

2. Summary rating scale for service

Ratings on the four-point scale below reflect the Department's consideration of service contributions in the three areas described above.

Excellent: The candidate has made substantial contributions in areas of service for which they are responsible.

Very Good: The candidate has made meaningful contributions in areas of service for which they are responsible.

Effective: The candidate has made acceptable contributions in areas of service for which they are responsible.

Not Satisfactory: The candidate has made insufficient contributions in relevant areas of service.

5. Appointment, Review, Reappointment, and Promotion Procedures

For information regarding the appointment/employment, review, reappointment/re-employment, and promotion procedures for Unpaid faculty members and Other Instructional Personnel, see Section 6 and Section 7, respectively.

Career-Line, Adjunct, and Visiting faculty are appointed as faculty members of the Department and of the University and serve for fixed durational terms. Unless the initial appointment letter says otherwise, departments may initiate or faculty members may request reappointment and/or promotion reviews for additional terms in accordance with University regulations, relevant Department and/or College policies, and the processes described below.

5.1. Review and Recommendation Committees

Reviewers must evaluate candidates only on the aspects of teaching, research/creative activity, and/or service work for which the candidate is responsible, as articulated in their employment contract; and reviewers must consider all sources of information included in the file.

a. Faculty Appointments Advisory Committee (FAAC)

The Faculty Appointments Advisory Committee (FAAC) shall consist of all tenure-line faculty members and all Career-line faculty members eligible to vote on a particular appointment, reappointment, or promotion matter, as stipulated in section 3 above.

1. Voting.

FAAC votes shall proceed by secret ballot.

2. Quorum.

Quorum consists of two-thirds of the FAAC membership, except that any member on formal leave of absence or, with prior notification, other extenuating circumstances shall not be counted toward the number required for quorum.

3. Absent FAAC Members.

Whenever practicable, the Department Chair shall advise all eligible FAAC members on leave or otherwise absent of the proposed action. Absent members' votes will be counted and recorded without distinction between the votes of present members and of absent members.

b. Career-Line, Adjunct, and Visiting Faculty Review Committee (Review Committee)

The Department Chair appoints the Review Committee members and designates one member as Review Committee Chair. The Review Committee is comprised of two (2) or more members of the tenured faculty and one (1) or more members of the Career-Line faculty who hold the rank of Associate Professor or Professor.

Whenever possible, Career-line faculty members shall not serve on the Review Committee during a year in which they are undergoing review for reappointment and/or promotion.

5.2. Initial Appointments and Terms

Initial appointment rank is based on demonstrated achievement and the expectation of future contributions. When determining the initial appointment duration and faculty rank, the Department shall consider the number of years the faculty member has served in a relevant profession; the length and quality of prior teaching, or research/creative activity experience; and their other significant achievements, service, awards, and contributions to their profession.

a. Career-Line faculty appointments and terms

Initial appointments of Career-Line Faculty members require a search process or a waiver of a search process, both of which require a vote of the FAAC.

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Career-line Faculty members are typically appointed for term lengths at the rank of:

- Instructor for one year
- Assistant Professor for up to three years
- Associate Professor for up to five years
- Professor for five years

b. Adjunct faculty appointments and terms

Initial appointments of Adjunct Faculty members require a vote of the FAAC.

Adjunct Faculty members are typically appointed for term lengths at the rank of:

- Instructor for one year
- Assistant Professor for up to two years
- Associate Professor for up to three years
- Professor for up to five years

c. Visiting faculty appointments and terms

Initial appointments of Visiting Faculty members require a vote of the FAAC.

Presumptively, Visiting faculty members who hold a faculty appointment at another institution will be appointed at the rank they hold at that institution, so long as doing so is consistent with the standards otherwise provided in this Statement.

Per University Policy, a visiting faculty member may be appointed for one, two, or three years. A visiting faculty member may be reappointed only if the cumulative years a candidate will serve as a visiting faculty member will be for no more than three years.

5.3. Annual Informal Reviews for Multi-Year Appointments

Career-line, Adjunct, and Visiting faculty members holding multi-year appointments are reviewed each year of the appointment until the final year. These annual reviews are called “informal reviews” and occur in the Spring semester.

An informal review provides the faculty member with guidance and constructive feedback on progress toward meeting expectations for reappointment and promotion and helps the department to ensure that the faculty member is carrying out their responsibilities (as stipulated in the employment contract) in the areas of teaching, research/creative activity, and service activities, as relevant.

A primary function of the informal review is to provide advice on developing the file for the formal review process.

a. Annual informal review procedures and file requirements

The Department Chair shall conduct the informal review.

1. By February 1, the Department Chair shall request the required materials from the faculty member.
2. By March 1, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in the employment contract (see [Appendix A](#) for recommended information to include for each file requirement):
 - An up-to-date curriculum vitae (include details of areas of responsibility)
 - Syllabi (if applicable)
 - Any relevant supplementary material the faculty member chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, and/or service.
3. By March 1, the Department Chair shall add the following materials to the file, as appropriate to the areas of responsibility stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):
 - Course Feedback Forms (if applicable)
 - List of Department/College/University Service Assignments (if applicable)
 - Evidence of Faculty Responsibility, if available
4. By April 1, the Department Chair shall review the faculty member's file and prepare a brief written report addressing any strengths or opportunities for improvement in teaching, research/creative activity, and/or service, as relevant based on the employment contract. The report shall be copied to the faculty member and placed in the review file. Within five (5) business days, the faculty member may submit a written response to the report to the Department Chair, who shall add it to the review file.

In the context of an informal review, if a faculty member does not demonstrate clearly adequate progress toward reappointment or if any condition specified in the employment contract is not fulfilled under University Regulations, the Department Chair may trigger an early formal review. The early formal review shall occur the following semester (excluding summer) unless a majority of the Review Committee votes to proceed with the review immediately. Such a review, however, must not be conducted earlier than 30 days after written notice of the review is provided to the faculty member.

5.4. Formal Reappointment and/or Promotion Reviews

To ensure the continued quality performance of faculty members and to make decisions about their reappointment or reappointment with promotion, the Department shall conduct a formal review in the last academic year of the faculty member's appointment.

a. Career-line faculty reappointment and/or promotion review procedures and file requirements

1. By October 1, of the academic year for review, the Department Chair shall identify the faculty with expiring terms whose reappointment or reappointment with promotion will be sought and request file materials from the candidates.
2. By November 1, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in the employment contract (see [Appendix A](#) for recommended information to include for each file requirement):
 - An up-to-date curriculum vitae (including details on areas of responsibility)
 - A Personal Statement (including details on the areas of responsibility)
 - Syllabi (if applicable)
 - Evidence of Research/Creative Activity (if applicable)
 - Any relevant supplementary material the candidate chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, and service, as relevant.
3. By November 1, the Chair of the Review Committee shall designate one or more members of the faculty to conduct peer teaching reviews for any candidate who has teaching responsibilities. Peer reviews may be completed by either Career-line or Tenure-line faculty members at or above the rank of the candidate under review. The reviewing faculty members may be drawn from the membership of the Review Committee.
 - For candidates with one-year appointments, one peer review is required.
 - For candidates with appointments longer than a year, at least two peer reviews are required for each formal review.
4. Undergraduate Student Advisory Committee (USAC) and/or Graduate Student Advisory Committee (GSAC) reports (as relevant) are solicited in reviews of Career-Line faculty with teaching responsibilities and/or involved in the mentoring of students teaching. By November 1, the Department Chair shall notify the USAC and/or GSAC of the upcoming review, inform them that their reports shall be due by at least one week prior to December 15, and ensure training for all SAC members. Training shall include, but not be limited to the University-provided SAC training module. The University-provided training module combined with Department and/or College training shall cover, but need not be limited to, the process for and importance of student input into the faculty review process, teaching expectations under this CAV Statement, and a fair and balanced evaluation. The Department Chair shall also provide the USAC and GSAC with a copy of the University's form for SAC reports. After the USAC and GSAC have completed training, the Department Chair shall provide the USAC and GSAC members with the candidate's relevant teaching-related materials (including at least two different forms of evidence).

5. By December 15, the Review Committee Chair shall add the following materials to the file, as appropriate to the areas of responsibility stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):
 - Course Feedback Forms (if applicable)
 - Peer Teaching Review(s) (if required)
 - SAC Reports (if applicable)
 - The Review Committee Report from the last formal reappointment review (if available)
 - Annual informal review reports since the last reappointment review or, if there is no previous reappointment review, since appointment
 - Evidence of Faculty Responsibility, if applicable

The candidate has the right to review all contents in the file.

6. By December 15, the Review Committee Chair shall circulate the candidate's complete file to the other Review Committee members for review.
7. The Review Committee Chair shall assign a committee member to prepare a draft of the Review Committee Report. The committee member shall complete the draft report by February 1, and the Review Committee shall confer about the report, revise if necessary, and vote on its approval by February 10.
 - The Review Committee shall write a report that:
 - summarizes the evidence considered;
 - states how the evidence considered leads to a rating of Excellent, Very Good, Effective, or Not Effective in Teaching, Research/Creative Activity, and/or Service, as applicable; and
 - states the vote regarding the Review Committee's recommendation(s). The Review Committee shall recommend either:
 - that the candidate be reappointed for between one and five years, and, when under consideration, promoted;
 - that the candidate be denied reappointment or, when under consideration, promotion; or
 - where the candidate is progressing toward the standards for reappointment with a multi-year appointment but requires additional time to satisfy the necessary standards, that the candidate be reappointed for one year with the opportunity to be considered for reappointment in the following year.
8. The Review Committee Chair shall transmit the approved report to the candidate. The candidate shall have five (5) business days to make a written comment on the report or any item in the file, or to indicate they are waiving such right. The Review Committee Chair will place any written comment from the candidate in the file.

9. By February 24, the Review Committee Chair shall circulate a copy of the report to the FAAC and make the candidate's complete file available for review.
10. By March 6, the FAAC shall meet and discuss the recommendations and by a majority secret ballot vote to make a recommendation to the Department Chair on the candidate's reappointment and, if applicable, promotion.
 - If the recommendation(s) of the FAAC differ(s) from the recommendation(s) of the Review Committee, the FAAC shall include a brief report providing evidence from the file that supports the different recommendation(s).
11. The Review Committee Chair shall provide the candidate with a copy of the FAAC vote and report (if present) at the time they are forwarded to the Department Chair.
12. By March 8, the Department Chair shall review the entire file, make an independent recommendation(s), and notify the candidate of the recommendation(s).
 - If the recommendation(s) of the Department Chair differ(s) from the recommendation(s) of the Review Committee and/or the FAAC, the Department Chair shall include a brief report providing evidence from the file that supports the different recommendation(s).
13. The candidate has the right, within five (5) business days, to make a written response to the FAAC recommendation(s), FAAC report (if present), Department Chair recommendation(s), and/or Department Chairs report (if present), or indicate a waiver of such right.
14. By March 15, the Department Chair shall notify the candidate of their recommendation and forward the complete file, the FAAC recommendation(s), and their own recommendation(s) to the Dean.
15. **By March 31**, the Department Chair shall notify the candidate of the Dean's independent recommendation(s).
16. If the candidate has completed at least three years in a career-line position that in total amount to at least .50 FTE and receives a negative recommendation for reappointment and/or promotion from the Dean, the faculty member may request a review by the University Career-line Reappointments Committee pursuant to [Policy 6-310](#).

b. Paid Adjunct and Visiting faculty reappointment and/or promotion review procedures and file requirements

1. By October 1 of the academic year for review, the Department Chair shall identify the Adjunct and Visiting faculty with expiring terms whose reappointment or reappointment with promotion will be sought and request file materials from the candidates.
2. By November 1, the faculty member shall submit the required materials, which include the following, as appropriate to the areas of responsibility stipulated in

the employment contract (see Appendix A for recommended information to include for each file requirement):

- An up-to-date curriculum vitae (include details on areas of responsibility)
 - Syllabi (if applicable)
 - Any relevant supplementary material the candidate chooses to include to illustrate accomplishments in the review year related to teaching, research/creative activity, and service as relevant.
3. By November 1, the Chair of the Review Committee shall designate one member of the faculty to conduct peer teaching reviews for any candidate who has teaching responsibilities and has not had a peer review in the past five years.
 - Peer reviews may be completed by either Career-line or Tenure-line faculty members at or above the rank of the candidate under review. The reviewing faculty members may be drawn from the membership of the Review Committee.
 4. By December 15, the Review Committee Chair shall add the following materials to the file, as appropriate to the areas of responsibility as stipulated in the employment contract (see Appendix A for recommended information to include for each file requirement):
 - Course Feedback Forms (if applicable)
 - One Peer Teaching Review (if required)
 - Annual informal review reports since the last reappointment review or, if there is no previous reappointment review, since appointment
 - Evidence of Faculty Responsibility, if applicable

The candidate has the right to review all contents in the file.
 5. By December 15, the Review Committee Chair shall circulate the candidate's complete file to the other Review Committee members for review.
 6. By February 24, the Review Committee shall prepare, approve, and circulate a report to the FAAC describing which adjunct and visiting faculty members it recommends for reappointment and, where applicable, promotion. If the Review Committee recommends non-reappointment and/or non-promotion for any faculty member, it shall include a brief analysis of evidence from the file that supports the recommendation of non-reappointment.
 7. By March 6, the FAAC will review the report and vote on each individual recommendation.
 - If the recommendation(s) of the FAAC differ(s) from the recommendation(s) of the Review Committee for any faculty member, the FAAC shall include a brief report providing evidence from the file that supports the different recommendation(s).
 8. By March 15, the Department Chair shall review the materials, notify the candidate of their independent recommendation, and forward the materials to the Dean.

- If the recommendation(s) of the Department Chair differ(s) from the recommendation(s) of the Review Committee and/or the FAAC, the Department Chair shall include a brief report providing evidence from the file that supports the different recommendation(s).
9. By March 31, the Department Chair shall notify the candidate of the Dean's independent recommendation(s).

6. Unpaid Adjunct and Visiting Faculty

By February 15, Unpaid Career-Line, Adjunct, and Visiting faculty that wish to be reappointed shall submit an updated curriculum vitae. The Department Chair shall review the curriculum vitae and identify cases that may be considered for promotion. By March 6, the FAAC shall review the curriculum vitae and subsequently vote on each reappointment or reappointment with promotion. By March 15, the Department Chair shall notify the candidate of their recommendation and forward the entire file to the dean.

7. Non-Faculty Instructional Personnel

7.1. Non-Faculty Instructional Personnel Employment and Rights and Responsibilities

Non-faculty instructional personnel include associate instructors and post-doctoral fellows with teaching duties.

Non-faculty instructional personnel do not hold faculty appointments but do teach credit-bearing courses as the Instructor of Record.

Non-faculty instructional personnel do not have voting rights and are not expected to serve on committees, other than on a voluntary basis when post-doctoral representation is deemed appropriate by the Department Chair.

Generally, the Department Chair hires associate instructors as needed to teach one or more courses when unexpected circumstances make it difficult to follow the timeline for career-line, adjunct, or visiting faculty appointments, as described above. Generally, Associate Instructors are hired for one semester.

Generally, the Department hires post-doctoral fellows for up to three years using the following process. Postdoctoral fellows must hold a Doctorate degree in Mathematics or a closely related field from a domestic or foreign university recognized by the University of Utah at the time of appointment. Postdoctoral appointments are made by the Department Chair following a recommendation of the Postdoctoral Search Committee for departmentally funded postdoctoral fellows and of the cognizant Principal Investigator for grant-funded postdoctoral fellows. Postdoctoral fellows may have a combination of research/creative activity and teaching duties, as described in their employment contracts.

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7.2. Annual Informal Reviews for Multi-Year Postdoctoral Fellows

Postdoctoral Fellows are reviewed annually by the Department Chair. By April 1, the Department Chair shall review the postdoctoral fellow's curriculum vitae including research activity (if applicable) and Course Feedback Forms (if applicable). If concerns arise in the review, the Department Chair shall meet with the postdoctoral fellow to address any opportunities for improvement in teaching and research/creative activity as appropriate.

7.3. Annual Informal Reviews for Associate Instructors

In the rare instances when an Associate Instructor is employed for more than one semester or one year, Associate Instructors are reviewed annually using the following process: the Department Chair shall evaluate Associate Instructors using Course Feedback Forms. If concerns arise in the review, the Department Chair shall meet with the Associate Instructor to address any opportunities for improvement in teaching, as appropriate.

Associate Instructors are re-employed using the following process. Associate Instructors shall be evaluated by the Department Chair using Course Feedback Forms. Associate instructors are re-employed as needed.

Appendix A: Review File Details

The following details are provided to assist candidates with the compilation of their review file.

1. Curriculum Vitae. The CV should include the following as applicable.
 - a. All dissemination of research/creative activity since the beginning of the candidate's professional career. Must state if acceptance was based on anonymous review or other selection method, and publications must list inclusive page numbers. Student co-authors should be indicated.
 - b. Conference papers presented and presentations given, including dates. Invited keynote talks should be indicated. Student co-presenters should be indicated.
 - c. Grants and fellowships received or under review. Must state role (e.g., PI, co-PI); amount of award with indication of the candidate's portion, and the dates covered by the funding.
 - d. Honors received for research/creative work, including dates.
 - e. List of courses taught since appointment or last reappointment review.
 - f. Graduate student committees served on or chaired, including dates.
 - g. Individual student research/creative activity supervised, including dates.
 - h. Teaching awards or teaching recognition received, including dates.
 - i. Service activities for the University, profession, and public, including dates.

CVs should be dated. If the CV is updated during the review process, all versions should be included in the file and clearly identified.

2. Personal Statement. This document includes the candidate's current activities and progress and accomplishments to date.
 - a. Teaching Statement, including the following as applicable:
 - i. objectives and philosophy
 - ii. future plans
 - iii. curriculum and program development, if relevant
 - iv. student advising and mentoring, if relevant
 - v. other relevant teaching activities
 - b. Research/Creative Activity Statement, including the following as applicable:
 - i. research/creative activity agenda
 - ii. current activity
 - iii. future plans
 - c. Service Statement, including the following as applicable:
 - i. current activity
 - ii. Department/College/University service assignments
 - iii. administrative or leadership positions, if applicable
 - iv. future plans
3. Teaching Materials
 - a. course syllabi since appointment or the last reappointment review

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- b. other teaching or course materials, if desired, which may include samples of lecture notes, samples of exams, or assessments performed
- 4. Research/Creative Activity Materials
 - a. Publications/creative works since appointment or the last reappointment review.
- 5. Service Materials
 - a. Evidence that supports service work (if relevant), which may include documents supporting course coordinating efforts.
- 6. Any relevant supplementary material the candidate chooses, which may include
 - a. Simulations
 - b. Presentations
 - c. Evidence of pro bono or other work or activities that enhance the Department's local, regional, national, or international reputation

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Appendix B: Notice of Senate Faculty Review Standards Committee and Cognizant Senior Vice President Final Approval

Review Committee Approval:

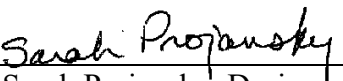


SFRSC Committee Secretary

April 12, 2024

Date

Senior Vice President Approval:



Sarah Projansky, Designate

July 29, 2024

Date