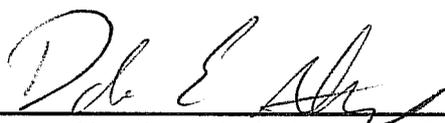


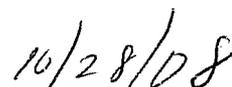
CUMULATIVE REVIEW DOCUMENT

College of Arts and Sciences

The Cumulative Review Document attached for the Department of Mathematics was approved by departmental vote on this date: October 27, 2008



Department Head, on behalf of the Department



Date

Approved:



Peter M.A. Sherwood, Dean

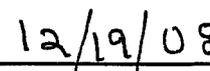


Date

Approved:



Marlene Strathe, Vice President of Academic Affairs



Date

Cumulative Review for Tenured Faculty

Department of Mathematics

Introduction. University policy prescribes that a cumulative review shall take place for each tenured faculty member every five years. The purpose of the review is to assess if the faculty member is successfully carrying out their professional goals and responsibilities and to promote faculty development. It should be a major instrument for recognition, support, and reward of consistent excellent performance by tenured faculty members. This document describes the Cumulative Review Procedures for the Department of Mathematics and is in accord with the policies and procedures in OSU Policy and Procedures: Cumulative Review of Tenured Faculty, 2-0109, Academic Affairs, December 2007.

Cumulative Review Schedule. Each tenured faculty member will undergo a cumulative review every five (5) years. For faculty members with tenure at the time of approval of this document, the initial cumulative review will take place before June 30, 2013. Faculty members, who in the future are awarded tenure, will normally undergo their cumulative review during the fifth year following the year they were awarded tenure. A successful promotion review, including a nomination for Regents Professor, may be substituted for the cumulative review. The cumulative review may be rescheduled due to leave of absence, sabbatical leave, administrative assignment outside the department, or other extenuating circumstances as determined by the department head. A cumulative review may be waived for a faculty member who has given formal notice of their retirement or resignation.

Notification. Each year, within the first month after the beginning of the Fall Semester, the Department Head will provide an updated list of the cumulative review schedule for tenured faculty in the Department. At the same time, the Department Head has the responsibility to notify each tenured faculty member who is scheduled to undergo the cumulative review during the academic year. With this notification, the Department Head should indicate the documentation the faculty member must submit and the schedule for the review, including the dates that documentation from the faculty member must be submitted, the draft report of the department Cumulative Review Committee is due, and the summary results are to be submitted to the dean.

The Department Cumulative Review Committee (CRC). The CRC is charged with making a written report that assesses the faculty member's overall performance during the review period, in terms of the guidelines set forth in this document.

The CRC shall consist of three (3) members, all of whom are tenured faculty members of the Department of Mathematics. Each member shall be elected by the tenured faculty

and serve a term of three (3) years. Typically, one new member will be elected each year with the election taking place within the first month of the Fall Semester and following the election of the Department's Personnel Committee. It is the responsibility of the Department Head to call for the election, which then will be conducted by the continuing members of the CRC.

Only members of the tenured faculty are eligible for election. The Department Head, members of the Department's Personnel Committee, and any tenured faculty member whose cumulative review is scheduled in the academic year of the election are not eligible for election. Furthermore, a faculty member who has completed a term on the CRC is not eligible for election for a period equal to the time served on the committee (typically, this will be three years).

The election shall be by secret ballot. The Department Head, non-tenured faculty, and emeritus faculty are not eligible to vote in the election. Proxy votes shall be accepted from faculty unable to attend the election in person.

Each person who votes is required to vote on two distinct names of eligible faculty members in ranked order with 1st choice valued as 2 points and second choice valued as 1 point. Hence, each person receiving a vote will have a point total. The person with the highest point total is elected. If there is more than one person with the highest point total, then continued voting will follow the scheme described in the Department's Personnel Document, Section 1.3.4. Paragraph 1. The initial election shall be for three members; the one with the most votes elected for one year, the next for two years, and the third in total votes, elected for a term of 3 years. If for some reason more than one person is to be elected to the CRC in a given election, then the format will follow that of the initial election with the one having the highest vote serving the shortest term, etc. The newly elected CRC will select its chair.

If a member is unable to complete his/her term on the CRC, an election shall be called by the Department Head within one month following the resignation of the member. The election to replace a member of the CRC will follow the rules of a regular election described above, except the term will be only to complete the term of the resigning member.

Documentation for the CRC: The following documentation for each faculty member under review is to be submitted to the CRC.

From the Department Head:

1. A copy of each of the annual Appraisal and Development Reports (including the faculty member's A&D Report and vita, and the Department Head's statement) for the faculty member for the period under review.
2. A copy of the faculty member's last cumulative review or in case of a promotion review, the result of the promotion recommendation.

3. A copy of the Department's *Criteria for Promotion and Tenure* and a copy the Department's *Cumulative Review for Tenured Faculty*.
4. Any other information considered appropriate by the Department Head.

From the Faculty member:

1. A current curriculum vita.
2. A statement of the faculty member's goals and objectives for the next review period, consistent with the Department, College, and University goals.
3. Any other information considered appropriate by the faculty member.

Either the faculty member or the CRC, at the discretion of the Department Head, may request that additional materials be considered in the evaluation or that there be an interview with the faculty member for the purpose of discussing and clarifying documentation.

Review Criteria. The evaluation in a cumulative review is a complex task in which peer judgment plays an essential role. The goals and objectives of faculty members should contribute to the goals and objectives of the Department, the College, and the University; however, the goals and objectives of individual faculty members may vary greatly.

While the criteria for Promotion to Associate Professor with tenure and those for promotion to Professor, given in Section 3, Paragraph 3.6 and Paragraph 3.8, respectively, of the Department's Personnel Document, do not cease upon promotion, it is recognized that an individual faculty member's interest and contributions may vary over a professional lifetime and, therefore, substantially broader criteria should be considered in the cumulative review evaluation.

The cumulative review of a faculty member will be considered successful unless the faculty member has received consistently unsatisfactory A&D reports over the period of review. If the cumulative review of a faculty member shows consistent outstanding performance over the review period, then the review should be used as a basis for appropriate recognition, support, and reward of the faculty member.

Actions of the CRC. The CRC will prepare a draft report that assesses the faculty member's overall performance for the period under review. This draft report will be shared with both the faculty member under review and the Department Head. Each of these individuals will be given an opportunity to meet with the CRC for clarifications and explanations. If further, any of the parties desire to submit additional documentation, such documentation may be submitted to the CRC provided it can be done so within five (5) working days. The faculty member and the Department Head have ten (10) working days to respond in writing to the draft report.

The cumulative review process should identify and recognize the level of performance of a faculty member and should be used as a basis for supporting faculty members to carry out their goals and professional objectives and for compensating faculty.

Should the overall report of the faculty member under review be found to have deficiencies, the faculty member in cooperation with the Department Head shall develop a plan to improve performance and correct deficiencies. A Corrective Development Plan should take into account the intellectual interest, abilities and career stage of the faculty member and recognize the needs and goals of the Department, the College, and the University. This Plan should establish clear performance goals, specify steps to achieve these goals, define indicators of goal attainment, establish a clear and reasonable time frame for completion of goals, identify what resources will be available, and state consequences of failure to fulfill the goals of the Plan. Such a Corrective Development Plan should be reviewed and approved by the CRC.

The final copy of the CRC Report, the faculty member's response, the Department Head's response, all documentation provided to the CRC, and, if necessary, the Corrective Development Plan shall be included in the faculty member's personnel file and make up the Cumulative Review Report for the faculty member.

At the conclusion of the annual CRC review of faculty, the CRC shall develop, in consultation with the Department Head, a revised cumulative review schedule for the next five years that includes the schedule for reviews of all tenured faculty.

Cumulative Review and A&D Process. The Annual Appraisal and Development review should be used by the Department Head to assess progress toward goals and objectives specified in the faculty member's next review plan.

Dispute Resolution. If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Cumulative Review P&P to FC for Approval Promotions, and Related Matters of the Faculty of Oklahoma State University" (January 2006).

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in Appendix E: Dispute Resolution Procedure.

Disciplinary Action. The purpose of cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the "Policy Statement to Govern Appointments, Tenure,

Promotions, and Related Matters of the Faculty of Oklahoma State University” (January 2006).

Confidentiality. All deliberations of the CRC shall be confidential.

Approved by the department faculty on October 27, 2008.