

# **GUIDELINES FOR TENURE AND PROMOTION DEPARTMENT OF CHEMISTRY AND PHYSICS**

Approved February 15, 2024

These guidelines are pursuant to Section 2.6 in the *UNA Faculty Handbook* describing the requirements for tenure and promotion for the university as well as those for the College of Arts, Sciences, and Engineering, found on the Academic Affairs page of the UNA website.

## **Preamble**

The Department of Chemistry and Physics seeks to provide an undergraduate education of superior quality. To promote the achievement of this goal, the tenured faculty member should be a teacher-scholar who engages students in the learning process by superior instruction in the classroom as well as through meaningful involvement in undergraduate research and other scholarly activities. In addition, the tenured faculty member is an active participant in the department's efforts in advising and placing students, in promoting curriculum development, in maintaining high standards for evaluating academic achievement, and in providing service to the university and the northwest region of Alabama.

## **Purpose**

The purpose of academic tenure and promotion decisions is to assure the campus community of sound teaching and learning practices by providing the most competent professionals. The tenure and promotion policies should provide a developmental period in which a new faculty member receives regular and direct professional feedback for the purpose of improving his or her performance. In addition, the policies should provide a tenured faculty member with regular and direct feedback as he or she strives to meet the criteria for promotion in rank and for continuous improvement.

## **The Teacher/Scholar**

The areas of scholarship and teaching are not separate and both are critical to the advancement of knowledge. Improvements or advancements in one area should lead to improvements in the other. Therefore, a faculty member is encouraged to develop a research program appropriate to an undergraduate institution, which in turn should enhance the quality of his or her teaching. Scholarship and teaching can take many forms. Assessment of scholarship and teaching should be sufficiently flexible to account for variations in the ways a faculty member combines these activities. Assessment should also recognize the value of changes in emphasis and interests over the career of a faculty member.

## **Faculty Evaluation Process**

In conjunction with the process described in the Faculty Handbook, evaluations will be made to monitor a faculty member's progress toward reappointment, tenure, promotion, and continuous improvement. Each faculty member will submit annually an updated curriculum vitae (CV) and completed Faculty Performance Report Form (found on the Academic Affairs page of the UNA website). In addition, submission of an updated summary portfolio is required

annually for non-tenured faculty and biennially for tenured faculty. These documents are to be submitted via email to the department chair by April 1<sup>st</sup>, or the following business day. A subsequent meeting with the department chair to discuss the faculty member's Faculty Performance Report Form will be scheduled by April 15<sup>th</sup>.

In the spring semester of the third academic year of service for non-tenured faculty, a mid-tenure review will be performed. As described in the Faculty Handbook, the faculty member will submit an updated summary portfolio by February 9<sup>th</sup> via the online database that UNA has established for this purpose.

A faculty member's eligibility for the application for tenure and/or promotion is delineated by the Faculty Handbook. The faculty member must submit his or her intent to apply for tenure and/or promotion via e-mail to the faculty member's department chair, dean, and the provost by May 1<sup>st</sup> prior to the application deadline. The faculty member's dean will confirm his or her eligibility for tenure. Subsequent submission of the faculty member's updated summary portfolio is then due by October 1<sup>st</sup> of the eligibility year.

The process will proceed as described by the Faculty Handbook via the online database that UNA has established for this purpose. Entities reviewing the submissions are the department committee for tenure and promotion, department chair, dean (mid-tenure, tenure, promotion), university committee for tenure and promotion (tenure and promotion only), and the provost (tenure and promotion only). The faculty member will be able to view the feedback from each entity at each stage of the process and must accept or object as appropriate in order for the process to move to the next stage.

### **Expectations**

The evaluations will consider three categories of activities:

1. Effectiveness in Teaching
2. Effectiveness in Research, Scholarship, and Other Creative Activities
3. Effectiveness in Rendering Service

The department committee for tenure and promotion and the department chair will each assign a rating to the faculty member in each of these categories as excellent (3 points), favorable (2 points), satisfactory (1 point), or unsatisfactory (0 points). Each faculty member is responsible for providing sufficient evidence for the determination in each category through his or her summary portfolio. Suggested items to consider when providing this evidence are listed at the bottom of this document.

Each evaluation (annual, mid-tenure, application for tenure/promotion) will be assessed with the faculty member's current level of experience at UNA in mind. Benchmarks to obtain a recommendation for tenure and promotion by the department committee and the department chair are as follows:

1. A *minimum rating of satisfactory (1 point)* is required in each of the three categories.
2. For tenure and/or promotion to the rank of *Associate Professor*, a faculty member should have a total of at least 6 points.
3. For promotion to the rank of *Professor* (and tenure if applicable), a faculty member should have a total of at least 7 points.
4. A faculty member seeking a *Professor Merit* raise should have a total of at least 7 points.

### **Feedback**

The department chair will give each faculty member written feedback annually (for non-tenured faculty) or biennially (for tenured faculty) on his or her updated CV and Faculty Performance Report form by September 15<sup>th</sup>.

Feedback will also be given to each faculty member annually (non-tenured faculty) or biennially (tenured faculty) on his or her updated summary portfolio, as well as in conjunction with the mid-tenure review and the application for tenure and/or promotion as described in the faculty evaluation process above.

### **Suggested items to consider in a faculty summary portfolio**

#### **Teaching**

Effective teaching evaluation should include multiple measures, not a single instrument or scale of success. The evaluation should involve a variety of methods for assessing both strengths and weaknesses. Full support by the faculty member to applicable accreditation processes (e.g. SACSCOC, ACS, etc.) and commitment to its continuous improvement initiatives is expected.

Evidence of effective teaching may include, but is not limited to items from each of the following categories:

#### **Self Review**

- A self-evaluation statement that relates the instructor's goals and the means to achieve those goals and that describes the degree of achievement of those goals
- Course materials (syllabi, assignments, quizzes, exams, etc) which reflect the current knowledge of the discipline and sound pedagogy
- Results of nationally administered tests designed to measure student learning
- Innovations in teaching and learning concepts, applications, technologies, etc
- Responses to feedback from student course evaluations, annual reviews and/or external reviews
- Written materials, workbooks, lab manuals, and other documents prepared by the instructor that enhances teaching in one's field
- Grade distributions
- Activity in teaching-focused professional organizations

- Active participation in workshops, seminars, programs or other relevant instructional issues
- Records of professional communication with students

#### Student Review

- Evaluations by students via formal instruments and including accompanying comments
- Achievements of past students directly related to the faculty member's influence as a teacher
- Written testimony from former students

#### Peer Review

- Recognition by peers for teaching achievements
- Local, regional or national teaching awards
- Written evaluations by colleagues based on personal observations in the classroom or more informal situations
- Presentations and papers related to teaching in one's field

## **Research, Scholarship, and Other Creative Activities**

Scholarship is the documented and demonstrated dissemination of information grounded in research or creative activity. Such information is made available to peers or peer groups for evaluation, either through presentation of the research at professional conferences, publication in journals, books, or some similar forum.

Evidence of scholarship may include, but is not limited to items from each of the following categories:

- Publication in refereed journals
- Publication in pedagogical journals
- Supervision of student research projects
- Papers presented at scholarly meetings
- Publication of books, textbooks, book chapters
- Grant proposals and contracts (funded and unfunded)
- Papers presented at faculty workshops
- Invited lectures at other institutions
- Contribution of standards development
- Development of computer software
- Professional consultation (scholarly activity)

## Service

The department expects all members of its faculty to demonstrate good citizenship through service to the University, the College, the department, the profession, and the larger community of which the University of North Alabama is a part.

Evidence of service may include, but is not limited to items from each of the following categories:

- Student Advisement
- Letters of recommendation written for students
- Service as a program director
- Participation on a thesis or dissertation committee/review process
- Reviewing technical papers
- Reviewing external grant proposals
- Activities related to the recruitment of students
- Participation in Shared Governance Committees
- Participation in department committees
- Participation in Faculty Senate or Graduate Council
- Participation in University Committees
- Participation in college committees
- Participation in University-level ad hoc committees
- Mentoring colleagues
- Serving as an Advanced Placement Reader
- Activities in professional organizations
- Activities in the community related to the advancement of the profession
- Advising a university-recognized student organization
- Advising or assisting civic organizations in support of the University mission
- Public outreach and community activities in support of the University mission