

Department of Chemistry, College of Science and Engineering

Criteria for appraisal and promotion: Contract Faculty (with term appointments)

I. Introduction

This document describes the indices and standards that will be used to evaluate and promote Contract Faculty with term appointments and includes:

A. Annual performance appraisals

B. Criteria for promotion from Contract Assistant Professor (with term appointment) to Contract Associate Professor (with term appointment).

C. Criteria for promotion from Contract Associate Professor (with term appointment) to Contract Professor (with term appointment)

In this document, the term “Contract Faculty” refers to Faculty members with term appointments with the title Assistant Professor, Associate Professor, or Professor who have as their primary responsibility teaching rather than research. It does not apply to individuals hired on contracts that last for less than one year or those involved in lecturer positions that have no responsibilities beyond instruction of specific courses.

II. Department of Chemistry Mission Statement

The mission of the Department of Chemistry is threefold: to educate students and professionals at all levels through effective teaching, to pursue and disseminate new knowledge through original and creative research, and to advance and apply scientific and technical knowledge and expertise through professional service. The role of Contract Faculty in the Department of Chemistry is to participate in the educational and service activities of the Department. Contract Faculty may be involved in research although the focus of that research should be primarily on advancing the teaching and outreach missions of the Department.

III. Annual Appraisal of Contract Faculty

Regardless of rank, all Contract Faculty with term appointments will be reviewed annually and evaluated according to the criteria described in this document. The primary criteria for evaluation of Contract Faculty with term appointments include: student and peer evaluations; activities to enhance the faculty member’s own teaching as well as teaching in the department generally (for example, development of new courses, introduction of new teaching methods, and/or leading efforts to improve teaching facilities and equipment); supporting/assisting the teaching of other faculty, leadership in Chemistry pedagogy and education through conferences, workshops, and other activities; and publications in education journals.

Contract Faculty in the Department of Chemistry are expected (1) to maintain a consistently high standard of teaching, (2) strive to enhance the quality of Chemistry education through educational activities within and beyond the Department, and (3) contribute to the service missions of the Department, the College, the University, and the field of Chemical Education.

Each year in conjunction with preparation of the annual merit review for all faculty, the progress of each Contract Faculty member will be reviewed by the Department Chair based on the teaching faculty member's annual written report on their teaching (including teaching evaluations), educational enhancement, and service activities. The written report should contain a list of courses taught with syllabus, enrollment, and level of responsibility in co-taught courses, other teaching activities, student researchers mentored, and publications, grants and grant proposals, conference abstracts, contributed and invited presentations and a list of service activities.

As part of the review process, the Chair will meet with each Contract Assistant Professor. After this meeting, the Chair will make the Contract Faculty member's annual report available to all regular and Contract faculty at higher rank. The report will be discussed at an annual faculty meeting designated for the review of faculty attended by all regular and Contract faculty at higher rank.

Contract Associate Professors and Contract Professors will also submit written annual reports, following the same procedure and format as described above. Reports for Contract Faculty with these ranks are reviewed by the Chair who will then provide a written progress report to the Contract Faculty member each spring, and this report will be discussed at individual meetings scheduled by the Chair. The files of Contract Associate Professors will be reviewed by the Planning, Staffing and Resources Committee (PSR Committee) at least once every four years to evaluate the suitability of the faculty for promotion to Contract Professor.

The Department may recommend termination of a Contract Faculty member's appointment at any time in accordance with the provisions of this document. If the performance of the Contract Faculty, regardless of rank, is determined by the Chair to be below expectations, then the Chair, in consultation with the PSR committee and Vice-Chair, will suggest a remediation procedure to which both the Contract Faculty and the Chair agree and which can be expected to produce the necessary improvement in performance within a certain time limit (typically one year). The Chair's determination of the substandard performance and the remediation procedure will be communicated to the Contract Faculty in a letter signed by the Chair. This letter must specify the performance deficiencies and the assistance available to the faculty member to remedy the identified deficiencies. The Department Chair in consultation with the PSR committee and Vice-Chair will review the performance at the end of the remediation period and determine whether the appointment of the Contract Faculty should be continued or terminated.

Alternatively, in more extreme circumstances when the performance of the Contract Faculty is determined to be particularly substandard, the Chair, in consultation with the PSR committee and Vice-Chair, may opt to not follow a remediation path and may instead terminate the appointment with the appropriate advance notice.

IV. Criteria for Promotion for Contract Faculty (with term appointments)

The promotion process for Contract Faculty may be initiated at the discretion of the Department Chair in consultation with the PSR committee and Vice-Chair. Typically, Contract Faculty will spend at least 5 years in rank before being evaluated for promotion, but exceptional cases may be considered earlier. If a clear conflict of interest exists with a PSR Committee member, the committee member will excuse herself/himself from the deliberations. This document specifies the criteria for promotion to Contract Associate Professor and Contract Professor.

General Criteria. The basis for promoting Contract Faculty is the determination that the candidate has established and is likely to continue to develop a record of excellence in teaching as well as leadership in teaching at the university level or beyond. This determination is reached through a qualitative evaluation of the candidate's record of teaching, teaching-related research or other activities, and service. Demonstrated teaching effectiveness and educational activities must be given primary emphasis; service alone cannot qualify the candidate for promotion. Pedagogical innovation, public engagement, educational activities and initiatives at the university level and beyond, attention to questions of diversity, and other special kinds of professional activity by the candidate should be considered when applicable but cannot alone serve as the basis for promotion. In general, Contract Faculty are expected to demonstrate a high level of performance in classroom teaching.

A. Classroom Teaching

Effectiveness in teaching is assessed from the candidate's contributions to the overall teaching mission of the University including, where appropriate, classroom, laboratory and recitation instruction, primarily or entirely at the undergraduate level. Examples of factors that may be used in the evaluation of effectiveness of classroom teaching include, but are not limited to, the following:

- Standard Course Evaluation Forms provided by students.
- Written evaluations by students.
- Written evaluations by peers based upon invited classroom visits and review of course materials.

B. Educational Activities

Contract Faculty are expected to participate in educational activities that will enhance the quality of instruction within the Department. Examples of educational activities include, but are not limited to, the following:

- Development of new courses and/or laboratories.
- Development of instructional materials.
- Supporting the teaching of other faculty

- Publication of textbooks.
- Publication in education or scientific journals.
- Supervision of undergraduate or M.S. research projects focused on education.
- Presentations at scientific or educational conferences, meetings and workshops.
- Participation in programs to enhance teaching performance.
- Internal and external funding to improve teaching facilities or for course development.
- Advising of undergraduate and professional student organizations.

C. Service

Contract Faculty are expected to participate in service activities within the Department and beyond. Service within the Department and University is important to insure that Contract Faculty are integrated with other faculty. Service outside the University is important since it enhances the faculty member's professional reputation and it brings recognition to the department and the University. Examples of service contributions to the profession include, but are not limited to:

1. Within the Department and University

- Serve on Written and Oral Preliminary Exams for graduate students.
- Participate in graduate student recruiting activities.
- Serve on Departmental or University committees.
- Participate in University governance.

2. Outside the university.

- Reviewer for a textbook or educational publication.
- Officer in a regional, national or international scientific or technical society.
- Organizer of a conference or workshop.
- Participant in public outreach activities.
- Participant in K-12 and post-university education initiatives.

V. Promotion of Contract Faculty

The following paragraphs describe the criteria for promotion of Contract Faculty within the Department of Chemistry. The same criteria and standards are applied for appointments from outside.

A. To Contract Associate Professor from Contract Assistant Professor

Promotion to the rank of Contract Associate Professor from the rank of Contract Assistant Professor in the Department of Chemistry is governed by the criteria set forth in Section IV. Educational activities and service contributions are included in the evaluation of the candidate but cannot be used in place of the classroom teaching criteria listed above.

B. To Contract Professor from Associate Contract Professor

The basis for promotion to the rank of Contract Professor is the determination that the candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, and (2) added substantially to an already distinguished record of teaching achievement that substantially exceeds that achieved for promotion to Contract Associate Professor. This determination is reached through a qualitative evaluation of the candidate's record of teaching, education-related work, and service using the criteria set forth in Section IV. Demonstrated teaching effectiveness must be given primary emphasis; significant educational activities and/or service contributions are also important but alone they cannot qualify the candidate for promotion. Pedagogical innovation, public engagement, educational activities and initiatives at the University level and beyond, attention to questions of diversity, and other special kinds of professional activity by the candidate should be considered when applicable. In general, a candidate must achieve a national reputation for promotion to Contract Professor. Examples of factors that may be used to establish a candidate's professional reputation include, but are not limited to, the following:

- Publication of textbooks or other educational materials.
- Publication in education or scientific journals.
- Creation of teaching materials used beyond the University.
- Invited presentations at scientific or educational conferences, meetings and workshops.
- Officer in a national or international scientific or technical society.
- Organizer of a national conference (or a portion thereof) or workshop.
- Letters of recommendation

VI. Procedures for Promotion of Contract Faculty

The methods of assessment of the performance of candidates being considered for promotion to the ranks of either Contract Associate Professor or Contract Professor are the same. The procedure for all promotion and tenure decisions in the Chemistry Department is that two meetings of the faculty eligible to vote shall be held, with an interval of one to two weeks between the two meetings. Once the promotion process for a Contract Faculty member is initiated by the Department Chair in consultation with the PSR Committee and Vice-Chair, the complete file from the candidate will be circulated to all faculty members eligible to vote (all faculty at equivalent or higher rank to that proposed for the candidate). At least one full week after those materials have been distributed, a summary and analysis of the written materials shall be presented by either the Promotion and Tenure Committee (for promotion to Contract Associate Professor) or the PSR Committee (for promotion to Contract Professor), followed by general discussion. No vote will be taken at this meeting. At the second meeting, discussion is continued, followed by a vote by written secret ballot. Absentee ballots by those eligible to vote are permitted only if they are received prior to the vote by those present. In the Department of Chemistry, an affirmative vote shall be at least a two thirds (2/3) majority of those voting.