

## **Criteria for Appointment, Reappointment, Promotion, and Performance Evaluation of Lecturers and Senior Lecturers in the Department of Chemistry**

### **Lecturer Appointment**

For appointment in the Department of Chemistry, a Lecturer must possess at least a Master's degree in chemistry or a related scientific discipline and have demonstrated excellence in teaching. Initial appointments shall not exceed two (2) years and will be made subject to the conditions set forth in the Administrative Regulations section AR 2:9.

### **Senior Lecturer Appointment/Promotion from Lecturer to Senior Lecturer**

For appointment in the Department of Chemistry as a Senior Lecturer or for promotion from the rank of Lecturer to Senior Lecturer the appointee must possess at least a Master's degree in chemistry or a related scientific discipline and at least five years of continuous service as a full-time lecturer or equivalent teaching experience, as well as demonstrated excellence in teaching. Prior to appointment or promotion, the appointee should demonstrate evidence of ongoing engagement within the discipline of chemistry or its pedagogy, and meet at least two of the following three criteria.

- Attainment of a degree beyond the Master's
- A record of continuing publication or presentation of research in chemistry or its pedagogy
- Active participation in conferences, workshops, professional organizations, and other public venues pertinent to chemistry or its pedagogy

In addition, the quality of the appointee's teaching, as assessed through annual Faculty Performance Reviews, is expected to be outstanding.

Initial appointments shall not exceed two (2) years and will be made subject to the conditions set forth in the Section AR 2:9 of the Administrative Regulations.

## **Lecturer Reappointment**

Reappointment shall be conducted in accordance with the policies and procedures prescribed in AR 2:1-1 and its accompanying appendices and shall be based on information in the annual Faculty Performance Reviews (AR 3:10). These Reviews, which provide an evaluation of the quality of the appointee's teaching from various sources, may include the following.

- Evaluations from students and teaching assistants
- Evaluations by faculty who have observed the lecturer/senior lecturer or the impact of his/her teaching on student performance
- Evaluations by faculty with similar teaching assignments
- Awards in recognition of teaching accomplishments and innovation
- Evidence of participation in opportunities to improve teaching (e.g., workshops and conferences on teaching)
- Efforts to improve the educational experience of students through the introduction of new technologies and instrumentation
- Scholarship on teaching

Following a successful review, a reappointment will be made subject to the conditions set forth in Section AR 2:9 of the Administrative Regulations.

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## **Guidelines for promotion of Adjunct Professors in Chemistry**

Candidates for promotion must demonstrate excellence in the activities specified in the descriptions of their Adjunct appointments. General guidelines for each area follow.

### **1. Promotion from Adjunct Assistant Professor to Adjunct Associate Professor**

**Teaching:** To the extent that the candidate's position description includes teaching, the successful candidate for promotion to Adjunct Associate Professor will demonstrate a continuing record of high-quality and effective teaching and advising of undergraduate and/or graduate students. Formal and informal advising for undergraduate and graduate students is an important aspect of teaching and will be assessed as appropriate. If the candidate has a formal teaching assignment, assessment will be carried out by a review of student ratings and comments, including the candidate's quantitative and qualitative teaching evaluations conducted each semester, and an evaluation of a teaching portfolio.

**Research:** To the extent that the candidate's position description includes research, the successful candidate for promotion to Adjunct Associate Professor must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication. Scholarly accomplishment will be measured by publication and, if applicable, the level of extramural funding. Collaborative research may play a larger role for Adjunct faculty than for Regular Title Series faculty. The contribution of the candidate must be made clear in publications with multiple authors. Recognition will also be given for patents and technology transfer based on innovative research.

**Service:** The service responsibilities assigned to Adjunct Professors are generally a smaller proportion of their Distribution of Effort (DOE) than for tenure-track Regular Title Series faculty. To the extent that the candidate's position description includes service, active and contributive service on departmental, college, and university committees as well as to academic organizations is encouraged and is considered demonstrative of one's contribution to the

academic commonwealth. Non-committee service efforts, usually done on a voluntary basis, contribute significantly to the efficient execution of the mission of the department. Therefore, the collective opinion of the faculty will be considered in the evaluation of a candidate's service.

## **2. Promotion from Adjunct Associate Professor to Adjunct Professor**

Promotion to Adjunct Professor requires that a faculty member has achieved professional accomplishments beyond those of an Adjunct Associate Professor. To the extent that the candidate's position description includes research, he/she must demonstrate that his/her academic research efforts are recognized by distinguished peers, both nationally and internationally. The record must show that the candidate has achieved an excellent research record with substantial contributions to the Department's mission. To the extent that the candidate's position description includes teaching, he/she must excel at graduate and/or undergraduate teaching. To the extent that the candidate's position description includes service, he/she must maintain an appropriate level of service to the department, college, university, discipline and the general public.

# Promotion and Tenure Guidelines for the Department of Chemistry

(Taken from the *Rules of the Faculty of the College of Arts and Sciences*)

## **Regular Title Series Faculty**

The Department faculty evaluates performance in teaching, research, and service as criteria for promotion and tenure in the Department of Chemistry. Faculty members are expected to sustain a commitment to undergraduate and graduate student education and training, to earn recognition for their academic achievements, to aid college and university colleagues in their academic and research missions, and to serve the chemical profession and the general public. The Department has set appropriate standards for assessing excellence and will mentor junior faculty to meet those standards. Faculty evaluation for promotion and tenure will be based upon a continuing record of effective teaching and advising at multiple levels of instruction, production of substantive, original, and innovative scholarship, and effective service to the department, college, university and state.

## **Guidelines:**

### **Tenure and promotion to Associate Professor**

**Teaching:** The successful candidate for promotion to Associate Professor with tenure will demonstrate a continuing record of high-quality and effective teaching and advising of undergraduate and graduate students. A balanced record of accomplished teaching at both the undergraduate and graduate level is expected. Formal and informal advising for undergraduate and graduate students is an important aspect of teaching and will be assessed as appropriate. Teaching assessment will be carried out by a review of student ratings and comments, including the candidate's quantitative and qualitative teaching evaluations conducted each semester, and an evaluation of a teaching portfolio. Also important will be assessment by senior faculty members, who can measure the effectiveness of the candidate's teaching through evaluation of his/her students' performance in more advanced classes. A comparison of the candidate's students' performance on core exams with those of established faculty will also be considered. The use and/or development of novel and useful teaching techniques, the installation of new teaching technologies, and the creation of new pedagogical materials such as textbooks and Web-based instructional tools will also be considered in the overall evaluation. It is expected that candidates for promotion and/or tenure will have student or faculty evaluations of their teaching performance, be they quantitative or qualitative, that meet or exceed those recorded for the department and college at large. Graduate education is an important mission of this department, and the successful candidate is expected to have nurtured one or more Ph.D. candidates to graduation or to close to graduation.

**Research:** The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established an independent research agenda and a long-term trajectory for their research. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication. Scholarly accomplishment will be measured by work published and the level of extramural funding. Scholarly journal articles, book chapters, and book manuscripts should be placed in the highest quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in one's discipline as the top-tier publications on the basis of their selectivity, influence, and reputation for publishing innovative scholarship. Collaborative research with colleagues or students is encouraged, but it is also important that one clearly demonstrate scholarly

independence and leadership through lead authorships from their own laboratory. Faculty must demonstrate that they have established an independent research laboratory with their own agenda and demonstrate that they have conceived a long-term trajectory for their research themes and projects. Generally, research in the form of grant reports to granting agencies or other forms of non-refereed publication are of little value in a promotional dossier unless it is backed up by a productive level of publications in high-quality, peer-reviewed journals. The department regards external funding as an important measure of the regard of the candidate's peers for the significance of his/her research program. The amount of such funding is less important than the demonstration of both the willingness to seek such funding and the ability to attract it. Additional measures of research quality may include invited seminars at major academic institutions, industrial and governmental laboratories, conferences and workshops; evaluation by external reviewers, awards and other formal acknowledgements by peers at regional, national, and international levels; and extramural research funding from agencies that use competitive, peer-reviewed funding procedures. Recognition will also be given for patents and technology transfer based on innovative research.

Service: The faculty of the Department of Chemistry strongly believes that the efficient and productive functioning of the department, college, university, and one's disciplinary organization is directly related to the collaborative effort by all unit members. Although the service responsibilities assigned to Assistant Professors are generally a more modest proportion of their Distribution of Effort (DOE) than for tenured faculty, it is nevertheless important that all faculty members contribute conscientiously to the collective growth and development of the department, college and University. Therefore, active and contributive service on departmental, college, and university committees as well as to academic organizations is encouraged and is considered demonstrative of one's magnanimous contribution to the academic commonwealth. While assignment to committees can be documented, it is performance that counts. Also, there are numerous non-committee service efforts, usually done on a voluntary basis, that contribute significantly to the efficient execution of the mission of the department. Therefore, the collective opinion of the faculty will be considered in the evaluation of a candidate's service.

# Promotion and Tenure Guidelines for the Department of Chemistry

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## **Regular Title Series Faculty**

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## **Guidelines:**

### **Tenure and promotion to Associate Professor**

**Teaching:** The successful candidate for promotion to Associate Professor with tenure will demonstrate a continuing record of high-quality and effective teaching and advising of undergraduate and graduate students. A balanced record of accomplished teaching at both the undergraduate and graduate level is expected. Formal and informal advising for undergraduate and graduate students is an important aspect of teaching and will be assessed as appropriate. Teaching assessment will be carried out by a review of student ratings and comments, including the candidate's quantitative and qualitative teaching evaluations conducted each semester, and an evaluation of a teaching portfolio. Also important will be assessment by senior faculty members, who can measure the effectiveness of the candidate's teaching through evaluation of his/her students' performance in more advanced classes. A comparison of the candidate's students' performance on core exams with those of established faculty will also be considered. The use and/or development of novel and useful teaching techniques, the installation of new teaching technologies, and the creation of new pedagogical materials such as textbooks and Web-based instructional tools will also be considered in the overall evaluation. It is expected that candidates for promotion and/or tenure will have student or faculty evaluations of their teaching performance, be they quantitative or qualitative, that meet or exceed those recorded for the department and college at large. Graduate education is an important mission of this department, and the successful candidate is expected to have nurtured one or more Ph.D. candidates to graduation or to close to graduation.

**Research:** The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established an independent research agenda and a long-term trajectory for their research. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication. Scholarly accomplishment will be measured by work published and the level of extramural funding. Scholarly journal articles, book chapters, and book manuscripts should be placed in the highest quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in one's discipline as the top-tier publications on the basis of their selectivity, influence, and reputation for publishing innovative scholarship. Collaborative research with colleagues or students is encouraged, but it is also important that one clearly demonstrate scholarly

independence and leadership through lead authorships from their own laboratory. Faculty must demonstrate that they have established an independent research laboratory with their own agenda and demonstrate that they have conceived a long-term trajectory for their research themes and projects. Generally, research in the form of grant reports to granting agencies or other forms of non-refereed publication are of little value in a promotional dossier unless it is backed up by a productive level of publications in high-quality, peer-reviewed journals. The department regards external funding as an important measure of the regard of the candidate's peers for the significance of his/her research program. The amount of such funding is less important than the demonstration of both the willingness to seek such funding and the ability to attract it. Additional measures of research quality may include invited seminars at major academic institutions, industrial and governmental laboratories, conferences and workshops; evaluation by external reviewers, awards and other formal acknowledgements by peers at regional, national, and international levels; and extramural research funding from agencies that use competitive, peer-reviewed funding procedures. Recognition will also be given for patents and technology transfer based on innovative research.

Service: The faculty of the Department of Chemistry strongly believes that the efficient and productive functioning of the department, college, university, and one's disciplinary organization is directly related to the collaborative effort by all unit members. Although the service responsibilities assigned to Assistant Professors are generally a more modest proportion of their Distribution of Effort (DOE) than for tenured faculty, it is nevertheless important that all faculty members contribute conscientiously to the collective growth and development of the department, college and University. Therefore, active and contributive service on departmental, college, and university committees as well as to academic organizations is encouraged and is considered demonstrative of one's magnanimous contribution to the academic commonwealth. While assignment to committees can be documented, it is performance that counts. Also, there are numerous non-committee service efforts, usually done on a voluntary basis, that contribute significantly to the efficient execution of the mission of the department. Therefore, the collective opinion of the faculty will be considered in the evaluation of a candidate's service.

### **Tenure and Promotion to Professor**

Promotion to Professor requires that a faculty member has realized the professional promise implicit in the award of tenure. The candidate must demonstrate that his/her academic research efforts are recognized by distinguished peers, both nationally and internationally. The record must show that the candidate has achieved an excellent research record with substantial contributions to the Department's educational mission. The candidate must excel at both graduate and undergraduate teaching and maintain an appropriate level of service to the department, college, university, discipline and the general public. The candidates for promotion to Professor are expected to contribute more to the service mission than probationary faculty, and it is expected that these contributions will extend beyond the department.



**(Approved by the faculty of the Department of Chemistry on January 21, 2010; Approved by the Dean's Office February 16, 2010)**

*Research Title Series Faculty*

The Department faculty evaluates performance in research and service as criteria for promotion in the Department of Chemistry. Research faculty members are expected to earn recognition for their academic achievements, to aid college and university colleagues in their research missions, and to serve the chemical profession and the general public. The Department has set appropriate standards for assessing excellence and will mentor junior research faculty to meet those standards. Evaluation of research faculty for promotion will be based upon a continuing record of substantive, original, and innovative scholarship and effective service to the scientific community

**Guidelines:**

***Promotion to Associate Research Professor***

**Research:** The successful candidate for promotion must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established a research agenda and have a long-term trajectory for their research. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication. Scholarly accomplishment will be measured by work published and the level of extramural funding. Scholarly journal articles, book chapters, and book manuscripts should be placed in the highest quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in one's discipline as the top-tier publications on the basis of their selectivity, influence, and reputation for publishing innovative scholarship. Collaborative research with colleagues or students is encouraged, but it is also important that one clearly demonstrate scholarly independence and leadership through lead authorships. Faculty must demonstrate that they have established an independent research program with their own agenda and demonstrate that they have conceived a long-term trajectory for their research themes and projects. Generally, research in the form of grant reports to granting agencies or other forms of non-refereed publication are of little value in a promotional dossier unless it is backed up by a productive level of publication in high-quality, peer-reviewed journals. The department regards external funding as an important measure of the regard of the candidate's peers for the significance of his/her research program. The amount of such funding is less important than the demonstration of both the willingness to seek such funding and the ability to attract it. Additional measures of research quality may include invited seminars at major academic institutions, industrial and governmental laboratories, conferences and workshops, evaluation by external reviewers, awards and other formal acknowledgements by peers at regional, national, and international levels; and extramural research funding from agencies that use competitive, peer-reviewed funding procedures. Recognition will also be given for patents and technology transfer based on innovative research.

**Service:** Service will be evaluated according to the percentage of effort determined by the Distribution of Effort (DOE) of the candidate. Research Professors with a 100% research DOE will not have a service commitment. Those with less than 100% committed to research will have a service component in their DOE. Therefore, active and contributive service to the scientific

community and local/national organizations such as the American Chemical Society will be considered.

***Promotion to Research Professor***

Promotion to Research Professor requires that a faculty member has realized his/her professional promise. The candidate must demonstrate that his/her academic research efforts are recognized nationally and internationally by distinguished peers. Candidates for promotion to Research Professor are expected to contribute to the service mission of their disciplinary organizations if their DOE contains a service component.

**Department of Chemistry**  
**Guidelines for Faculty Promotion and Tenure**

**SPECIAL TITLE SERIES FACULTY**

Excellence in teaching, research, and service is a central tenet of the Department of Chemistry. Special title series faculty members are expected to sustain a commitment to undergraduate and graduate student education and training, to earn recognition for their academic achievements, to aid college and university colleagues in their academic and research missions, and to serve the chemical profession and the general public. The Department will set appropriate standards for accessing excellence and will assiduously mentor junior faculty to meet those standards. Faculty evaluation for promotion and tenure will be based upon a continuing record of effective teaching, production of original and innovative scholarship, and capable service to the department, college, university and state.

Expectations

Tenure and promotion to Associate Professor

A. Tenure and promotion to associate professor

The successful candidate will have demonstrated a continuing record of high-quality effective teaching and advising. This will be measured primarily through a teaching portfolio that contains input from students in the form of ratings, comments on course evaluation questionnaires, interviews and letters from former students. The opinions of senior faculty members, who can measure the effectiveness of the candidate's teaching through evaluation of his/her students' performance in more advanced classes will be most important. Peer evaluations conducted by faculty in the unit, evaluation of course syllabi and course summaries, and any other means that will attest to the candidate's teaching effectiveness should be a part of the portfolio. The successful candidate will further demonstrate research and scholarly accomplishments that are consistent with agreed upon expectations for the position. These accomplishments will be measured in part by external letters of assessment solicited by the College. They will also be measured by performance in the following areas as appropriate to the discipline: (1) publication of research/scholarship results in high-quality, peer-reviewed journals, books or other publication media in the discipline; (2) a record of peer-reviewed, external research funding indicating that the candidate will be able to provide a sufficient level of support for his or her future research efforts; (3) a significant record of invited and/or contributed talks at major academic institutions, industrial and governmental laboratories, conferences and workshops; (4) receipt of professional honors and awards; (5) the effective direction of doctoral or master's studies of graduate students; and (6) any other accomplishments demonstrating that the candidate is a good scholar. Appropriate levels of quality service to the Department, College, and University must also be maintained. To the extent that service, as reflected in the DOE, is a major component of responsibility it will become a major component in the overall evaluation.

B. Promotion to professor

The successful candidate will have realized the promise implicit in the award of tenure. A continuing record of high-quality teaching and service appropriate to the position should be evident along with a strong indication that it will be maintained. In addition, the faculty member must have developed an external reputation that reflects significant and sustained accomplishment beyond that attained at the time of the award of tenure and promotion to Associate Professor.