

## CMIX Mid-Term Tenure and Promotion Evaluation Guidelines

December 10, 2017

All tenure-track CMIX faculty members are subject to mid-term tenure and promotion evaluation. Every evaluated member will be notified of the evaluation result by the end of 3<sup>rd</sup> year's appointment.

► **When** to conduct this evaluation

In the sixth semester into appointment.

► **What** to submit for evaluation

Teaching and Services accomplishments

1. lists of all lecture courses taught over the previous 5 semesters, their respective enrollment counts, and adequate documentations on (a) the syllabi of undergraduate courses being faithfully followed and (b) details of course projects, software tools, reports, and presentations, as needed, to assist with assessment of learning outcomes of undergraduate courses,
2. mean SEI results -- per semester -- of your lecture courses over the previous 5 semesters, distinguishing between GR mean SEI results and UG mean SEI results,
3. list of average number of undergraduate and graduate students advised -- per semester -- over the previous five semesters, with highlights of advising assessment received,
4. list of the average number of hours available (by semester) to assist undergraduate and graduate students per week over the previous five semesters,
5. list of verifiable services in professional societies (e.g., on evaluating paper/proposal submissions, technical program committees, editorial board members, etc.),
6. list of services in CMIX and in college/university, and services in communities over the previous five semesters.

Scholastic accomplishments

1. list of publications (in full details),
2. list of recognized funding records (in full details on effort credited toward the evaluated faculty member), and
3. list of other pertinent items.

► **Evaluation decision**

Evaluation decision falls into three categories: (D1) continuing appointment after this evaluation, (D2) one probationary year of appointment after this evaluation, and re-evaluated in the eighth semester, and (D3) discontinued appointment. A faculty member re-evaluated in the eighth semester may fall only into either Category D1, if meeting its requirements listed below, or Category D3, otherwise. Detailed requirements of the three categories are as follows.

● Category D1 requires:

+ satisfactory teaching credentials

- mean SEI results (given in Item 2 of teaching and services accomplishments above) to exceed 3.5

AND

- approbatory teaching evaluation conducted by CMIX Director plus designated peers

AND

+ satisfactory scholastic credentials

- meeting 1/3 of publication expectations spelt out in the CACS TENURE AND PROMOTION GUIDELINES (except for CMPS hires in 2015 and 2016, who may be considered (a) under the proportional mix of both CACS and CMIX guidelines or (b) under the CMIX guidelines<sup>§</sup>) PLUS
  - serving as PI/co-PI of a federal or state funded competitive research grant.
- Category D2 requires:
    - + satisfactory teaching credentials
      - mean SEI results (given in Item 2 of teaching and services accomplishments above) to exceed 3.5
    - AND
      - approbatory teaching evaluation conducted by CMIX Director plus designated peers
    - AND
      - + minimum scholastic credentials of
        - publishing (or accepted for publication of) a minimum of one peer-reviewed publication ranked at no lower than A plus three other peer-reviewed publications ranked at no lower than B (with those publications outside the dissertation work of the evaluated faculty member) OR
        - serving as PI/co-PI of a federal or state funded competitive research grant.
- Category D3 refers to:
    - + failing to meet the teaching, service, and scholastic requirements of Category D2 (or Category D1 for re-evaluation in the eight semester). Once receiving Category D3, the evaluated faculty member is given one year to leave, with appointment terminated by the end of 4<sup>th</sup> year (or 5<sup>th</sup> year for re-evaluation).

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<sup>§</sup> If one chooses to opt for evaluation under the CMIX guidelines alone, the teaching load cannot be reduced and CMIX support (including GRA, travel, and personal development funds) can be lower, at the decision of CMIX Director.