Tenure and Promotion Guidelines

Chemistry Department
Texas A&M U.-Commerce

Developed and revised by all chemistry tenured and tenure track faculty
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Approved by the Dean of Arts & Sciences
GENERAL GUIDELINES

The guidelines of tenure and promotion stated in this document are based on the procedures of Texas A&M University-Commerce (12.01.99 R0.01) and the Expectations for Tenure and Promotion of the College of Arts and Sciences. Achieving tenure and promotion in rank is the recognition of excellence in a candidate's professional and academic activities and achievements. The objective is to facilitate the departmental evaluation and to guide faculty to achieve tenure and promotion.

DEPARTMENTAL TENURE AND PROMOTION REVIEW PROCESS

A faculty member eligible for tenure and/or promotion will notify the Department Head for the application intention. Upon the notification of application, the Department Head will form a Departmental Tenure and Promotion Committee based on the university procedure and the membership described below. The candidate will provide application packet and supporting materials to the committee within a reasonable time frame agreed by the candidate and the committee to meet the university deadlines. The committee will review the application and submit recommendation to the Department Head. After reviewing the recommendation of the committee, within one week, the Department Head will forward the recommendation of the committee and submit his/her own recommendation to the College Tenure and Promotion Review Advisory Committee and the Dean of Arts and Sciences to continue the process at the College level.

DEPARTMENTAL TENURE & PROMOTION COMMITTEE MEMBERSHIP:

1. For promotion to full professor, the committee shall consist of at least three tenured full professors in the Chemistry Department.
2. For promotion to associate professor, the committee shall consist of at least three tenured full or associate professors in the Chemistry Department.
3. For tenure, the committee shall consist of at least three tenured faculty with higher or equal ranks in the Chemistry Department.
4. If the department cannot form a committee of at least three, the department head, after consultation with the tenured faculty and the candidate, will select tenured faculty with adequate ranking from other departments in the university to make up the committee according to the university procedure.

GUIDELINES OF THE DEPARTMENTAL EVALUATION:

Tenured faculty members in the Chemistry Department are expected to contribute to the departmental teaching, research and service in an effective, productive, and constructive fashion. They are expected to behave in a professional and collegial manner to students, colleagues, and the public. The evaluation is intended to allow tenure track faculty members to demonstrate those attitudes and qualities expected of tenured faculty. The evaluation period is defined as the first date the candidate joins the department as a tenure track faculty until the submission date of tenure and/or promotion application. Benchmark standards listed below are to facilitate the evaluation of the committee. They also serve to guide the probationary faculty member in achieving tenure and promotion.
(1) **Criteria for Tenure**

a) **Teaching**

The candidate must demonstrate proficiency as an effective teacher while striving for teaching excellence at both undergraduate and graduate levels. The evaluation may include, but not limited to, the following areas:

**Organization:** Develop course syllabi with clear course objectives and the skills and knowledge students to be obtained after the completion of the courses. Demonstrate the ability to keep up with the schedule set in the syllabi while guiding effective student learning.

**Learning:** Clearly deliver understandable lecture or facilitate sound inquiry based approach for student learning.

**Rigor:** Demand and demonstrate appropriate level of skills and knowledge development of students consistent with departmental expectations.

**Currency:** Demonstrate continued course development and use of appropriate technologies to promote student learning.

**Assessment:** Demonstrate consistent effective teaching via student feedback, peer visitation review or other instrument.

**Mentoring:** Supervise theses and demonstrate the effectiveness via student presentation, publication, and graduation.

Support documentation may include course syllabi, student feedback, peer visitation reviews, theses supervised, development of new courses or new laboratory, teaching workshops and conferences participated, etc.

b) **Research and Scholarly Activity**

The candidate is expected to be fully engaged in research and scholarly activity throughout the tenure review period. Candidate should demonstrate convincingly not only the ability to conduct independent and productive research that leads to peer-reviewed publications in reputable journals and may attract external funding but also the promise of continuing scientific productivity after achieving tenure at Texas A&M University-Commerce. The candidate’s performance in research is reflected through a continuous record of publication, presentation at chemistry related professional conferences, seeking external research funding and advising student research. Among the widely accepted effective measures of the impact and significance of research and scholarly activities, the quality, quantity and citations of peer-reviewed publications are especially important. To be recommended for tenure, the candidate must publish as the primary author (major author or corresponding author with student/postdoc of A&M-Commerce) at least three (3) peer-reviewed articles (or accepted) in reputable journals during the tenure review period. Patents are valued as much as publications. External funding, patent applications, collaborative publications, submitted manuscripts, prefaces of journals and publications in national/international conference proceedings will be considered to
partially replace publication. The reputation of the journals in which the publication appears will be considered in evaluating the quality of the papers. A summary report of citations of these publications using Web of Science or other creditable search engines is useful in evaluating the quality, importance and impacts of the publications. Hard copies of all articles must be presented to the Departmental Tenure and Promotion Committee. A letter of complete acceptance from the journal editor should be attached to manuscripts in press.

Pedagogical research in chemical education is valued if it involves testing of significant hypotheses, results in marked improvements in learning, and is published in peer-reviewed journals. Candidates are expected to seek both external and internal research grants. While it is not required to have obtained an external research grant by the time of applying for tenure/promotion, serious efforts are expected and securing an external grant will help make a stronger case. Involving undergraduate and graduate students in research is required for all faculty members. At least four letters from respected peers of other institutions, half from the list provided by the candidate, are to be arranged by working with the committee.

c) Service

Departmental service, as needed, is vital to the survival, growth and reputation of the department. The candidate must engage in on and off campus services at the departmental level. Some participation at the levels of college/university and professional society is encouraged. Evidence of the service should be documented and presented to the Departmental Tenure and Promotion Committee. The evidence includes candidate’s role, time involved and the accomplishments of the services. Other service includes the involvement with student organizations and activities, student career counseling, symposium/conference organization, manuscript and proposal review, editing, etc.

(2) Additional Criteria for Promotion to Associate Professor

In addition to the above criteria mentioned above for tenure, the expectation is to have one (1) additional publication in the reputable journals for the candidate to be promoted to Associate Professor. External funding, patent applications, collaborative publications, submitted manuscripts, prefacing of journals, invited talks and publications in national/international conference proceedings will be considered to partially replace publication.

(3) Criteria for Promotion to Full Professor

a) Teaching

For promotion to Full Professor, the candidate shall continue strive for teaching excellence at both undergraduate and graduate levels. The candidate needs to demonstrate continuous activity and currency in development of courses, course activity and pedagogical skills to enhance student learning. Full professor is expected to set an example to continuously mentor students and rigorously train and prepare students to advance their careers.
b) Research and Scholarly Activity

To be recommended for promotion to full professor the candidate requires scholarly/creative activities of greater quality and quantity as compared to the promotion to associate professor. The candidate, during his/her tenure in the rank of Associate Professor, must publish at least one (1) peer-reviewed article per year, in average, in reputable chemistry journals. External funding to support graduate and undergraduate research is highly desirable. Patent applications, collaborative publications, submitted manuscripts, prefaces of journals, invited talks and publications in national/international conference proceedings will be considered to partially replace publication. Hard copies of all articles, letters of acceptance of manuscript from the journal editor, and a summary report of citations should be presented to the Departmental Tenure and Promotion Committee. At least four letters from respected peers of other institutions, half from the list provided by the candidate, are to be arranged by working with the committee.

c) Service

A tenured full professor should be an exemplary member of the department in services. The candidate is expected to be leading the effort in recruiting, student advising, curriculum development and revision and other services to promote the degree programs of the department. Strong participation of services at the levels of college/university is also expected. Active involvement in professional organizations, such as symposium/conference organization, editing, manuscript and proposal review, etc., are strongly encouraged. Evidence of the service, including candidate’s role, time involved and the accomplishments of the services, should be documented and presented to the Departmental Tenure and Promotion Committee.