

**Approved by Provost November 10, 1997**

**University of Oklahoma**

**Department of Chemistry and Biochemistry**

**Faculty Personnel Policy**

**Approved by Faculty Vote November 4, 1997**

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## **Department of Chemistry and Biochemistry**

### **I. Mission**

The mission of the Department of Chemistry is to serve the citizens of the State of Oklahoma through teaching chemistry to undergraduate majors, those in cognate disciplines and as part of the general education programs of the College of Arts and Sciences, by the professional training of graduate and postdoctoral students in chemistry, by providing expert advice and consultation to educational, industrial and governmental units, by adding new knowledge in chemistry through research, and by participating in service to the university and professional communities.

### **II. Achieving Our Goals**

Central to the effort of fulfilling our mission is the development of a faculty of the highest quality. Salary advancement, promotion in rank and evaluations of performance are useful devices in guiding this development, but the critical step in the process is the granting of tenure. The process by which the tenure decision is reached must be procedurally correct and employ sound academic criteria. The terms and procedures in use are defined in the current Faculty Handbook.

### **III. Career Development**

The faculty personnel policies of the Department and the University emphasize the procedures used to evaluate and reward faculty performance. However, at least as important to the success of the University in meeting its obligations are the efforts made to improve faculty capabilities and productivity. Administrators and faculty at all levels have the responsibility for developing programs to improve the effectiveness of faculty.

New members of the faculty may require expert counseling and assistance as they assume their duties as scholars and teachers and are urged to take part in orientation programs designed to improve research and teaching. Experienced faculty have an

obligation to aid new faculty members in developing successful research programs and becoming skillful teachers. Regular consultation with the Chair and Committee A, provided for elsewhere in this document, should be a constructive force in shaping the careers of non-tenured faculty. In addition, a new non-tenured faculty member, after consultation with the Chair and Committee A, may ask one or more senior faculty members to serve as mentors.

Faculty at all levels should strive to improve their teaching and research skills. To assist in this improvement, the Department must commit resources to help faculty develop research programs and better teaching techniques. The Department should offer help in planning sabbaticals, preparing proposals, and presenting research results. The Chair and Committee A must be sensitive to the legitimate needs of faculty striving to become better teachers and scholars, and must provide the needed support and take the lead in developing the spirit of cooperation and mutual trust which is so essential to faculty members trying to reach their maximum potential.

#### **IV. Departmental Organization**

Departmental administration is described in Section 2.8.2 of the Faculty Handbook.

##### **A. The Faculty**

The departmental faculty is defined as all members with the rank of assistant professor or higher. It does not include temporary appointees but full-time temporary faculty may at the discretion of the department be given various departmental privileges.

##### **B. The Chair**

The Chair is the administrative officer of the Department and represents the Department in relations with other departments, with the Dean, and with other administrative officers of the University. The Chair provides leadership in matters of policy determined by the faculty of the Department

and is responsible for administering the affairs of the Department in accordance with these policies and with those of the College and University. The Chair is accountable to both the Department and the Dean.

**C. Committee A**

Committee A consists of the Chair and two faculty members elected by the faculty for staggered two years terms. The election should take place in May every year, and the newly elected member of Committee A should start his or her service on June 1.

**D. The Assistant Chair**

The Assistant Chair is a faculty member who is appointed by the Chair, subject to the ratification of the faculty, and serves at the pleasure of the Chair. The performance of the Assistant Chair is reviewed annually by the Chair, who should seek evaluation information from the faculty.

**E. Revision in the Department of Chemistry's Faculty Personnel Policy**

Revisions to the Department of Chemistry's Faculty Personnel Policy can be recommended by a 2/3 majority vote of the total faculty in two successive meetings called for the purpose at least 7 calendar days in advance.

**F. Procedural Calendar**

As soon as the appropriate information is available, the Chair shall publish a calendar listing the dates for initiating action on reappointment, tenure, promotion, and salary advancement.

**G. Teaching Assignments**

Faculty in each division shall make recommendations to the Chair on teaching assignments for each semester. The Chair is ultimately responsible for determining the teaching assignments.

**H. Chemistry Department Personnel File**

A personnel file containing pertinent information for recommendations of reappointment, tenure, promotion and salary advancement shall be maintained in the Department of Chemistry for each tenure-track or tenured faculty member. In these

procedures in which a formal evaluation of performance is placed in the file, a copy must be provided to the faculty member. The faculty member may also add a response to the evaluation. Each addition to a personnel file must be dated. No material may be expunged from a personnel file without the knowledge and consent of both the faculty member and Committee A. A faculty member has the right to inspect and obtain a copy of all material in the file which was not obtained under promise of confidentiality.

#### **I. Adjudication Policy**

Matters of interpretation of existing departmental policy or criteria shall be resolved by a departmental faculty meeting.

### **V. Promotion and Tenure**

#### **A. Criteria**

The decision on tenure is the most important that faculty are called upon to make. Each person involved in the decision on tenure bears the responsibility for subjecting all aspects of the case to rigorous evaluation.

Tenure and promotion in the Department of Chemistry are based upon research, teaching performance and service to the Department and the University. In all three areas of judgment, greater weight will be placed on the quality of the activity than on the quantity. However, the Department views research as the most important component for tenure and promotion. A solid foundation in scientific research is judged as indispensable to providing the needed quality of teaching and service through research and graduate education. Persons awarded tenure shall have contributed to the long-range goals and future development of the Department, and their area of research and teaching shall be appropriate to the future development of the Department.

#### **1. Assistant Professorship**

For appointment as an Assistant Professor the candidate must have demonstrated both high research potential and the promise of excellence in teaching.

## **2. Tenure**

The following criteria apply:

**a.** The successful candidate shall have established a viable research program with solid promise for a successful career in academic science. This should be supported by publication in refereed journals, and successful competition for major, non-starter research grants from external, national grantors. A significant number of the publications should appear in first-rank journals. Further support may be adduced from the presentation of scientific lectures at conferences and other institutions. The quality of the research program must be critically evaluated, in writing, by external reviewers who are leaders in the area of research.

**b.** The successful candidate shall have shown high teaching promise supported by formal teaching evaluation as described in Appendix I.A. Normally, this promise shall have been demonstrated at different levels of courses. The progress of undergraduates and graduate students whose research is being directed will be considered. The candidate should have demonstrated the ability to develop the research potential of these students, as evidenced by the number of students who have completed, or have demonstrated significant progress towards, their Ph. D. degrees.

Additional criteria of lesser importance include:

**c.** Service to the Department in committee roles and other service functions.

**d.** Participation in activities related to professional service such as consultation to groups outside the university, editing and refereeing of professional publications, and on professional committees.

The evidence must be compelling that growth will continue after tenure, leading in the course of time to full professorship status.

## **3. Associate Professorship**

The criteria for promotion to Associate Professor are

the same as those for the granting of tenure, and this promotion normally accompanies the granting of tenure. An Associate Professor is a member of the senior faculty and assumes responsibilities similar to those of a full Professor.

#### **4. Full Professorship**

Promotion to full Professor is reserved for those who demonstrate excellence of performance and shall not be recommended as a reward for long service or to ameliorate other problems.

The following criteria apply:

- a.** The successful candidate must have achieved a solid scientific reputation. This can be documented by a sustained record of publications, receipt of awards, successful competition for external research grants, and invitation to deliver lectures at conferences and colloquia at other institutions, since promotion to Associate Professor. The opinion of outside reviewers who are leaders in the area of research must be sought.
- b.** The successful candidate must have established a reputation for high teaching performance among students and peers, supported by formal evaluation, have developed and presented new courses or curricula, and directed doctoral theses and brought graduate students to their scholarly potential.

Additional criteria of lesser importance are:

- c.** Superior performance in university service responsibilities. This can be demonstrated by selection for major tasks in the University and the Department, and by election to governing or advisory bodies by peer groups.
- d.** Prominence through professional activities in the discipline, which may include leadership positions in professional societies, service on professional committees, the organization and chairing of scientific conferences, consultantships to groups outside the University, editorial and refereeing positions for professional journals and as a

reviewer of proposals to granting agencies and foundations, etc.

Advancement in rank is recognition for achievement rather than a routine reward for satisfactory service. The indispensable requirement for full professorship is excellence in research and teaching in its broadest sense. Promotion should reflect a positive appraisal of high professional competence and accomplishment. Promotion should indicate that the faculty member is of comparable stature with others in the discipline in a comparable situation at like institutions.

## **B. Procedures**

### **1. Tenure**

- a.** The Chair will publicize the applicable University and Departmental criteria.
- b.** A faculty member at the Assistant Professor level will normally be considered for tenure at the beginning of the sixth year of service allowing a maximum of three years prior full-time service elsewhere. The length of the mandatory probationary period is specified in the letter of appointment from the Provost, and reference should be made to the conditions set forth in writing there. A new, non-tenured faculty member appointed at a rank above that of Assistant Professor will be considered for tenure as set out in the Faculty handbook, Section 3.7.3.(e).
- c.** Committee A will confer with every tenure-track faculty annually to review the expectations in each tenure criterion category and to communicate an evaluation of the candidate's performance. The Chair will also provide the faculty member a written evaluation of progress towards tenure prior to the applicable notification deadline for reappointment (see VII.C.1). A copy of the Progress Towards Tenure Letter will be sent to the college dean, and another copy will be placed in the member's personnel file.
- d.** Normally the Chair, after consultation with the candidate, will initiate consideration for tenure.

Alternatively the candidate can initiate the process early by written request to the Chair and Committee A, and shall receive a written answer indicating if consideration has been initiated. The Chair and Committee A determine whether such consideration will be initiated and the Chair notifies the candidate who is to be considered. If early tenure consideration is initiated, the Dean shall also be notified. The tenured faculty shall take a preliminary vote on whether to proceed with a consideration of early tenure based upon available information including an updated Vita. The motion to do so must receive a majority vote of the tenured faculty before the formal steps (Section V.B.1. e to l) for consideration of tenure are initiated. In the case of early consideration, if the candidate fails to receive a majority vote of the tenured faculty during the formal consideration, no recommendation will be forwarded. Also the candidate retains the right to terminate proceedings without prejudice prior to the date that the departmental recommendation is forwarded to the Dean.

**e.** At the time of the initiation of tenure consideration the Chair shall request that the candidate submit materials that will be helpful in the evaluation. The materials should describe the candidate's abilities and accomplishments in relation to the criteria used to determine the tenure recommendation. The candidate should consult with the Chair and other colleagues concerning what to include. The responsibility for the contents resides wholly with the candidate. The tenure dossier must include items required by the Provost as well as those listed in Appendix II. The protocols for teaching evaluation and external review are found in Appendix I. Copies of manuscripts of research papers accepted for publication should be included in the materials sent to reviewers.

**f.** The Chair will distribute available material to each of the tenured members of the Department two weeks before the vote is taken.

**g.** The Chair in consultation with the candidate will appoint an *ad hoc* Committee consisting of 3 faculty members mutually acceptable to the Chair and the candidate, to facilitate discussion of the candidate's record and to acquaint the faculty with the issues involved. If three faculty members cannot be found who are mutually acceptable to the Chair and the candidate, the faculty shall elect three members. The Committee should be prepared to digest and summarize the candidate's material for presentation to the meeting at which the faculty votes, and to discuss the candidate's strengths and weaknesses in the tenure criteria categories.

**h.** Preceding the vote, all available members of the faculty, with the exception of the candidate, will meet for a discussion of the candidate's qualifications. A second meeting will be convened for additional discussion, and the tenured faculty will vote on the tenure decision then. In either meeting, each faculty member may raise questions directly during the discussion, or may submit questions to the Chair or Committee A in advance.

**i.** Formal consideration originates with the polling by secret ballot of the tenured members of the faculty including, when practical, the counting of *in absentia* ballots. Members of Committee A act as tellers. The vote count of the poll taken must be forwarded with the recommendations.

**j.** The Chair and Committee A will submit separate recommendations with supporting reasons in writing, and forward these with the faculty vote to the Dean. The right of written dissent of each member of Committee A is preserved.

**k.** The Chair will inform the candidate and the faculty of the recommendations made and their progress through the various stages of the review process as the Chair receives word of them.

## **2. Promotion to Full Professor**

**a.** The Chair will publicize the applicable University and

departmental criteria.

**b.** Normally, the Chair, after consultation with Committee A and the candidate, will initiate consideration for promotion. Alternatively, the process can be initiated by the candidate. Such a request to the Chair and Committee A may be made in writing at any time. In the case of self-nomination, consideration for promotion is mandatory; the Chair must notify the Dean, and the whole procedure as described in the rest of this section must be followed.

**c.** At the time of notification the Chair shall request the candidate to submit materials that will be helpful in the evaluation. The materials should describe the candidate's abilities and accomplishments in relation to the criteria used to determine the promotion recommendation. The candidate should consult with the Chair and other colleagues concerning what to include. The responsibility for the contents resides wholly with the candidate. The promotion dossier must include items required by the Provost as well as those listed in Appendix II. The protocols for teaching evaluation and external review are found in Appendix I.

**d.** Committee A, in consultation with the candidate, can terminate the promotion procedure at any time before the formal vote is taken. However, the promotion procedure cannot be terminated without the explicit consent of the candidate. In either case the candidate must communicate his or her wishes to the chair in writing.

**e.** The Chair in consultation with the candidate will appoint an ad hoc Committee consisting of 2 Full Professors mutually acceptable to the Chair and the candidate, to facilitate discussion of the candidate's record and to acquaint the faculty with the issues involved. The Committee should be prepared to digest and summarize the candidate's material for presentation to the meeting of tenured Full Professors, and to discuss the candidate's strengths and weaknesses in the promotion criteria categories. Only tenured Full Professors are eligible for

voting to recommend the promotion of a colleague to Full Professor.

**f.** The Chair will distribute available material to each of the faculty eligible to vote at least one week before the formal vote.

**g.** Preceding the vote, all eligible members, with the exception of the candidate, should meet for a discussion of the candidate's qualifications. If it is necessary, a second meeting will be convened for additional discussion, and the tenured Full Professors will vote on the promotion decision then. In either meeting, each faculty member may raise questions directly during the discussion, or may submit questions to the Chair or Committee A in advance.

**h.** Formal consideration originates with the polling by secret ballot of the tenured Full Professors including, when practical, the counting of *in absentia* ballots. Members of Committee A act as tellers.

**i.** The Chair and members of Committee A will provide their recommendations to the Dean, with reasons as required by the Faculty Handbook, Section 3.11.2, Procedures (e). These recommendations will be accompanied by the results of the formal vote.

**j.** The Chair will inform the candidate and the faculty of the recommendations made and their progress through the various stages of the review process in a timely way.

## **VI. Annual Evaluation of Faculty**

### **A. Criteria**

Salary adjustment will be based upon systematic evaluation of the faculty performance. Normally, the effort distributions are: 30% for teaching, 60% for research scholarship and creative activity, and 10% for professional/university/administrative service. However, depending on specific faculty assignments, contributions to the overall development of the Department and the University, and the particular mission of the faculty

member, the weightings given in these categories may be modified after the faculty member consults with the Chair and Committee A and reaches a consensus agreement. The period for annual evaluation purposes is 1 January to 31 December. Merit salary increases will be made based on the numerical average of the last three years. However, special action to remedy salary inequities and longer trends in performance may be considered.

## **B. Procedures**

1. The Chair shall call for a Curriculum Vitae and supporting materials annually. The materials should be addressed to the criteria of Promotion and Tenure, and be organized so that the chronological sequence is clear and work in progress can be distinguished from work completed. Protocols for teaching evaluation are found in Appendix I.A. A listing of all items desired is attached in Appendix II. In addition, each faculty member is required to complete a standard form required by the university (shown in Appendix III).

2. The Chair and Committee A shall assess the performance of each faculty member in each of the criteria categories and shall prepare a memorandum evaluating the annual performance of each faculty member. This memorandum is used to communicate judgments regarding strengths and weaknesses and as supporting information for salary decisions and shall be placed in the personnel file with a copy being given to the faculty member before a copy is forwarded to the Dean, if possible. The Chair, Committee A, and the faculty member shall meet for purposes of clarification of the memorandum in response to a written request from the faculty member. Any statement resulting from this meeting will be communicated to the faculty member and forwarded to the Dean.

## **VII. Reappointment**

Term appointments are made for the academic year. Action on

reappointment or non-reappointment for the following year originates with the Chair.

**A. Notification of Expiration of Term Contract**

1. A faculty member with a regular appointment who is not to be reappointed for a second year of service must be so notified no later than March 1; or, if the first year of appointment terminates at a time other than the end of the academic year, not less than three months before the end of the appointment period.

2. A faculty member with a regular appointment who is not to be reappointed to a third year of service must be so notified no later than December 15 of the second year of appointment; or, if the second year of appointment terminates at a time other than the end of the academic year, not less than six months before the end of the appointment period.

3. A faculty member with a regular appointment who is not to be reappointed to a fourth or subsequent year of service must be so notified no later than May 31 of the year preceding the final year of appointment; or, in the case of an appointment ending at a time other than the end of the academic year, not less than 12 months before the end of the appointment period.

4. All notifications of non-reappointment shall be given in writing by the Senior Vice President and Provost.

**B. Criteria**

The criteria for reappointment are based upon those for tenure. Annual reappointment should be made only on evidence of progress toward eventual tenured status. Evaluation for reappointment considers performance over an individual's entire professional career.

**C. Procedures for Deciding Reappointment**

1. The Chair and Committee A will confer each year with each member of the faculty holding a tenure-track appointment to review the expectations in each criterion category. A written letter of evaluation will be provided

to the faculty member prior to the applicable notification deadline for reappointment (March 1 in the first year, December 15 in the second year, and May 31 in the third and subsequent years), with copies placed in the member's personnel file and forwarded to the Dean.

In the Spring semester of the third year, candidates having a six-year tenure probationary period will have a mid-tenure review carried out by the tenured faculty of the department. The following materials will be made available to the tenured faculty for review and evaluation: complete curriculum vitae, the candidate's annual letters of progress towards tenure, annual letters (or forms) of evaluation, published papers, manuscripts accepted and submitted for publication, student evaluations of teaching, letters of peer teaching evaluation, and a written summary of accomplishments in research, teaching, and service prepared by the candidate. Although not routinely required, the candidate, the Chair, or Committee A, may request that external letters of evaluation be solicited. The tenured faculty, by secret ballot with elected members of Committee A acting as tellers, will vote to either recommend reappointments for the balance of the probationary period, or to recommend no reappointment. The results of the ballot and a letter summarizing the mid-tenure review discussions will be prepared by the Chair and given to the candidate. This letter will become part of the evaluation materials included in the tenure dossier. For faculty with a reduced or extended tenure period, the Chair and Committee A will identify an appropriate date for the mid-term review.

**2.** The Chair will publicize the applicable criteria and timetable for reappointment.

**3.** The Chair will request the candidate for reappointment to submit material which will be helpful to an adequate consideration of the candidate's abilities and

accomplishments in relationship to the criteria used to determine reappointment recommendations. The candidate should be advised to consult with the Chair and other senior colleagues concerning what to include. The responsibility for the contents resides wholly with the candidate, however. A listing of the desired items is found in Appendix II. Protocols for teaching evaluation are found in Appendix I.A.

**4.** In the case of a unanimously positive recommendation by Committee A, the tenured faculty will be informed of the decision. Otherwise, faculty input is required, and the following procedure will apply:

**a.** The Chair will inform the tenured members of the Department that there is potential for a negative recommendation and will publicize the availability of the candidate's materials to the tenured members of the faculty.

**b.** The Chair in consultation with the candidate will appoint an *ad hoc* Committee consisting of 3 faculty members mutually acceptable to the Chair and the candidate to facilitate discussion of the candidate's record and to acquaint the faculty with the issues involved. The Committee should be prepared to digest and summarize the candidate's material for presentation to the meeting at which the faculty votes, and to discuss the candidate's strengths and weaknesses in the tenure criteria categories and the evidence for progress toward eventual tenured status.

**c.** Preceding the vote all available members of the faculty with the exception of the candidate should meet for a discussion of the candidate's qualifications.

**d.** Formal consideration originates with the polling by secret ballot of the tenured members of the departmental faculty including, when practicable, the counting of *in absentia* ballots. Members of Committee A act as tellers.

**5.** The Chair and Committee A will submit separate

recommendations with supporting reasons in writing, and forward these with the faculty vote, where appropriate, to the Dean.

6. The Chair will inform the candidate and the faculty of the recommendations made and their progress through the various stages of the review process as the Chair receives word of them.

#### **VIII. Recruitment and Hiring**

In filling a vacancy the faculty must first determine the discipline in which a new member will be sought. The time of the meeting at which this decision is to be reached must be announced sufficiently in advance so that interested parties can prepare their arguments. After departmental needs have been determined by vote, a Search Committee which includes members outside the discipline in which the new member is to be sought will be appointed by the Chair. In addition, one faculty member from outside the department, endorsed by the Dean, will be appointed to the Search Committee. The Committee is responsible for departmental compliance with Affirmative Action policies. The Search Committee will bring before the Department the texts of the job description and advertisement for faculty approval. Members of the Search Committee and the Chair are also expected to be in contact directly with colleagues at other institutions to solicit candidates. After the expiration of the deadline for the applications, the Search Committee will distribute to the faculty a list of suitable candidates. The Search Committee will then bring before the faculty, at a meeting announced for this purpose, its short list of candidates in order of preference. This short list should contain at least twice the number of candidates as are likely to be invited for interview, and the list should be available in sufficient time for the faculty to have the opportunity to examine the application materials before the meeting. The faculty is then called upon to recommend invitations for interview visits.

Access to the candidate for private discussion is the right of each faculty member, and should be accorded to groups of

graduate and undergraduate students as well. The faculty determines whether an offer is to be recommended, at what rank, whether tenure is to be conferred, and other terms of the offer. A rank-ordered list of candidates may be voted within a contingency plan. If subsequent negotiations clearly exceed faculty intent, the faculty must meet to approve the new terms. At the successful conclusion of the negotiation process, the Chair shall advise the faculty of the final terms of the offer to be recommended to the Dean before the recommendation is forwarded to the Dean. If all offers are declined the Search Committee must come before the faculty again to propose additional candidates. If the offer has not been accepted within one year of the authorization to recruit, then the departmental needs shall be reassessed by the faculty and the search process reinitiated or continued pending approval by the Dean.

It is the policy of the Department to pursue all reasonable avenues to enlarge the pool of applicants and to select those candidates who best satisfy the criteria for the rank which they seek, and would contribute best to the long-range goals and future development of the Department.

## **IX. Evaluation of the Chair**

The Chair will be evaluated annually by the departmental faculty. Committee A (excluding the Chair) shall prepare an annual evaluation of the chair's teaching, research/creativity, and service (other than departmental administration) using the standard process and forms for faculty evaluations. This evaluation will be forwarded to the dean. For evaluating the administrative effectiveness of the Chair, Committee A should solicit formal input from the entire faculty and staff of the unit. The results of this evaluation will be forwarded to the dean, and will also be communicated to the faculty and the Chair.

### **A. Criteria**

- 1.** Provide leadership in the definition and realization of

departmental goals;

2. Create an effective organizational structure.
3. Promote the professional career development of the faculty;
4. Maintain effective contact and good relations with faculty, staff, students, alumni, and other professional constituencies;
5. Apply rigorous and consistent standards for reappointment, promotion, tenure and salary advancement;
6. Maintain a position of professional stature in chemistry;
7. Work to improve the undergraduate teaching program, professional training at the graduate level and the quality of research in the Department;
8. Aggressively seek external and internal funds for departmental activities;
9. Champion the causes of the Department to the Dean, and other administrative officers of the University and represent the Department effectively within the University and outside.
10. Keep the faculty informed of any changes in the administrative policies and procedures of the Department, and keep the faculty informed about budgetary and personnel matters and decisions.

**B. Procedure**

Approximately 12 months before the end of the chair's term, elected members of Committee A shall initiate the proceedings to obtain a formal recommendation from the faculty concerning the reappointment of the chair and transmit it to the dean. If the dean does not concur with the department faculty's recommendation, the dean will meet with the departmental faculty to discuss reasons for disagreement. However, the final decision for reappointment shall be made by the dean.

It is the expectation of the Department that the final evaluation summary will accompany the Dean's recommendation to the Provost and the President.

## **Appendix I. Protocols**

### **A. Teaching Evaluation**

Evaluation of teaching by the Chair and Committee A will be based upon the examination of, *inter alia*, numerical data from student evaluations, copies of class handouts, syllabi and examinations. In addition, faculty are encouraged to submit the written comments of students in courses, but a decision not to submit them will not prejudice the evaluation. Information related to teaching can also be derived from a departmental seminar, and a presentation should be scheduled late in the probationary period for tenure-track faculty members.

Peer evaluation of teaching by at least two faculty members is required for faculty being considered for tenure. A major component of peer evaluation will consist of visits to observe classroom performance. The visits should be pre-arranged, be preceded by a discussion with the instructor so that information concerning the nature of the course, the student clientele and the educational goals can be communicated, and be followed by a debriefing at which questions on what was observed can be answered. The visits shall result in a written evaluation which shall be given to the Chair. The evaluation will be included as part of the confidential materials included in the candidate's tenure dossier and, as such, will be available only to eligible members of the faculty within the department.

Any faculty member may request a peer evaluation of teaching, at any time, to support a recommendation for salary advancement or promotion to Full Professor.

The scope and details of any peer evaluation of teaching effectiveness will be decided by the faculty member in consultation with the Chair and Committee A.

### **B. External Review**

Candidates for promotion and tenure will be accorded the opportunity to submit an annotated list of names of outside reviewers of their case for consideration by the Chair and Committee A. The Chair should consult with senior members of the candidate's division before a final list of reviewers is

drawn up. Each reviewer should receive a copy of the candidate's Curriculum Vitae. Letters solicited from reviewers shall be made available by the Chair to faculty members eligible to vote in the decision, with no letter being suppressed.

## Appendix II. Information needed for annual evaluation

### RESEARCH

1. **Refereed Journal Research Papers published in the previous calendar year:** authors, with senior author in **bold type**, title, journal, volume, pages, year, institution(s) where work was carried out. Three (3) copies of reprints should be provided; these will be returned.
2. **Refereed Journal Research Manuscripts in press in the previous calendar year:** authors, with senior author in **bold type**, title, journal, institution(s) where work was carried out.
3. **Refereed Journal Research Manuscripts accepted for publication subject to revision in the previous calendar year:** authors, with senior author in **bold type**, title, journal, institution(s) where work was carried out.
4. **Manuscripts Submitted to Refereed Journal for Publication in the previous calendar year:** authors, with senior author in **bold type**, title, journal, institution(s) where work was carried out.
5. **Non-Refereed Research Papers Published in the previous calendar year:** authors, with senior author in **bold type**, title, journal or book citation, institution(s) where work was carried out. Three (3) copies of reprints should be provided; these will be returned.
6. **Non-Refereed Research Manuscripts in press in the previous calendar year:** authors, with senior author in **bold type**, title, journal or book citation, institution(s) where work was carried out.
7. **Invited Papers presented at meetings during the previous calendar year:** authors, with senior author in **bold type** and speaker asterisked\*, title, name of meeting, date, and location.
8. **Contributed Papers presented at meetings during the previous calendar year:** authors, with senior author in **bold type** and speaker asterisked\*, title, name of meeting, date, and location.
9. **Posters presented at meetings during the previous calendar year:** authors, with senior author in **bold type**, title, name of meeting, date, and location.
10. **Leadership roles at meetings during the previous calendar year:** chairmanships, discussion leader, organizer, session organizer.

11. **Invited Research Colloquia at other institutions during the previous calendar year:** institution, place, date, title.
12. **Meetings and Workshops attended during the previous calendar year:** name of meeting, place, date, title.
13. **Other publications during the previous calendar year:**
  - A. **Review articles:** authors, with senior author in **bold type**, title, journal or book, citation. Three (3) copies of reprints should be provided; these will be returned.
  - B. **Edited Volumes:** editors, with senior author in **bold type**, title, volume, publisher, place, year.
  - C. **Scientific letters to the editor:** journal, volume, page, year.
  - D. **Scientific letters to the editor:** journal, volume, page, year.
  - E. **Miscellaneous** research-related publications.
14.
  - A. **Journals for which you have refereed in the previous calendar year:** list names of journals and number of manuscripts reviewed for each.
  - B. **Proposals you have refereed in the previous calendar year:** list agencies and number of proposals reviewed for each.
15. **Research Support from External Agencies during the previous calendar year:**

**Current Research Support:** Principal investigator, co-principal investigator(s), grantor, title, starting and termination dates, current total fiscal year award amount, total award amount.
16. **Research Support from Internal Sources during the previous calendar year:**

**Current Research Support:** Principal investigator, co-principal investigator(s), source, title, starting and termination dates, amount of award.
17. **Research Proposals Submitted in the previous calendar year:** Principal investigator, co-principal investigator(s), grantor, title, requested starting date, duration, amount, and fate (if known).

18. **Members of your research group during the previous calendar year:**

- i. Postdoctorals
- ii. Graduate students
- iii. Undergraduate students
- iv. Visiting faculty
- v. Technicians

19. **Students who completed their M.S. (Thesis Option) or Ph.D. during the previous calendar year:**

Name, title of thesis or dissertation

Please also give current employer of these students.

### **TEACHING**

1. **Courses taught on campus during Spring and Fall the previous calendar year**, by catalog number, title, year and approximate number of students.
2. **Advisees:** time, effort, number of advisees, type and role.
3. **Newly developed courses and curricula.**
4. **Newly developed teaching techniques.**
5. **Participation in activities (workshops, conferences, etc.) related to pedagogical improvement:** names of meetings, places, dates.
6. **Evaluation of teaching (by course).** We already have numerical Arts & Sciences evaluation scores. Other information relating to teaching evaluation can include classroom visitation/peer evaluation reports performed in accord with the Faculty Personnel Policy protocols, submission of teaching materials, a self-evaluation report, and written comments from your student evaluations.

### **SERVICE**

Please provide a brief but informative description of each of your service activities.

1. **Committee service and leadership roles during the previous calendar year:**

- A. Departmental
- B. College of Arts and Sciences
- C. University

2. **Offices held and leadership roles in professional societies**

**Honors in the previous calendar year:**

- 1. Research
- 2. Teaching
- 3. Service