

Department of Chemistry
Criteria for Departmental Personnel Actions
2015-2020

APSU Policies 5:060, 5:061 and 5:062 describe the nature of areas of evaluation for faculty under consideration of retention, tenure or promotion. The following are additional general criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Chemistry in the areas listed below, according to the personnel action under consideration. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of personnel action under request.

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, this document provides the minimum requirements in each area that are necessary but may not be sufficient to be awarded retention, tenure, or promotion.

I. Faculty Retention Years 1-5 in Rank

(This section is applicable to all faculty unless being reviewed for tenure or promotion.)

(A) Effectiveness in Academic Assignment

- (1) Teaching effectiveness (APSU Policy 5:060.IV.A.1)
 - (a) Teaching evaluations within the normal range for faculty in the department.
 - (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 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) Unfavorable evaluations of teaching obtained from peers or SEI could result in remediation opportunities such as attending colleagues' classes or professional development opportunities available through the Center for Teaching and Learning.
 - (d) Direction of undergraduate research
 - (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 meeting 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.
- (e) Course and curricular development and/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.
- (f) Effective student advisement; faculty will
 - (1) Be assigned student advisees after the second year at APSU.
 - (2) Be relieved of some or all advising duties, as deemed appropriate by the department chair, if the faculty is engaged in extensive research or other special projects.
 - (3) Be accessible to advisees throughout the semester and especially during peak periods of registration.
 - (4) Offer counseling to student advisees concerning choices of courses for the major and the core curriculum.
 - (5) Post schedule of times the faculty is available for advising during peak periods.
 - (6) Be proficient in accessing student records for each advisee.
 - (7) Inform the student of the need to secure a faculty advisor for the student's minor curriculum if applicable.
- (g) Work effectively with colleagues on academic issues
 - (1) Willingly share teaching space, chemicals, equipment and research space with other faculty.
 - (2) Share responsibilities for keeping classrooms and laboratories clean, orderly and safe.
- (h) Other
 - (1) Meet all regularly scheduled classes.
 - (2) Arrange for alternative lectures or out-of-class work when class must be missed for professional or personal reasons.
 - (3) Inform the chair, in advance if possible, if a class has to be canceled or if an alternate lecturer is to be used.
 - (4) Continually strive to improve their effectiveness of instruction.
 - (5) Maintain adequate office hours to assist students outside of class.
 - (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 and all other graded class assignments.
 - (9) Maintain accurate records of student grades or other measures of performance.

- (10) Prepare and distribute a syllabus to all students within the first week of a class for each lecture class and laboratory each semester.
- (11) Submit a copy of each syllabus each semester to the department office for filing.
- (12) Share in the less desirable chores such as teaching at Ft. Campbell, early morning classes, late afternoon or evening classes.
- (13) Periodically coordinate the sophomore or senior seminar courses.

(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) Periodically direct the visiting scientist seminar program, departmental research symposium or similar 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.)

*Faculty in retention years 1-5 are expected to show progress toward completion of activities below that are required for promotion to Associate Professor and Tenure with at least **two** items being completed by the third year review.*

Category (1) Activities:

- (a) A peer-reviewed publication as a sole or joint author with peers in a discipline-related journal while in residence at APSU.
- (b) An externally funded research or educational grant while in residence at APSU.
- (c) A publication of a book or chapter while in residence at APSU.
- (d) A patent pending or granted while in residence at APSU.

Category (2) Activities:

- (a) Presenting research results or pedagogical ideas to professional audiences at area, regional, national or international meetings.
- (b) Leading workshops, conducting continuing education and training seminars, or presenting invited seminars to peer groups on subjects within the faculty's area of academic or research expertise.
- (c) Completing sabbatical assignments as related to research or internships
- (d) Submitting a grant proposal for external funding
- (e) Submitting a publication in a peer-reviewed discipline-related journal

Category (3) Activities:

- (a) Developing an independent, progressive research plan
- (b) Developing grant proposals for external funding
- (c) Developing a publication in a peer-reviewed discipline-related journal

- (d) Co-authoring faculty presentations to professional audiences at area, regional, national or international meetings.
- (e) Co-authoring student presentations to on- or off-campus audiences.
- (f) Obtaining an internally funded grant pertaining to the faculty's research endeavors.

(C) Professional Contributions and Activities (APSU Policy 5:060.IV.C.)

- (1) Service to Campus – Faculty are expected to serve the university in **some** of the following ways except when duties interfere unnecessarily with teaching responsibilities.
 - (a) Serve on standing, ad hoc or personnel committees for the department, college or university.
 - (b) Serve on Faculty Senate or special task forces.
 - (c) Participate or hold a leadership role in the University's governing and policy-making processes.
 - (d) Serve as advisor to student organizations.
 - (e) Review papers, books, grant proposals, etc. which are authored by internal peers.
 - (f) Participate in outreach activities and/or recruitment activities.
 - (g) Assist the department chair or other department, college, or university faculty or administrators with special projects.
 - (h) Assist in recruiting new students.
 - (i) Share responsibilities for maintaining equipment within the department.
- (2) Service to One's Discipline – Faculty are expected to serve their disciplines in **some** of the following ways except when duties interfere unnecessarily with teaching responsibilities.
 - (a) Membership and leadership in professional organizations
 - (1) Participate in activities of professional organization.
 - (2) Participate and/or assist with campus meetings of scholarly groups
 - (3) Serve as an active officer of a professional society on the local, regional, national or international level.
 - (4) Attend meetings of professional organizations on the local, regional, national or international level.
 - (5) Participate in workshops or continuing education opportunities.
 - (b) Professional service as a session chair, discussant, paper reviewer, etc.
 - (1) Serve as a 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 directed or participate in outreach activities.
 - (b) Discipline-related advice and consultation to community groups.
 - (c) Other discipline-related service to the local community or larger society.

- (d) Chemical demonstrations presented outside of lecture and lab duties usually for non-APSU audience.
- (e) Assist students in presenting chemical demonstrations 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

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-h) *Same as for retention years 1-5 PLUS* candidates for tenure should
 - (i) Demonstrate competence in the classroom and in teaching.
 - (j) Demonstrate ability to work effectively with students.
 - (k) Provide effective academic and professional advisement to students.
 - (l) Work effectively with student advisees.
 - (m) Participate actively in Department, College or University programs or committees.
 - (n) Contribute effectively toward the development and improvement of the department.
 - (o) Complete requirements for his/her Ph.D.; if needed.
- (2) Non-teaching effectiveness (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.)

*To obtain tenure, faculty members are expected to complete at least **five** activities listed below; **one** activity from Category (1) and **two** activities from Category (2).*

Category (1) Activities:

- (a) A peer-reviewed publication as a sole or joint author with peers in a discipline-related journal while in residence at APSU.
- (b) An externally funded research or educational grant while in residence at APSU.
- (c) A publication of a book or chapter while in residence at APSU.
- (d) A patent pending or granted while in residence at APSU.

Category (2) Activities:

- (a) Presenting research results or pedagogical ideas to professional audiences at area, regional, national or international meetings.
- (b) Leading workshops, conducting continuing education and training seminars, or presenting invited seminars to peer groups on subjects within the faculty's area of academic or research expertise.
- (c) Sabbatical assignments as related to research or internships
- (d) Submitting a grant proposal for external funding
- (e) Submitting a publication in a peer-reviewed discipline-related journal

Category (3) Activities:

- (a) Developing an independent, progressive research plan
- (b) Developing grant proposals for external funding
- (c) Developing a publication in a peer-reviewed discipline-related journal
- (d) Co-authoring faculty presentations to professional audiences at area, regional, national or international meetings.
- (e) Co-authoring student presentations to on- or off-campus audiences.
- (f) Obtaining an internally funded grant pertaining the faculty's research endeavors.

(C) Professional Contributions and Activities (APSU Policy 5:060.IV.C.)

The expectations are the same as outlined for retention years 1-5.

III. Promotion to Associate Professor

To be granted promotion to Associate Professor, the faculty member must demonstrate an increasing progression and development in their career.

(A) Effectiveness in Academic Assignment

The expectations are the same as outlined for tenure.

(B) Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B.)

*To obtain promotion to Associate Professor, faculty members are expected to complete at least **three** activities listed below; **one** activity from Category (1).*

Category (1) Activities:

- (a) A peer-reviewed publication as a sole or joint author with peers in a discipline-related journal while in residence at APSU.
- (b) An externally funded research or educational grant while in residence at APSU.
- (c) A publication of a book or chapter while in residence at APSU.
- (d) A patent pending or granted while in residence at APSU.

Category (2) Activities:

- (a) Presenting research results or pedagogical ideas to professional audiences at area, regional, national or international meetings.
- (b) Leading workshops, conducting continuing education and training seminars, or presenting invited seminars to peer groups on subjects within the faculty's area of academic or research expertise.
- (c) Completing sabbatical assignments as related to research or internships
- (d) Submitting a grant proposal for external funding
- (e) Submitting a publication in a peer-reviewed discipline-related journal

Category (3) Activities:

- (a) Developing an independent, progressive research plan
- (b) Developing grant proposals for external funding
- (c) Developing a publication in a peer-reviewed discipline-related journal
- (d) Co-authoring faculty presentations to professional audiences at area, regional, national or international meetings.
- (e) Co-authoring student presentations to on- or off-campus audiences.
- (f) Obtaining an internally funded grant pertaining the faculty's research endeavors.

(C) Professional Contributions and Activities (APSU Policy 5:060.IV.C.)

The expectations are the same as outlined for retention years 1-5.

IV. Promotion to Professor

To be granted promotion to Professor, 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-o) *Same as for tenure PLUS* candidates for promotion to Professor should

(p) Obtain peer evaluations of instruction by Professors that reflect mastery of teaching methods appropriate for chemistry.

(q) Mentor junior faculty members, including visiting lectures, and providing evaluations of faculty members seeking tenure and/or promotion.

a. Non-teaching effectiveness (APSU Policy 5:060.IV.A.2.)

The expectations are the same as those outlined for retention years 1-5.

(B) Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B.)

*All activities completed since faculty's last personnel action can be considered for promotion to Professor. To obtain promotion to Professor, faculty members are expected to complete at least **six** activities listed below; **two** activities from Category (1) and **two** activities from Category (2).*

Category (1) Activities:

- (a) A peer-reviewed publication as a sole or joint author with peers in a discipline-related journal while in residence at APSU.
- (b) An externally funded research or educational grant while in residence at APSU.
- (c) A publication of a book or chapter while in residence at APSU.
- (d) A patent pending or granted while in residence at APSU.

Category (2) Activities:

- (a) Presenting research results or pedagogical ideas to professional audiences at area, regional, national or international meetings.
- (b) Leading workshops, conducting continuing education and training seminars, or presenting invited seminars to peer groups on subjects within the faculty's area of academic or research expertise.
- (c) Completing sabbatical assignments as related to research or internships
- (d) Submitting a grant proposal for external funding
- (e) Submitting a publication in a peer-reviewed discipline-related journal

Category (3) Activities:

- (a) Developing an independent, progressive research plan
- (b) Developing grant proposals for external funding
- (c) Developing a publication in a peer-reviewed discipline-related journal
- (d) Co-authoring faculty presentations to professional audiences at area, regional, national or international meetings.
- (e) Co-authoring student presentations to on- or off-campus audiences.
- (f) Obtaining an internally funded grant pertaining the faculty's research endeavors.

(r) Professional Contributions and Activities (APSU Policy 5:060.IV.C.)

The expectations are the same as outlined for retention years 1-5.

V. Expectations for tenured faculty not being reviewed for promotion apply to all tenured faculty including Professors.

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