

**CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS**  
**Department of Chemistry**

The Department of Chemistry proposes the following criteria for assessment of faculty members as they progress through the ranks from Instructor or Assistant Professor to Full Professor. The criteria which follow are not intended to be a minimum set of standards, all of which must be attempted or completed before retention, tenure, or promotion is made. Instead, the areas of evaluation which follow are examples of the work which could be attempted or completed for retention, tenure, or promotion considerations. The faculty member should consult with the department chair and/or departmental Retention/Tenure/Promotion committee regarding activities not specifically listed herein. It is expected that a faculty member would become increasingly more proficient in a diversity of areas listed below as they progress through the ranks. The Department does consider the balance of all activities in one's dossier and expects that weaknesses in certain areas listed below would be compensated for by strengths in other areas listed below.

**I. Faculty Retention Years 1-5 in Rank**

(for all faculty ranks unless being reviewed for tenure or promotion)

**A. Effectiveness in Academic Assignment**

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

a. Average to above average student evaluations of instruction

1. Strive to attain scores equal to or better than those of peers on the Student Evaluation of Instruction (SEI)

2. Attempt to improve those areas in which lower SEI scores are attained

b. Favorable peer review of instruction (Two peer evaluations are required during each personnel review through tenure; one by the department chair or program director and one by a tenured faculty member.) Items which will be considered by the visiting reviewer will include, among others, clarity of presentation, enthusiasm, interaction with students, motivation of students, effectiveness in use of classroom time, and use of teaching aids where appropriate.

c. Direction of undergraduate research (excludes Instructors)

1. Faculty are expected to establish research projects that will involve undergraduate students to a level of their capabilities.

2. Research results should be presented at area, regional, and/or national meetings when appropriate.

3. Faculty are expected to seek funding for research at a level appropriate for the project.

4. Help students prepare for presentation of results of research or special projects.

d. Course and curricular development or improvements

1. Faculty will assist in the improvement of courses commonly taught in the department.

2. Faculty are expected to develop new courses when appropriate in consultation with the department chair.

- e. Effective student advisement (excludes Instructors). Faculty will
    - 1. Be assigned student advisees after the second year at APSU.
    - 2. Be relieved of some or all advising duties if the faculty is engaged in extensive research or other special projects.
    - 3. Be accessible to advisees throughout the term and especially during peak periods of registration.
    - 4. Offer counseling to student advisees concerning choice of courses for the major and the core curriculum.
    - 5. Post schedules of times the faculty is available for advising during peak periods.
    - 6. Be proficient in accessing students records for each advisee.
    - 7. Inform the student of the need to secure a faculty advisor for the student's minor curriculum if applicable.
  - f. Work effectively with colleagues on academic issues
    - 1. Serve on department and college personnel committees.
    - 2. Serve on department, college, and university standing, ad hoc, and personnel search committees.
    - 3. Assist the chair and other department, college, and university faculty and administrators with special projects.
    - 4. Willingly share teaching space, chemicals, and equipment and research space with other faculty.
    - 5. Assist in recruiting new students.
    - 6. Share responsibilities for maintaining equipment within the department.
    - 7. Share responsibilities for keeping classrooms and laboratories clean, orderly, and safe.
  - g. Other
    - 1. Meet all regularly scheduled classes.
    - 2. Continually strive to improve their effectiveness of instruction.
    - 3. Maintain adequate office hours to assist students out of class.
    - 4. Arrange for alternative lectures or out-of-class work when class must be missed for professional or personal reasons.
    - 5. Inform the chair, in advance if possible, if a class has to be canceled or if an alternate lecturer is to be used.
    - 6. Keep adequate records concerning their teaching activities for their dossier.
    - 7. Make every attempt to resolve fairly and promptly all student problems associated with the class or the instructor.
    - 8. Promptly return graded tests, lab reports, homework, etc.
    - 9. Maintain accurate records of student grades or other measures of performance.
    - 10. Prepare and distribute syllabus to all students within the first week of a class for each lecture class and laboratory each term.
    - 11. Submit a copy of each syllabus each term to the Department Office Manager for filing.
    - 12. Share in the less desirable chores such as teaching at FCC, teaching early morning classes, teaching late afternoon or evening classes.
    - 13. Periodically coordinate the senior seminar course.
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

- a. Evidence of effectiveness in administrative or supervisory duties
    - 1. Perform duties associated with effective fulfillment of chair responsibilities if applicable.
    - 2. Perform duties associated with effective fulfillment of program director responsibilities if applicable.
    - 3. Periodically direct the visiting scientist seminar program.
  - b. Avoid an excessive number of service activities which would interfere with teaching duties.
- B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B) (excludes Instructors)  
Faculty members are to complete at least one item from either of the following sections.
- 1. Publications and Grants
    - a. Progress toward a refereed publication as a sole or joint author with peers in a discipline-related journal while in residence at APSU is required **or**
    - b. Progress toward a refereed publication as a joint author with students in a discipline-related journal while in residence at APSU is required **or**
    - c. Progress toward completion of a chapter or text while in residence at APSU is required **or**
    - d. Submission of one research or educational grant to an external funding source while in residence at APSU is required **or**
    - e. Submission of a patent while in residence at APSU is required **or**
  - 2. Presentations
    - a. Present pedagogical ideas to professional audiences at area, regional, and/or national meetings **or**
    - b. Present research results to professional audiences at area, regional, and/or national meetings.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
- 1. Service to Campus – faculty (excluding Instructors) are expected to serve the university in **some** of the following ways except when such duties interfere unnecessarily with teaching responsibilities.
    - a. Committee work or other administrative service.
    - b. Service on Faculty Senate or special task forces.
    - c. Participation or leadership in the university’s governing and policy-making processes.
    - d. Advisor to student organizations.
    - e. Review papers, books, grant proposals, etc. which are authored by internal peers.
    - f. Participation in outreach activities and/or recruitment activities.
  - 2. Service to One’s Discipline - faculty members (excluding Instructors) are expected to serve their discipline in **some** of the following ways except when such duties interfere unnecessarily with teaching responsibilities.
    - a. Membership and leadership in professional organizations
      - 1. Participate in activities of professional organizations such as the American Chemical Society (ACS), Tennessee Academy of Science (TAS), National Science Teachers’ Association (NSTA), American Society of Biochemistry and Molecular Biology (ASBMB)

2. Participate and/or assist with campus meetings of scholarly groups such as the Tennessee Academy of Science and the American Chemical Society.
3. Serve as an active officer of a professional society on the local, regional, or national level.
4. Attend meetings of professional organizations on the local, regional, national, and international level.
5. Participate in workshops and continuing education opportunities.
- b. Professional service as session chair, discussant, paper reviewer, etc.
  1. Serve as session chair or coordinator at professional meetings.
  2. Review papers, books, grant proposals, etc. which are authored by external peers.
  3. Service to the Community
    - a. Discipline-related presentations to community groups - regularly direct or participate in outreach activities.
    - b. Discipline-related advice and consultations to community groups.
    - c. Other discipline-related service to the local community or larger society.
    - d. Present chemical demonstrations conducted outside of lecture and lab duties, usually for a non-APSU audience.
    - e. Assist students in presenting to peer groups chemical demonstrations conducted outside of lecture and lab duties, usually for a non-APSU audience.
    - f. Promote science in general and chemistry in particular among the general public and science students through outreach activities.
    - g. Conduct, coordinate, and/or direct science fairs.
    - h. Host workshops/seminars for teachers in grades K-12.
    - i. Assist K-12 teachers with various projects.

## II. Tenure

(for professorial ranks only) – to be granted tenure, the faculty member must demonstrate an increasing progression and development in their career.

### A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
  - a. Same as for retention years 1-5 **PLUS**
    3. demonstrated competence in the classroom and in teaching.
    4. demonstrated ability to work effectively with students.
  - b. Same as for retention years 1-5
  - c. Same as for retention years 1-5
  - d. Same as for retention years 1-5
  - e. Same as for retention years 1-5 **PLUS**
    8. provided effective academic and professional advisement.
    9. worked effectively with students.
  - f. Same as for retention years 1-5 **PLUS**
    8. participated actively in Department, College, and University programs and committees.
    9. contributed effectively toward development and improvement of the department.

- g. Same as for retention years 1-5 **PLUS**
  - 14. completed the appropriate degree in an appropriate discipline (the M.S. in chemical engineering or related field for faculty members in the Chemical Engineering Technology (CHET) program and the Ph.D. for all others in the chemistry department).
  - 15. contributed toward the development and improvement of the department.
  - 16. served effectively on department, college, and/or university committees.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
  - Same as for retention years 1-5
- B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B)
  - Faculty members are to complete at least one item from either of the following sections.
  - 1. Publications and Grants
    - a. One refereed publication (or letter of final acceptance) as a sole or joint author with peers in a discipline-related journal while in residence at APSU is required **or**
    - b. One refereed publication (or letter of final acceptance) as a joint author with students in a discipline-related journal while in residence at APSU is required **or**
    - c. Completion of a chapter or text while in residence at APSU is required **or**
    - d. Funded research or educational grant to an external funding source while in residence at APSU is required **or**
    - e. Patent pending or granted while in residence at APSU is required **or**
  - 2. Presentations – must be invited by a discipline-related society
    - a. Two presentations of pedagogical ideas to professional audiences at area, regional, and/or national meetings are required **or**
    - b. Two presentations of research results to professional audiences at area, regional, and/or national meetings are required **or**
    - c. One presentation of pedagogical ideas plus one presentation of research results to professional audiences at area, regional, and/or national meetings are required.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)
  - Same as for retention years 1-5

### **III. Promotion from Instructor to Assistant Professor**

- A. Effectiveness in Academic Assignment
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
    - a. Same as for retention years 1-5.
      - 3. demonstrate consistent development in classroom teaching or the potential to develop as an effective classroom teacher.
    - b. Same as for retention years 1-5.
    - c. Direction of undergraduate research.
      - 1. Demonstrate the ability to establish research projects that will involve undergraduate students to a level of their capabilities.
    - d. Same as for retention years 1-5.
    - e. Effective student advisement.
      - 1. Demonstrate ability to fulfill the obligations as found in retention years 1-5.
    - f. Same as for retention years 1-5.
    - g. Same as for retention years 1-5.

- 14. completion of appropriate degree or equivalent experience for all tenure-track faculty members (to be promoted from Instructor to Assistant Professor requires completion of the M.S. degree for faculty members of the Chemical Engineering Technology program or completion of the Ph.D. in an appropriate discipline for members teaching in all other fields of the Chemistry Department).
- 15. has contributed toward or has the potential to contribute toward the development and improvement of the department.
- 16. has served on department, college, and/or university committees or has the potential to serve on department, college, and/or university committees.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)  
Same as for retention years 1-5.
- B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B)  
Same as for retention years 1-5.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)  
Same as for retention years 1-5.
- 4. Other
  - a. has engaged in professional development activities or has the potential to engage in professional development activities.
  - b. has maintained and developed professional competencies or has the potential to maintain and develop new professional competencies.

#### **IV. Promotion from Assistant Professor to Associate Professor**

Same as for Tenure  
(section II. above)

#### **V. Promotion to Full Professor**

(all years in the rank of Associate Professor in residence at APSU will be considered)  
Same as for Promotion from Assistant Professor to Associate Professor  
(section IV. above) PLUS

- A. Effectiveness in Academic Assignment
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
    - a. Above average student evaluations of instruction.
    - b. Peer evaluations of instruction by Full Professors that reflect a mastery of teaching methods appropriate for chemistry.
    - c. Same as for Promotion from Assistant Professor to Associate Professor.
    - d. Same as for Promotion from Assistant Professor to Associate Professor.
    - e. Same as for Promotion from Assistant Professor to Associate Professor.
    - f. Same as for Promotion from Assistant Professor to Associate Professor PLUS
      - 10. has mentored junior faculty members including visiting lectures and providing evaluations of faculty members seeking tenure and/or promotion.
    - g. Same as for Promotion from Assistant Professor to Associate Professor PLUS
      - 14. completion of appropriate degree or equivalent experience (Ph.D. in an appropriate discipline for all areas of Chemistry (excluding the Chemical

- Engineering Technology program in which the M.S. plus the P.E. license or an earned Ph.D. in an appropriate discipline will meet this requirement).
15. participated actively in department, college, and university programs and committees.
  16. contributed significantly to the development and improvement of the department, college, and university.
2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)  
Same as for Promotion from Assistant Professor to Associate Professor.
- B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B)  
Faculty members are to complete at least one item from either of the following sections.
1. Publications and Grants
    - a. One refereed publication (or letter of final acceptance) as a sole or joint author with peers in a discipline-related journal while in residence at APSU is required **or**
    - b. One refereed publication (or letter of final acceptance) as a joint author with students in a discipline-related journal while in residence at APSU is required **or**
    - c. Completion of a chapter or text while in residence at APSU is required **or**
    - d. Funded research or educational grant to an external funding source while in residence at APSU is required **or**
    - e. Patent pending or granted while in residence at APSU is required **or**
  2. Presentations – must be invited by a discipline-related society
    - a. Two presentations of pedagogical ideas to professional audiences at area, regional, and/or national meetings are required **or**
    - b. Two presentations of research results to professional audiences at area, regional, and/or national meetings are required **or**
    - c. One presentation of pedagogical ideas plus one presentation of research results to professional audiences at area, regional, and/or national meetings are required **and**
    - d. has demonstrated consistent professional productivity which has enhanced the advancement of the professional and contributed to the development of the faculty member as a teacher and a scholar.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)  
Same as for Promotion from Assistant Professor to Associate Professor

**VI. Expectations for tenured faculty not being reviewed for promotion apply to all tenured faculty including Full Professors.**

Faculty are expected to display competencies of the rank held as found in the promotion to that rank section of this document.