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Departmental Definition of Evaluation Criteria
January 20, 2009

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The Department of Mathematics and Computer Science at Rollins College affirms the criteria for Faculty Evaluation set forth in Article VIII of the Bylaws of the Faculty of Arts and Sciences and expands upon them as set forth below:

Teaching

We equate excellent teaching with effective teaching. We assert that an effective teacher is one who is a master of his/her subject, who understands his/her students, and who knows how to enable student learning. The phrase "understands students" refers to an awareness of student understanding of concepts and processes and of how students can learn our subjects.

The Department of Mathematics and Computer Science looks for the following characteristics of an effective instructor.

1. Articulates goals and expectations for each course in the syllabus and in class, regarding course content, including concept and skill development.

2. Generates enthusiasm about the subject.

3. Uses class activities, which take into account different styles of learning (for example introverts and extroverts should be able to function comfortably in each class).

4. Builds mechanisms into each course for regular feedback (for example, returns homework and exam results promptly).

5. Requires each student to do constructive work (such as problems that will be discussed and/or evaluated) in preparation for most class meetings, not just for tests.

6. Demonstrates a deep concern for students' learning and is willing to invest significant effort toward that goal.

7. Effectively communicates concepts of mathematics and/or computer science at a level appropriate for the course being taught,

8. Fosters student-to-instructor communication.

9. Demonstrates concern for pedagogy through ongoing discussion with department colleagues.

The evaluation of a candidate's teaching effectiveness will be based on
- an examination of the candidate's self-assessment statement, which must include a detailed description of his/her teaching/learning philosophy, course syllabi, course materials, samples of student work, and student evaluations;
- observation of the candidate's classes;
- and an interview with the candidate.

Research and Scholarship

The Department of Mathematics and Computer Science recognizes that scholarship and good teaching go hand in hand. Scholarship may take the form of traditional research in mathematics/computer science and/or pedagogy, and in participation of seminars, workshops, and other development-centered activities.

A selection from artifacts listed below will be considered to establish a pattern of scholarly activity. To satisfy the Department's tenure expectations, at least two artifacts must be positively peer-reviewed by professionals from outside Rollins College.

- Original research in mathematics, computer science, math education, or computer science education, published in a book or peer-reviewed journal or presented at a professional conference.

- Expository writing, published in a book or peer-reviewed journal.

- Designing, writing, or implementing teaching- or discipline-related computer software

- Demonstrated scholarship related to teaching and applied to a course in mathematics and/or computer science:

    o Staying current with rapidly changing areas of the field (e.g., most sub disciplines of computer science and the use of technology in teaching and doing mathematics)

    o Learning new areas of the field, especially for the purpose of teaching new courses

    o Learning new computer languages, especially those based on new paradigms

    o Reading and applying research in mathematics and computer science education

    o Designing, implementing, and testing the effectiveness of new teaching materials

    o Building and investigating models of student learning of particular topics

These criteria are to be used for tenure and promotion to associate professor. Given the time that elapses before a candidate can apply for promotion to professor, he or she must be able to demonstrate a stronger record of scholarly accomplishment to deserve promotion, including evidence from at least two more artifacts positively reviewed by professionals outside of Rollins College.

College Service

The successful candidate for promotion and tenure must:

- play an active role in meeting departmental goals;
- be regularly available to students for help and advice;
- serve regularly as an academic advisor;
- serve on at least one College-wide committee or task force during the period from appointment to consideration for tenure and promotion to associate professor and again during the period from promotion to associate professor to consideration for promotion to professor.

Other activities that are encouraged and enhance a faculty member's candidacy for promotion and tenure include:

- participation in student-oriented activities;
- participation in the Department's efforts to recruit prospective students with an interest in mathematics and computer science;
- participation in projects on behalf of the Department and/or the College;
- participation in the activities of professional organizations;
- participation in community service organizations;
- presentations to high schools or community groups.