

Department of Chemistry

TENURE AND PROMOTION

Approved by Chemistry Department 16 November 2006

Criteria & Guidelines for Evaluation of Faculty

Introduction

The Criteria & Guidelines documents will form the basis of all faculty evaluations in the Department of Chemistry. Annual evaluations, progress towards tenure appraisals, tenure recommendations, promotion recommendations, and other review processes will be based on this document.

Basic Assumptions

1. As a Ph.D. granting department, faculty holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in research and will be judged accordingly.
2. Performance should be consistent with annual assignments given by the Chair of the Department. A faculty member with a higher teaching (or research) assignment will be expected to produce more in teaching (or research) compared to a faculty member having a lesser teaching (or research) assignment.
3. Review of performance will emphasize “quality” rather than “quantity”.

The document has two parts: Part I provides the guidelines for achieving tenure in the Department of Chemistry and lists the evaluation criteria topics, classified as major or minor, for meritorious performance in progressing toward and achieving tenure. Part II provides the guidelines for obtaining promotion in the Department of Chemistry and lists the evaluation criteria topics, classified as major or minor, for meritorious performance in achieving promotion.

The Department of Chemistry follows the rules set by the BOT/UFF collective bargaining agreements and the guidelines set by the College of Sciences. As a further supplement the Department of Chemistry establishes the following guidelines to help faculty in understanding what is required for promotion and for achieving tenure.

Part I. TENURE

A. TENURE GUIDELINES

Tenure is awarded to a faculty member who has demonstrated, during the tenure-earning years, strong performance in teaching, research, and service. The teaching and research record must be such that the potential of continued professional growth is clearly demonstrated. In what follows, guidelines are provided for the benefit of tenure-earning faculty as they proceed towards tenure. Outside reviewers' comments serve as an important component of the tenure evaluation procedure. Outside reviewers will be selected according to the University guidelines. Annual progress towards tenure evaluations will be based upon these guidelines and the evaluation criteria specified in Part II of this document.

I. Teaching

High quality teaching is expected of each faculty member. Thus, the granting of tenure presupposes that the faculty member has demonstrated his/her dedication and effectiveness as a teacher. A measure of teaching effectiveness may be demonstrated, but is not exclusively determined, by such mechanisms as evaluations provided by students and peers, accessibility outside of the classroom structure, and success of graduate and undergraduate students. Faculty members are expected to maintain high standards in the courses.

II. Research

A record of significant scholarly achievement is essential for the earning of tenure. As a Ph.D.-granting department, the department's mission is to excel in research and scholarly activities that compare with those in other Ph.D.-granting universities. All tenure-earning and tenured members of the Chemistry faculty are expected to develop independent research programs of high quality. By the time the tenure decision is made for a faculty member hired as tenure-track assistant professor, the faculty member should have (though achieving the following does not guarantee tenure and promotion, they express expectations):

(i) A minimum of five publications over five years in peer-reviewed national/international journals listed in the ISI Web of Science or PubMed as a tenure-earning faculty member at UCF. The publications should demonstrate that the faculty member has played a major role in the research and the research is developed beyond the post-doctoral stage.

(ii) Success in establishing a viable research program as demonstrated primarily by success in obtaining competitive, peer-reviewed external research funding. The candidate must be the PI on at least one grant from agencies that competitively select funding recipients through a peer-review process (e.g. NSF, NIH, ACS-PRF, NIJ, EPA, DOD, Research Corporation, etc.).

(iii) Started guiding doctoral students.

III. Service

All members of the faculty will routinely be assigned committee work in the department. Sometimes faculty members will also be asked to serve on College and University committees. It is expected that faculty seeking tenure will discharge these duties diligently. Professional service, such as refereeing of journal articles, reviewing proposals for funding agencies, and other professional service will be recognized, as will exceptional service to the department.

B. TENURE EVALUATION CRITERIA TOPICS

I. Teaching

A. Classroom Instruction --- MAJOR

- a) Syllabi and course material
- b) Student Evaluations along with grade distributions
- c) Peer evaluation as per departmental guidelines

B. Directing Graduate Students and Postdoctoral Associates

- a) Advisor of Ph. D. students --- MAJOR
- b) Advisor of M. S. students --- MAJOR

- c) Publications, awards, conference presentations of students under faculty supervision --- MAJOR
- d) Graduate student independent study and postdoctoral associate supervision --- MINOR

C. Directing Undergraduate Students

- a) Undergraduate student research supervision --- MAJOR
- b) Publications, awards, conference presentations of undergraduate students under faculty supervision --- MAJOR
- c) Honors thesis supervision --- MINOR

D. Curriculum & Course Development --- MINOR

- a) Major course revisions including laboratory
- b) Introduction of innovative new courses
- c) Publication of pedagogic articles, textbooks, and laboratory manuals
- d) Developing web-based courses and material

E. Grants & Contracts Supporting Teaching

- a) Successful proposals --- MAJOR
- b) Proposal submissions --- MINOR

F. Supplemental Instruction --- MINOR

- a) Conducting help sessions for students
- c) Teaching outside a structured course
- d) Serving on thesis/dissertation committees

G. Student Advising and Coordination and Other --- MINOR

- a) Student advising
- b) Coordination of multi-section classes and laboratories
- c) Reviewer of articles and books, presentations in conferences, organization of conferences/workshops, participation in conferences/workshops

H. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision --- MAJOR

- a) Technical advisor for student seminars
- b) Attending and evaluating student seminars
- c) Undergraduate research report supervision

II. Research

A. Scholarly Work

- a) Acceptance of publications in journals listed in ISI Web of Science or PubMed --- MAJOR
- b) Publishing scholarly books or chapters --- MAJOR
- c) Other publications --- MINOR
- d) Recognition of research by Citation Indices ---MAJOR
- e) Submission of research articles to refereed journals --- MINOR
- f) Presentations in national/international conferences/workshops --- MAJOR
- g) Invited conference presentations --- MAJOR
- h) Invited seminars at other research institutions --- MINOR
- i) Award of patents --- MAJOR
- j) Submission of patent filing --- MINOR

B. Research Grants & Contracts

- a) Award of grants or contracts as P.I. or co-P.I. --- MAJOR
- b) Submission of proposals --- MINOR
- c) Award of internal funds as P.I. or co-P.I. ---- MINOR
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- MINOR

III. Service

A. Service to the department --- MAJOR

- a) Leadership and contributions in departmental committees
- b) Oversight of major departmental facilities
- c) Other non-assigned activities such as recruitment, advising, and departmental governance

B. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- MAJOR

C. Service to the Profession---MAJOR

Examples --- Editor or reviewer for scholarly publications or conference proceedings; serving as officer or committee member for professional organizations; serving on review panels; chairing conference sessions; organizing conferences, workshops, and technical sessions.

D. Service to elementary and secondary schools --- MINOR

E. Service to the Central Florida community ---MINOR

F. Service to industries --- MINOR

Part II. PROMOTION

A. PROMOTION GUIDELINES

Departmental expectations for promotion are the demonstration of excellence in teaching, research, and service. Normally, promotion to the rank of Associate Professor will take place at the same time as the granting of tenure, using the guidelines in Part I. Promotion to the rank of Professor will be judged on performance since the time at which tenure and promotion to the rank of Associate Professor was achieved. In preparing the documentation, a faculty member will be asked to clearly indicate work done since the last promotion. Promotion to the rank of Professor requires the clear demonstration that a faculty member has obtained a measure of international peer recognition. Such recognition can be judged by the faculty being awarded continued, competitive external research grants, called upon to be referee of journals and grant proposals for funding agencies, invited to give

presentations in national/international conferences, and invited to give seminars and colloquia.

I. Teaching

No faculty member who has not clearly demonstrated a reputation for being a dedicated and effective teacher will be promoted to the rank of Professor. The faculty member is expected to have taught a number of graduate and undergraduate courses at all levels. In addition, a faculty member must have been the advisor of at least one Ph.D. recipient. Excellence in undergraduate research supervision and success in student career placement will also be recognized.

II. Research

For promotion to the rank of Professor the faculty member must have established and maintained a research program including externally funded research, supervision of graduate students, which has led to that faculty member being recognized as a major contributor to the field. The faculty member is expected to have a number of important research publications, invitations to present contributions in national/international conferences, and be invited to present seminars and colloquia in other universities.

III. Service

Promotion to the rank of Professor requires that a faculty member provides valuable service that benefits the Department. Service to the College, the University, and the faculty member's professional community is also of significant importance. Recognition will also be given for service to the community at the local, state, national, and the international level.

B. PROMOTION EVALUATION CRITERIA TOPICS (see topics in Part I.B.)