

MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: Computer Science

COLLEGE: Natural and Applied Sciences

SEMESTER/YEAR OF CURRENT REVIEW: 2024-2025

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: 2027-2028


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THIS PLAN IS IN EFFECT FROM 08/01/25 , THROUGH 07/31/28 .

Missouri State[®]

DEPARTMENT *of* COMPUTER SCIENCE

Department Policy for Reappointment, Tenure, and Promotion

Effective from 2025 to 2028.

Table of Contents

I. INTRODUCTION	3
II. PHILOSOPHY	3
III. PROCEDURES	4
III.A. DEPARTMENTAL PERSONNEL COMMITTEE	4
III.B. PROCEDURES FOR APPOINTMENT AT SENIOR INSTRUCTOR RANK.....	5
III.C. PROCEDURES FOR ANNUAL APPOINTMENT OF PROBATIONARY FACULTY	5
III.D. PROCEDURES FOR TENURE TO ASSOCIATE PROFESSOR RANK	6
III.E. PROCEDURES FOR PROMOTION TO PROFESSOR RANK	6
III.F. REBUTTALS	7
IV. ALLOCATION OF EFFORT	7
V. EXPECTATIONS IN TEACHING	7
V.A. DESCRIPTIONS OF TEACHING ACTIVITIES	8
V.B. ENCOURAGED ACTIVITY IN TEACHING	9
V.C. EXPECTATIONS IN TEACHING FOR APPOINTMENT, REAPPOINTMENT, OR PROMOTION	10
V.C.1. <i>Minimum expectations for yearly reappointment of Instructors and Senior Instructors</i>	10
V.C.2. <i>Minimum expectations for promotion of Instructors to Senior Instructor</i>	11
V.C.3. <i>Minimum expectations for Probationary Faculty for annual appointment</i>	11
V.C.4. <i>Minimum expectations for Probationary Faculty making an early application for tenure</i>	11
V.C.5. <i>Minimum expectations for Probationary Faculty applying for tenure</i>	11
V.C.6. <i>Minimum expectations for Assistant Professor for promotion to Associate Professor</i>	11
V.C.7. <i>Minimum expectations for Associate Professor for promotion to Professor</i>	11
VI. EXPECTATIONS IN RESEARCH AND SCHOLARSHIP	12
VI.A. DESCRIPTIONS OF RESEARCH AND SCHOLARSHIP ACTIVITIES	12
VI.B. ENCOURAGED ACTIVITY IN RESEARCH AND SCHOLARSHIP.....	13
VI.C. EXPECTATIONS IN RESEARCH AND SCHOLARSHIP FOR APPOINTMENT, REAPPOINTMENT, OR PROMOTION	13
VI.C.1. <i>Minimum expectations for yearly reappointment of Instructors and Senior Instructors</i>	13
VI.C.2. <i>Minimum expectations for promotion of Instructors to Senior Instructor</i>	13
VI.C.3. <i>Minimum expectations for Probationary Faculty for annual appointment</i>	13
VI.C.4. <i>Minimum expectations for Probationary faculty making an early application for tenure</i>	14
VI.C.5. <i>Minimum expectations for Probationary faculty applying for tenure</i>	14
VI.C.6. <i>Minimum expectations for Assistant Professor for promotion to Associate Professor</i>	16
VI.C.7. <i>Minimum expectations for Associate Professor for promotion to Professor</i>	17
VII. EXPECTATIONS IN SERVICE	17
VII.A. DESCRIPTIONS OF SERVICES ACTIVITIES	17
VII.B. ENCOURAGED ACTIVITY IN SERVICE	17
VII.C. EXPECTATIONS IN SERVICE FOR APPOINTMENT, REAPPOINTMENT, OR PROMOTION	18
VII.C.1. <i>Minimum expectations for yearly reappointment of Instructors and Senior Instructors</i>	18
VII.C.2. <i>Minimum expectations for Promotion of Instructors to Senior Instructor</i>	18
VII.C.3. <i>Minimum expectations for Probationary faculty for annual appointment</i>	18
VII.C.4. <i>Minimum expectations for Probationary faculty making an early application for tenure</i>	18
VII.C.5. <i>Minimum expectations for Probationary faculty applying for tenure</i>	19
VII.C.6. <i>Minimum expectations for Assistant Professor for promotion to Associate Professor</i>	19
VII.C.7. <i>Minimum expectations for Associate Professor for promotion to Professor</i>	19
VIII. EXPECTATIONS FOR FULL PROFESSOR APPLYING FOR PSIP OR DISTINGUISHED PROFESSOR.	19
IX. APPLICATION OF POLICIES	20
X. APPENDIX	21

I. Introduction

The Computer Science Department explains with this policy statement the procedures, criteria, and standards it will use in the evaluation of:

- a. Promotion of Instructors to Senior Instructor
- b. Annual appointment of probationary faculty
- c. Tenure of probationary faculty
- d. Promotion of ranked faculty

Conditions for employment will be stated in writing in the initial appointment contract letter. This policy statement further explains the procedures, criteria, and standards that the Computer Science Department will use in the evaluations listed above; it complies with the [2023 Faculty Handbook](#). All future references to the Faculty Handbook refer to the 2023 version of that document. In accordance with departmental policies, all Computer Science Faculty have approved this statement. A copy of this statement is provided to all faculty upon joining the Department and thereafter upon request. A copy is maintained in the Computer Science Department office.

II. Philosophy

Teaching, research and scholarship, and service are the primary means by which faculty support the University's mission, and this policy statement is organized accordingly.

We recognize that scholarship is not confined to basic research; the Faculty Handbook (Section 4.2.2) defines research as the discovery of new knowledge, application of knowledge to solve significant problems, synthesis of disparate sources of knowledge, criticism and evaluation of artifacts, and creation of unique forms of expression. Computer science combines aspects of theoretical science, experimental science, and engineering; thus, scholarship may be carried out in any of these facets of computing.

Furthermore, we recognize that collegiality is an important dimension in a faculty member's contribution to the Department and University. We do not evaluate collegiality separately, however; rather, we follow the Faculty Handbook (Section 1.1.3.4) and the suggestion of the American Association of Academic Professors (AAUP) in considering that collegiality will manifest itself in the successful performance of teaching, research, and service activities.

Finally, in developing this policy statement, we recognize the distinctive characteristics of computer science as a discipline. Professionals are often drawn to computer science because of an interest and excitement caused by the continual development and progress of the field. However, being part of such a rapidly developing field also presents challenges. Technology continues to advance, resulting in continuous changes in all aspects of computation, such as

software environments, hardware design strategies, commercially available equipment, applications and usage models, intellectual property, and language evolution and popularity. The dynamic nature of the field of computer science must be duplicated in continuous and deliberate faculty effort to the end that curriculum, facilities, teaching methods, and course content reflect the state-of-the-art. This demand represents a continuous challenge and burden to Computer Science Faculty.

III. Procedures

The procedures for annual appointment, tenure, promotion, and annual review are spelled out in this statement and Section 4 of the Faculty Handbook. Deadlines relevant to these procedures are provided in the annual [Faculty Evaluation Calendar](#). This statement focuses on how the procedures are implemented at the departmental level. While this statement describes the *processes* for evaluation and promotion, Section 3.3 of the Faculty Handbook defines *eligibility* for tenure and promotion.

All new Computer Science Department faculty members are required to construct and maintain a professional portfolio of their activities. The portfolio should be created upon employment and maintained in a timely fashion. It is a required component of all applications for annual appointment, tenure, and promotion. For annual appointment, this is the preceding year; for tenure, the probationary period; and for promotion, the time at current rank. The portfolio may contain documentation of accomplishments prior to appointment at Missouri State University (MSU), but evaluations will emphasize accomplishments while at MSU. The portfolio should consist of the following:

- a. Curriculum Vita
- b. Teaching Activities; contents and documents are described in [Section V](#)
- c. Research and Scholarly Activities; contents and documents are described in [Section VI](#)
- d. Service Activities; contents and documents are described in [Section VII](#)

Every three years, the Department will consider any necessary updates and revisions to this policy statement; this will be done at the annual departmental retreat prior to the start of the fall semester or at a meeting early in the fall semester. The revised statement will be forwarded to the Dean before the date specified by the Faculty Evaluation Calendar.

III.A. Departmental Personnel Committee

The Faculty Handbook (Section 4.8.3) specifies that the Departmental Personnel Committee comprises all tenured faculty members in the Department. The Handbook further specifies that a smaller subcommittee may be formed to carry out specific evaluation tasks.

III.B. Procedures for appointment at Senior Instructor Rank

Since appointment at the Senior Instructor rank constitutes continuing service at Missouri State University, the Computer Science Department will treat it as a promotion to be considered by the full Personnel Committee (all tenured members of the department). For appointment at Senior Instructor rank, an Instructor is expected to meet faculty expectations in teaching, listed below in this document; it is understood that an Instructor's teaching may be narrowly focused on introductory and service courses.

An Instructor applying for promotion to Senior Instructor rank will submit, to the Departmental Personnel Committee, a portfolio including evidence of excellence in teaching and service (if appropriate), as well as any merit evaluations and performance reviews that have been carried out over the previous five years. The [University criteria for promotion to senior instructor](#), lists material that must be included in the portfolio, and suggestions for other material. The list includes:

- a. A list of all courses taught, with their enrollments
- b. Illustrative syllabi for all courses taught
- c. A statement of teaching philosophy
- d. Examples of curricular materials (handouts, exams, assignments, etc.)
- e. Examples of course and curricular development
- f. A summary report of student evaluations, with samples of student evaluations

The Departmental Personnel Committee will recommend to the Department Head one of three outcomes: promotion to Senior Instructor rank, continuing appointment at Instructor rank, or termination of appointment. The Department Head will also recommend one of the three outcomes and will forward both recommendations to the Dean. If either recommendation (Personnel Committee or Department Head) is for appointment at Senior Instructor rank, the Department Head will recommend a term of appointment within the range specified by the Faculty Handbook.

III.C. Procedures for annual appointment of probationary faculty

Procedures for annual appointment reviews of probationary faculty are prescribed in the Faculty Handbook (Section 4.6). The following describes how the Departmental Personnel Committee will carry out its responsibility under the handbook.

In its annual performance review of probationary faculty, the Departmental Personnel Committee will make a recommendation to the Department Head whether the faculty member should be reappointed. If a departmental subcommittee (fewer than all tenured members of the Department) is responsible for annual performance reviews, then that subcommittee will solicit

input from all tenured faculty members of the Department in determining its recommendation concerning reappointment. All tenured members of the Department will have access to the materials submitted to the subcommittee by the probationary faculty member. Tenured members of the Department will submit their recommendations in writing, providing reasons for their recommendations, and these recommendations will be forwarded to the Department Head in addition to the subcommittee's written report. The process will then proceed as stipulated in the Faculty Handbook.

In addition to its recommendation for annual appointment, in accordance with the Faculty Handbook (Section 4.6.3), the Departmental Personnel Committee and the Department Head will annually specify, in writing, one of the following three opinions:

- a. Progress toward tenure/promotion is satisfactory
- b. Progress toward tenure/promotion is questionable, identifying areas for improvement and providing specific suggestions
- c. Progress toward tenure/promotion is unsatisfactory, providing specific rationale

III.D. Procedures for tenure to Associate Professor Rank

The Faculty Handbook (Section 4.6.4) describes the process for tenure/promotion review for tenure and promotion to Associate Professor. The following describes how the Departmental Personnel Committee will carry out its responsibility in accordance with the Faculty Handbook.

The Departmental Personnel Committee will consider applications for tenure and promotion to Associate Professor. The probationary faculty member's annual performance reviews will be one input to the process, along with other materials specified by the Faculty Handbook. The Departmental Personnel Committee will make a written recommendation to the Department Head, who will then proceed in accordance with procedures described in the Faculty Handbook.

Expectations for an early application for tenure/promotion are shown in the following sections within each category of teaching, research, and service.

External review for tenure and/or promotion to Associate Professor will be carried out in accordance with prevailing [University policy for external review](#) and the Faculty Evaluation Calendar.

III.E. Procedures for promotion to Professor Rank

Applications for promotion to the rank of Professor will be considered by the Departmental Personnel Committee. The Faculty Handbook (Section 4.8.3) describes the formation of the Departmental Personnel Committee and how the committee will carry out its responsibilities.

The faculty member's annual performance reviews will be one input to the process, along with other materials specified by the Faculty Handbook. The Departmental Personnel Committee will

make a written recommendation to the Department Head, who will then proceed in accordance with procedures described in the Faculty Handbook.

Expectations for an early application for promotion are shown in the following sections within each category of Teaching, Research, and Service.

External review for promotion to Professor will be carried out in accordance with prevailing University policy for external review and the Faculty Evaluation Calendar.

III.F. Rebuttals

The faculty member may rebut the recommendation of the Departmental Personnel Committee and/or of the Department Head in matters of annual appointment, tenure, and promotion. The Department Head will consider a rebuttal of the recommendation of the Departmental Personnel Committee, and the Dean will consider a rebuttal of the recommendation of the Department Head.

IV. Allocation of Effort

Each faculty member is expected to allocate time and effort to a wide range of teaching, research and scholarship, and service obligations that promote the mission and goals of the University, College, and Department.

Effort allocation is negotiated between the faculty members and the Department Head at the time of the annual review (Section 4.6.7 of the Faculty Handbook). If a change in the effort allocation is needed before the review is done, the Department Head will negotiate this change with the faculty member.

All faculty members have a right to negotiate and know what allocations of effort are expected of them and to understand how departmental expectations, evaluative criteria, and performance indicators will be used in assessing their performance.

V. Expectations in Teaching

Effective teaching is vital to the development and enhancement of the intellectual quality and academic integrity of the University. Achievement in this area is of critical importance to the Department's evaluation of faculty members under review for annual appointment, promotion, or tenure. Beginning in the first year of a teaching appointment, faculty must create and maintain an up-to-date teaching portfolio that contains written records pertaining to the teaching performance of each faculty member. Reviewers will use the portfolio as the primary source of information for the evaluation of teaching.

V.A. Descriptions of Teaching activities

- a. **Undergraduate and Graduate Teaching.** The Department considers high quality instruction to be a major component of a faculty member's performance. Performance indicators used in the evaluation of teaching may include:
 - i. Statements of teaching philosophy and pedagogy
 - ii. Self-evaluations of teaching effectiveness
 - iii. Results of student evaluations of courses taught
 - iv. Peer teaching observations and evaluations of teaching by the Department Head or member(s) of the Departmental Personnel Committee at least once every academic year for the tenure-track faculty members. The evaluation form is provided in the Appendix section.
 - v. Documentation of student learning outcomes (such as results of standardized assessment measures, licensure or professional examinations, and graduate follow-up studies)
 - vi. Student enrollment and retention data
 - vii. Teaching awards and distinctions
 - viii. Written statements from colleagues, students, and others concerning preparedness and effectiveness in teaching
- b. **Instructional Development.** All faculty are expected to devote professional development efforts to continuously improve the curriculum and their own teaching methods and effectiveness. Performance indicators used in the evaluation of instructional development may include
 - i. Course outlines, syllabi, and other items that show the nature of instruction and range of courses taught
 - ii. Development of new courses or improvement of existing courses, including technology updates, learning new hardware and software systems used in instruction
 - iii. Development of an online/distance course
 - iv. Conferences and workshops attended
 - v. Courses taken
 - vi. Other professional development activities to enhance teaching skills
 - vii. Innovations in the effective use and development of instructional technology and resources to promote active student learning
- c. **Other Contributions to Student Learning.** Faculty members make other contributions to student learning and development that fall outside the traditional domains of curriculum and instruction. Performance indicators used to evaluate such contributions may include
 - i. Being readily available to students (e.g. helping students outside of the classroom, regularly scheduled office hours or by appointment, availability by email, voicemail, etc.)

- ii. Guidance of students in internships or cooperative work experiences
- iii. Other pedagogical activities that contribute to effective teaching

The College provides standardized student evaluation forms. These forms must be used in each class taught by a probationary faculty member each semester. Faculty are free to supplement the standard teaching evaluation form with a form of their choosing. The faculty member will provide a summary of student teaching evaluations as part of any portfolio being reviewed for annual appointment, tenure, or promotion. For appointment and tenure, this summary will include student teacher evaluations for all semesters at MSU. For promotion, the summary will include student teacher evaluations for all semesters at MSU at the current rank.

Other types of evaluations that may be used include results on standardized tests, interviews with students, and analysis of grading practices. Consideration will be given to any evidence of teaching performance submitted by a faculty member.

V.B. Encouraged activity in Teaching

The Computer Science Department encourages and expects activities that are believed to be effective, or are being investigated for effectiveness, in increasing student learning. Teaching activities should be appropriate to the course's learning outcomes to measure each course's objectives.

- a. Toward the goal that the faculty member's responsibility is to develop educated persons, the faculty member is encouraged to:
 - i. Identify course outcome goals and activity outcome goals
 - ii. Identify course content to major and general education curriculum
 - iii. Document student progress in knowledge and skills from initial baseline
 - iv. Pursue professional development in pedagogical skills
 - v. Maintain up-to-date content and materials
 - vi. Determine and maintain an appropriate level of course rigor and expectations
- b. Toward the goal that the faculty member should attempt to improve performance as a classroom teacher, the faculty member is encouraged to:
 - i. Seek best practices in teaching
 - ii. Use peer teaching review and other direct feedback from fellow faculty
 - iii. Earn positive student evaluations
- c. Toward the goal that the faculty member should promote experiential learning, the faculty member should:
 - i. Encourage and promote Service-Learning projects
 - ii. Encourage students to apply course content to external agencies, employers, contests, etc.

- iii. Create opportunities for student participation in group and independent research and investigation
- d. Toward the goal that the faculty member should be accessible to students, the faculty member is encouraged to:
 - i. Consider techniques and modalities other than in-class lecture by the instructor that result in student exposure and absorption of course content
 - ii. Be imaginative in using technology to supplement traditional course material delivery while monitoring effectiveness
 - iii. Provide students with alternate means of communication and inquiry for course activities
- e. Toward the goal that the faculty member should promote an appreciation for diversity and professional behavior among computer scientists at all stages of their careers, the faculty member is encouraged to:
 - i. Facilitate professional development and growth of colleagues and students
 - ii. Review the work of colleagues and students in an objective, documented, and dignified manner
 - iii. Respond fairly and professionally to the questions, opinions, concerns, or complaints of colleagues and students

V.C. Expectations in Teaching for appointment, reappointment, or promotion

V.C.1. Minimum expectations for yearly reappointment of Instructors and Senior Instructors

- a. Support the Computer Science Department in its effort toward achievement of Program Educational Objectives and Student Learning Outcomes through continuous improvement.
- b. Numerical teaching evaluations are only one component of the evaluation process. However, there is an expectation that the most-recent five-year average of the student evaluations should not be below 3.0 (on the scale of 1-5, 5 indicating the most valuable score); other factors, such as class size and class type, may be taken into consideration if student evaluations are below 3.0.
- c. Leadership in teaching demonstrated by ability to take leading roles in curricular and course development, to actively participate in and contribute to the successful investigation of techniques and activities to support improvements in student learning, and to take on other teaching-related responsibilities that require initiative.
- d. Excellence in teaching demonstrated by evidence specified in [Descriptions of Teaching activities \(Section V.A\)](#).

V.C.2. Minimum expectations for promotion of Instructors to Senior Instructor

Meets minimum expectations listed [Minimum expectations for yearly reappointment of Instructors and Senior Instructors \(Section V.C.1\)](#).

Sustained excellence in teaching for at least five years as indicated by providing documentation of two or more of the criteria specified in [Descriptions of Teaching activities \(Section V.A\)](#) evaluated every two years as deemed appropriate by the candidate, the Departmental Personnel Committee, and the Department Head.

V.C.3. Minimum expectations for Probationary Faculty for annual appointment

Meets minimum expectations listed [Minimum expectations for yearly reappointment of Instructors and Senior Instructors \(Section V.C.1\)](#).

V.C.4. Minimum expectations for Probationary Faculty making an early application for tenure

Meets minimum expectations listed in [Minimum expectations for promotion of Instructors to Senior Instructor \(Section V.C.1\)](#). It should be noted that, as per the Faculty Handbook, basic competence in itself is not sufficient to justify granting promotion/tenure.

Evidence must be provided that the applicant has investigated and implemented best practices.

Leadership in teaching demonstrated by ability to take leading roles in curricular and course development, to actively participate in and contribute to the successful investigation of techniques and activities to support improvements in student learning, and to take on other teaching-related responsibilities that require initiative.

V.C.5. Minimum expectations for Probationary Faculty applying for tenure

Meets minimum expectations listed in [Minimum expectations for Probationary Faculty making an early application for tenure \(Section V.C.4\)](#) over the term negotiated during the faculty member's initial appointment.

V.C.6. Minimum expectations for Assistant Professor for promotion to Associate Professor

Meets minimum expectations listed in [Minimum expectations for Probationary Faculty making an early application for tenure \(Section V.C.4\)](#).

V.C.7. Minimum expectations for Associate Professor for promotion to Professor

Meets minimum expectations listed in [Minimum expectations for Probationary Faculty making an early application for tenure \(Section V.C.4\)](#) with the stipulation that the period of review is the time during which the applicant held the rank of Associate Professor at MSU.

VI. Expectations in Research and Scholarship

Research activities in the Computer Science Department are expected to contribute to the theory or practice of the broadly defined field of computer science. Research activities must produce outcomes that are disseminated and subjected to critical peer-review or evaluation by a scholarly community, and those outcomes should serve the growth of knowledge in a field or be of significant practical use. It is noted that students benefit from knowledge of current topics of research, so faculty members should offer students an opportunity to take part in their research activities.

VI.A. Descriptions of Research and Scholarship activities

- a. **Publications.** Research activities and results may be disseminated in several ways. The most significant methods of dissemination include publication in high quality peer-reviewed journals (including electronic journals), international conferences, workshops, and symposium proceedings. Refereed publications in high quality regional conference proceedings, books, book chapters, and monographs are also considered as an evidence of scholarship that may result from consulting activity arising from the candidate's research expertise. Presentations at professional conferences or meetings such as invited presentations, workshops, and refereed presentations are also part of scholarship. Unrefereed publications are not acceptable.
- b. **Grants/Funding.** Awarded funding (internal or external to MSU) is a recognition of the validity of research topics and efforts.
- c. **Mentoring student research.** An important determinant of a candidate's scholarly merit is his/her ability to attract, train, and supervise undergraduate and graduate students in scholarly and creative activities. Activities include, but are not limited to, timely completion of the research endeavor and dissemination including presentations and publications.
- d. **Other activity.** The candidate, in consultation with the Department Head, may pursue other activities, such as patent award, technology transfer, and licensing, that demonstrate his or her competence and capacity for research and contribution to the field.

These research activities are expected to be documented in a portfolio that includes a copy of each publication, evidence of grant applications or funding, and evidence of conference/meeting acceptance and/or presentation. The portfolio may also include documentation of any other research activities, such as samples of presentation materials, project software and reports, and evidence of the candidate's other research activities not specifically defined above.

VI.B. Encouraged activity in Research and Scholarship

- a. Toward the goal that the faculty member's responsibility is to expand knowledge and demonstrate growth in some area of expertise, the faculty member is encouraged to:
 - i. Actively and steadily pursue growth of knowledge in some field or fields of computer science
 - ii. Collaborate with colleagues inside and outside MSU
 - iii. Create, complete, and submit research writing for peer review and publication
 - iv. Present completed research, including journals, oral conference presentations, posters, etc.
 - v. Participate in scholarly activities that may generate revenue for the University, College and Department
- b. Toward the goal that the faculty member should pursue funding and financial support, the faculty member is encouraged to:
 - i. Develop and maintain a focused, demonstrable, and supportable research agenda
 - ii. Develop writing skills appropriate to funding proposals
 - iii. Be persistent in the submission of funding applications
 - iv. Be prepared to administer and complete an awarded, funded proposal
- c. Toward the goal that the faculty member should involve students in the research process, the faculty member is encouraged to:
 - i. Encourage and mentor undergraduate students and graduate students in research and independent study, including appropriate submission to publications, if applicable

VI.C. Expectations in Research and Scholarship for appointment, reappointment, or promotion

VI.C.1. Minimum expectations for yearly reappointment of Instructors and Senior Instructors

There are no expectations in this area for this appointment.

VI.C.2. Minimum expectations for promotion of Instructors to Senior Instructor

There are no expectations in this area for this promotion.

VI.C.3. Minimum expectations for Probationary Faculty for annual appointment

To receive annual appointment, a candidate must demonstrate engagement and breadth of activity in progress toward the expectations for tenure, as described in [Minimum expectations for Probationary faculty applying for tenure \(Section VI.C.5\)](#).

The Departmental Personnel Committee and the Department Head will complete an annual review of the candidate's activities and/or a reasonably detailed and convincing plan of activities to be completed within the next year. Only in exceptional cases will a plan for activity be the basis of an annual appointment for more than two sequential years; a candidate for reappointment should not expect to rely upon annual submission of plans for activity in place of completed accomplishment.

The Departmental Personnel Committee and the Department Head will specify, in writing, to probationary faculty whether progress toward tenure/promotion is satisfactory, questionable, or unsatisfactory.

VI.C.4. Minimum expectations for Probationary faculty making an early application for tenure

To receive tenure, a candidate making an early application must meet the same expectations listed below in [Minimum expectations for Probationary faculty applying for tenure \(Section VI.C.5\)](#).

VI.C.5. Minimum expectations for Probationary faculty applying for tenure

To receive tenure, a candidate must demonstrate an engagement in a breadth of activity since the candidate's appointment at MSU, through the accumulation of at least **80 points** from among the activities listed below.

Each category below has a minimum number of required points.

VI.C.5.01. Publications (minimum required points: 40; at least 20 points as primary author/advisor)

- a. Research-based, peer-refereed publication in a high quality international scientific journal, for which research was substantially completed since coming to MSU. An "international" journal is one for which the editorial board members' institutions are located across a reasonably broad set of countries. A published book for which the candidate is primary author will be considered equivalent.

Candidates will receive 10 points for each instance if the candidate is the primary author or the primary advisor in case of student author(s). As a secondary advisor or one of the collaborators, a candidate will receive 5 points for each instance.

- b. Research-based, peer-refereed publication in a high quality international scientific conference, workshop, or symposium proceeding, for which research was substantially completed since coming to MSU. An "international" conference is one for which the chair and program committee members' institutions and/or (where applicable) rotating meeting location of the accompanying conference are located across a reasonably broad set of countries. A book chapter for which the candidate is primary author will be considered equivalent.

Candidates will receive 5 points for each instance if the candidate is the primary author or the primary advisor in case of student author(s). As a secondary advisor or one of the collaborators, a candidate will receive 2.5 points for each instance.

- c. Research-based, peer-refereed publication in a high quality national or regional scientific journal or conference, workshop, or symposium proceeding, for which research was substantially completed since coming to MSU. A “national” or “regional” journal is one for which the editorial board members’ institutions and (where applicable) rotating meeting location of the accompanying conference are located across the USA or within a region of a few states or smaller.

Candidate will receive 3 points for each instance if the candidate is the primary author or the primary advisor in case of student author(s). As a secondary advisor or one of the collaborators, the candidate will receive 1.5 points for each instance.

The Department Head, in consultation with the Departmental Personnel Committee, may reassign the above points in exceptional circumstances, such as when a peer-reviewed conference publication’s impact, length, and technical contribution is the equivalent or better than a full-length international journal publication.

VI.C.5.02. Grants (minimum required points: 20)

The candidate must submit at least one competitive external grant proposal with the primary writing responsibility and listed as the primary investigator.

The candidate will receive points for “competitive but *unfunded* external grant” or “a *funded* internal or external grant” as a PI or Co-PI per the following table. Candidates will not receive points for both columns; if a candidate is awarded a grant, then they will only receive the points indicated in the second column. Candidates will only receive points for an unfunded submission after the first submission—if the candidate resubmits the same proposal with modifications then the candidate will not receive additional points.

Candidate’s budget share as per the Internal Approval Form	Points for <u>submission</u> of an internal or external unawarded proposal	Points for an <u>awarded</u> internal or external proposal
\$1,000 to \$10,000	1	3
\$10,001 to \$50,000	3	10
\$50,001 to \$100,000	5	15

\$100,001 and above	10	30
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VI.C.5.03. Project/Research supervision (minimum required points: 15, including 6 points from CSC799 as primary advisor/thesis committee chair)

- a. Supervision of student projects or research in CSC 596, 696, and 798.

Candidates will receive 0.5 point per 1 credit hour.

- b. Supervision of a graduate thesis, including CSC 799 through thesis defense.

Candidates will receive 6 points per completed thesis as primary advisor.

- c. Co-supervision of a graduate thesis or thesis committee membership, including CSC 799 through thesis defense.

Candidates will receive 2 points per completed thesis as a thesis committee member.

Candidates will receive 3 points per completed thesis as a thesis co-supervisor.

VI.C.5.04. Other (minimum required points: N/A)

- a. A substantial project or computer application which exhibits demonstrated impact and benefit to the Computer Science community and which has not been designated a point value in another category. The project will typically be open source, publicly and freely available, and support a popular text, curriculum, and classroom or research activity. The Department Head will evaluate the number of points for an activity in consultation with the Departmental Personnel Committee.

Candidates will receive from 1 to 5 points for each instance, and candidates can receive at most 5 points count in this category.

- b. Other activity whose value has been negotiated and approved in writing by the Department Head, who may consult with the Departmental Personnel Committee.

Candidates will receive a variable number of points.

VI.C.6. Minimum expectations for Assistant Professor for promotion to Associate Professor

The expectations in this area are the same as those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VI.C.5\)](#).

VI.C.7. Minimum expectations for Associate Professor for promotion to Professor

The expectations in this area are the same as those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VI.C.5\)](#).

VII. Expectations in Service

The Department defines service as contributions to the Department, College, University, community, and profession. Such contributions support the faculty's role of facilitating learning, broadly defined to include students, peers, and the public. Before attaining tenure, faculty are expected to focus more on teaching and research than service. A record which documents an appropriate involvement in service is required. For faculty seeking promotion to the Full Professor rank, a record documenting significant service to the University and/or profession is required.

In presenting records of service, faculty members should include documentation which provides evidence of their activities and contributions. Examples of such documents include but are not limited to:

- a. Records of presentations to professional societies
- b. Statements and testimonials from colleagues (internal or external to the University)
- c. Contributions during committee assignments (as the chair or otherwise)
- d. Recognitions and awards

VII.A. Descriptions of Services activities

The Computer Science Department recognizes three areas of service: service to the University, to the computer science profession, and to the community. These three areas are equally important, and all contribute to the recruitment and retention of students, and the success of the University.

VII.B. Encouraged activity in Service

All Computer Science faculty members are encouraged to pursue the following service activities.

- a. Towards the goal of getting involved in service to the University:
 - i. Taking part in the University's shared governance (i.e., serving on administrative committees at any level)
 - ii. Serving on thesis committees (when not serving as the primary advisor)
 - iii. Serving and traveling as coach of student competition team(s) (e.g., the ACM programming competition)
 - iv. Serving as the sponsor for a student club or organization

- v. Academic advising services provided to students, involvement in clubs, organizations, and activities promoting faculty-student interaction
 - vi. Involvement in activities to promote departmental programs and services to prospective students
 - vii. Other satisfactory service in departmental committees as assigned by the Department Head or as elected by the Computer Science faculty.
- b. Towards the goal of getting involved in professional service:
- i. Significant software contributions (typically free and open source)
 - ii. Acting as a reviewer, program committee member, or organizer for a conference or workshop
 - iii. Acting as a reviewer or editor for a journal publication
 - iv. Serving on a grant review panel or special topic area task force
 - v. Holding a leadership position in a professional society (e.g., the ACM or IEEE)
- c. Towards the goal of getting involved in service to the community:
- i. Engaging the community through outreach and recruitment (including K-12 events)
 - ii. Organizing, planning, or acting as an instructor for summer camps on campus

Other services as approved by the Department Head will also be considered.

VII.C. Expectations in Service for appointment, reappointment, or promotion

VII.C.1. Minimum expectations for yearly reappointment of Instructors and Senior Instructors

The candidate must demonstrate satisfactory service in departmental committees as assigned by the Department Head or as elected by the Computer Science faculty.

VII.C.2. Minimum expectations for Promotion of Instructors to Senior Instructor

Minimum expectations in this area are the same as those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VII.C.5\)](#).

VII.C.3. Minimum expectations for Probationary faculty for annual appointment

Minimum expectations in this area are the same as those listed in [Minimum expectations for yearly reappointment of Instructors and Senior Instructors \(Section VII.C.1\)](#).

VII.C.4. Minimum expectations for Probationary faculty making an early application for tenure

Minimum expectations in this area are the same as those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VII.C.5\)](#).

VII.C.5. Minimum expectations for Probationary faculty applying for tenure

- a. Minimum expectations in this area include those listed in [Minimum expectations for yearly reappointment of Instructors and Senior Instructors \(Section VII.C.1\)](#).
- b. Active participation and contribution as a member on one or more committees at the College or University level as assigned by the Department Head or as elected by the Computer Science Faculty.
- c. Engaging in service activities external to the University as listed above in [Encouraged activity in Service \(Section VII.B\)](#).

VII.C.6. Minimum expectations for Assistant Professor for promotion to Associate Professor

Minimum expectations in this area are the same as those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VII.C.5\)](#).

VII.C.7. Minimum expectations for Associate Professor for promotion to Professor

Activities in this area must be distinct from the activities for which promotion to Associate Professor had been awarded.

- a. Minimum expectations in this area include those listed in [Minimum expectations for Probationary faculty applying for tenure \(Section VII.C.5\)](#).
- b. Leadership as demonstrated by at least one of the following:
 - i. Serving as a committee chair at the Department, College, or University level (which would also be considered as being a committee member for a length of service time)
 - ii. Serving in a leadership role in a professional organization. Faculty members are required to have written approval of the Computer Science Department Head.
 - iii. Serving the computer science profession with a scholarly component, such as problem composition for contests, participation in accreditation or assessment bodies, organization of conferences or workshops, grant reviewing, etc.
 - iv. Acting as the faculty sponsor of a student organization
 - v. Other activities approved by the Department Head in consultation with the Departmental Personnel Committee.

VIII. Expectations for Full Professor applying for PSIP or Distinguished Professor.

Criteria and procedures for application for Professor Salary Incentive Program (PSIP) and Distinguished Professor are available in the links below:

<https://www.missouristate.edu/provost/psip.htm>

<https://www.missouristate.edu/assets/policy/DistinguishedProfessor.pdf>

IX. Application of Policies

The policies set forth in this statement regarding promotion will apply to all faculty. The policies regarding annual appointment and tenure review will apply to all faculty beginning employment in **August 2025** or later. Faculty beginning employment **prior to August 2025** will be able to follow the procedures outlined in this statement or the procedures outlined in the corresponding statement in effect at the beginning of their employment.

X. Appendix

Specific Expectations in Teaching for Appointment, Reappointment, or Promotion, [Section V.C.](#)

Description of Criteria	Documentation or examples	Documentation Yes or No
Support Department in its efforts toward achievement of Program Educational Objectives and Student Learning Outcomes through Continuous Improvement		
Provide evidence of excellence in teaching	Student Evaluations Peer evaluations Ability to advise and/or mentor students Contribute to curricular and course development	
Provide leadership in teaching	Take leading roles in curricular and course development Actively participate and contribute to successful investigation of techniques and activities to support improvements in student learning Take on other teaching-related responsibilities that require initiative	

Peer teaching observations and evaluations of teaching by the Department Head or member(s) of the Departmental Personnel Committee

**COMPUTER SCIENCE DEPARTMENT
PEER OBSERVATION OF TEACHING REPORT**

Instructor: _____ Date: _____

Course number, section, and name: _____

Lecture ☐ Lab ☐ Online ☐ Blended ☐ Students present/enrolled: _____/_____

Observer 1: _____ Observer 2: _____

Using a rating of 1 to 5 with 1 = poor, 3 = average, 5 = exceptional, and NO = not observed, rate the instructor on the following attributes of the instruction:

- | | |
|---|----------------------|
| 1. Clarity of written material (slides, board etc.) _____ | <input type="text"/> |
| 2. Clarity of spoken words to the level of students _____ | <input type="text"/> |
| 3. Instructor's enthusiasm for subject matter _____ | <input type="text"/> |
| 4. Organization of presentation _____ | <input type="text"/> |
| 5. Perception of instructor's command of subject matter _____ | <input type="text"/> |
| 6. Perception of interest and participation of students _____ | <input type="text"/> |

Provide written comments regarding the observations (attach additional pages as needed):

Instructor signature Signifies that report was discussed with them by the observer.

Instructor Signature: _____ Date: _____

Observer 1: _____ Observer 2: _____
Signature Signature

Specific Expectations in Research and Scholarship for Appointment, Reappointment, or Promotion, [Section VI.C.](#)

Description of Criteria	Documentation or examples	Documentation Yes or No
Publications	Peer-reviewed journals (including electronic) International Conference Proceedings Refereed publications: Regional Conference Proceedings Books, book chapters and monographs	
Grants/Funding	Internal to MSU or External	
Presentations at Professional Conferences	Invited presentations, workshops, and refereed presentations	
Implementation or direction of computer science projects	Hardware/Software Design and Production Development of Programming Languages	
Creative Activity	Technology applied in artistic endeavors	

Specific Expectations in Service for Appointment, Reappointment, or Promotion, [Section VII.C.](#)

Description of Criteria	Documentation or examples	Documentation Yes or No
Service in Departmental committees as assigned by the Department Head or elected by faculty	List committees and role	
Participation and membership on College and/or University committees	List committees and role	
Leadership of College and/or University committees or leadership of professional organization	List committees and role	