Approved by COAS, August 1, 2024
Approved by Office of the Provost, August 2, 2024

DEPARTMENT OF COMPUTER SCIENCE
TENURE & PROMOTION GUIDELINES

I. Required

University criteria for tenure and promo t on are delineated in Lamar University MAPP 02.02.27 (Tenure and Promo t on of Tenure-track and Tenured Non-library Faculty).

II. Criteria

While it is not possible to develop an exhaus t ve list of quali t es and ac t vi t es that merit promo t on and tenure (due to the great variety of ac t vi t es in which faculty members engage, and the many intangibles that are di cult, if not impossible, to measure) sec t ons A-C below exhibit para ى vt L. ẅ ى achievements at the interna t onal, na t onal, re

Associate Professor and tenure, 80 points for promo t on to Professor):

- Teaching Proficiency (30 points):
    - The candidate's proficiency in comprehending and e ec t vely communica t ng course content.
    - Ability to teach both undergraduate and graduate courses.
    - Crea t on of instruc t onal materials and adop t on of new teaching methods/formats.
    - Peer review of teaching including classroom visits for untenured faculty members by designated department-tenured faculty members according to the Peer Review Policy and the Peer Observa t on Checklist of the department in a t ached the appendix (for untenured faculty members).

- Student course evalua t on data and student accomplishments during the review period (max 25 points during the review period).

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- Course and curriculum development. 3 points per established course/curriculum, 5 points per new course/curriculum (max 25 points during the review period)
- Direc t on of undergraduate research, thesis, graduate and undergraduate (e.g., Honors Thesis), graduate projects (e.g., commi t ee chair/member), and disserta t ons (when applicable). (20 points)
- Recogni t on through honors, awards, cer t ficates, commenda t ons, and induc t on for excellence in teaching.

*Relevant course evaluation data include questions on whether course material and learning objectives were clearly explained, whether assignments aided in achieving learning objectives, whether the instructor was available during office hours, whether the instructor was prepared, whether the instructor understood the subject matter and overall effectiveness.

B. **Scholarly Production and/or Research during the review period as evidenced by:** (at least 65 points for promotion to Associate Professor and tenure, 75 points for promotion to Professor)
   - Attraction of research funds (title, source, amount, period).
     - Points will be awarded according to the number of submitted proposals, whether they are internal or external, the role of the Principal Investigator (PI) or Co-Principal Investigator (Co-PI), and the total grant amount.
     - 0.8~3 points per submission.
   - Receipt of funded external/internal research grants.
     - Points will be awarded according to the number of funded projects, whether they are internal or external, the role of the Principal Investigator (PI) or Co-Principal Investigator (Co-PI), and the total grant amount.
     - 2~24 points per funded grant calculated by *Grant Type* × *Role* × *Funded Amount*, which are defined in the table below (e.g., 2 points for Co-PI of an internal grant with less than $20K, and 24 points for PI of an external grant with more than $200K).

Grant Type		Role		Funded Amount	
Internal	1	PI	1	<20K	3
				20 ~ 200 K	3 ~ 12 (1 point per 20 K)
External	2	Co-PI	0.5	>200K	12

   - Publications of books (18 points per book) and chapters (6 points per chapter).
   - Peer-reviewed articles, and papers with high impact factors.
     - Points will be awarded according to the number of publications, the order of authors and p10.1 (.004 TTf-0.008 Tc02>1[ad[078j-0.0045.1 <019A0002C20 1 Tf0.002 Tc -1.217 T

Appendix:

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1. Procedure
2. Observation Checklist

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Step-1: [illegible]

The Department Chair will select two members (one of whom will

be the Department Chair) to visit and observe each plannw [c-7 1 (mp)DC 14.7(t)-6 n (r)4.9g0 Tc 0 T

Step-12 [illegible]

exchange comments and feedbacks in order to mutually agree on both merits and effective ways to improve the teaching effectiveness of the faculty member, if any.

Department Chair:	
Committee Member:	
Committee Member:	

Peer Observation Checklist

Date: