



TEXAS A&M UNIVERSITY

Department of Chemistry

GUIDELINES FOR FACULTY EVALUATION

Issued by the Office of the Department Head: November 2, 2020

Approved by College of Science: November 20, 2020

GUIDELINES FOR FACULTY EVALUATION

THE DEPARTMENT OF CHEMISTRY TEXAS A&M UNIVERSITY

ISSUED BY: OFFICE OF THE DEPARTMENT HEAD
November 3, 2020

Table of Contents

Introduction	2
Faculty	3
Renewal of Term Appointments	3
APT Faculty	3
Requirements for Progression through APT Faculty Ranks	3
Status, Expectations, and Professional Development	5
Annual Review	6
Role of the Promotion and Tenure Committee in Faculty Evaluations	6
Responsibilities	6
Mode of Operation	6
Operating Procedures	6
Generating a Recommendation for Tenure	9
Guidelines for Promotion of APT Faculty	12
Evaluation of Lecturers	12
Promotion from Lecturer to Senior Lecturer or Senior Lecturer to Instructional Assistant Professor	12
Promotion to Instructional Associate Professor	12
Promotion to Instructional Professor	13
Promotion to Associate Professor	13
Recognition of AAUP Tenure Probation Period	13
Promotion to Professor	14
Tenure Recommendation for New Faculty Hired at the Associate or Full Professor Level	14

Introduction

This statement sets forth policies and procedures for evaluating faculty of the Department of Chemistry, Texas A&M University. This documents details procedures that followed in the department, and as such is a supplement to the "College of Science Guidelines for Faculty Evaluation" which provides more information and examples concerning criteria for review of faculty in the areas of teaching, research, and service. It also conforms to the superior documents on Policies and Procedures for Texas A&M University.

As set out in the Chemistry Department By-Laws (Section 1.1.1), faculty membership extends to persons holding half-time or greater academic appointments wholly or primarily in the Department of Chemistry and with titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructional Professor, Instructional Associate Professor, Instructional Assistant Professor, Senior Lecturer, or Lecturer shall be voting members of the faculty of the Department of Chemistry (hereinafter, Department). A full-time appointment is defined as 100% time during the nine academic months.

Faculty

1.1. Renewal of Term Appointments

- 1.1.1.** Departmental recommendation for renewal of a term appointment shall require the approval of the Department Head and a favorable recommendation from the appropriate division or first-year program director.
- 1.1.2.** In the event of non-renewal of a term appointment, the affected faculty member shall receive from the Department Head, upon request, a verbal explanation of the decision not to renew.

1.2. APT Faculty

APT (Academic Professional Track) faculty are non-tenure track faculty members whose primary function is classroom teaching. Appointment as a Lecturer, Senior Lecturer, Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor is generally restricted to persons who have an earned Ph.D. in chemistry or in a closely allied field, where appropriate. The initial term of appointment is one year; subsequent one-year appointments may be offered. Lecturers will be recruited, to the extent possible, by an open announcement of the position. An Ad Hoc committee will review the applications, schedule candidate interviews, and recommend candidates for employment. Interviews will include an open departmental lecture or seminar by the candidate.

1.2.1. Requirements for Progression through APT Faculty Ranks

- 1.2.1.1.** The position of Lecturer is an academic professional track appointment for faculty members whose primary responsibility is teaching and who may make, but are not required to make contributions in scholarship or service. Faculty members in the Lecturer title in the department will normally hold a PhD degree

and primarily be engaged in instruction. The standard teaching loads are determined by the department.

- 1.2.1.2.** The title of Senior Lecturer will be considered for faculty who meet the criteria for Lecturer, and who have at least three years of experience as a full-time Lecturer or its equivalent. They may be expected to engage in some service or administrative activities, as is required to carry out or compliment their instructional duties. Standard teaching loads are determined by the department. Senior Lecturers are not expected to engage in scientific research, but such activities may be considered in annual performance evaluation. Initial appointment to the rank of Senior Lecturer requires a recommendation of the Promotion and Tenure Committee, the division or teaching unit, the Department Head, and approval by the Dean.
- 1.2.1.3.** Assistant Instructional Professors shall be faculty with teaching experience typical of at least a Senior Lecturer. An Instructional Assistant Professor has a primary responsibility in teaching, but also makes additional contributions in scholarship, curriculum development, or service both within and possibly outside the department at TAMU.
- 1.2.1.4.** Instructional Associate Professors are expected to be have a record of effective and excellent teaching, but also make additional contributions in scholarship, curriculum development, or service that are visible in their impact within and outside the department at TAMU. While they are not expected to engage in scientific research, such activities may be considered in annual performance evaluation.
- 1.2.1.5.** Instructional Professors are expected to be have a record of effective and excellent teaching, but also make significant and impactful contributions in scholarship and/or service. To reach the rank of Instructional Professor an individual is expected to have acquired meritorious scholarly and/or service credentials that signal recognition both within TAMU and beyond the TAMU community. While Instructional Professors are not expected to engage in scientific research, such activities may be considered in annual performance evaluation.
- 1.2.1.6.** The term of appointment of a faculty member with the rank of Lecturer, Senior Lecturer, Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor who has held any faculty position other than Assistant Lecturer for five or more academic years of full-time service, will be three

years. Such faculty shall receive one-year's advance notice if it is the intention of the Department not to renew the appointment.

1.2.1.7. A Lecturer or Instructional Professor, of any rank, with one to four academic years of full-time service will be notified by March 15 if it is the intention of the Department not to renew the appointment for the following academic year.

1.2.1.8. One-year of unpaid leave may be granted to Senior Lecturers or Instructional Professors, of any rank, upon application to the Department Head.

1.2.2. Status, Expectations, and Professional Development

1.2.2.1. APT faculty are members of the Department faculty and will be accorded status comparable to that of tenured and tenure track faculty.

1.2.2.2. APT faculty will be included in all departmental academic affairs including faculty meetings, and division meetings when appropriate to enable them to function effectively in their teaching and curriculum development, service, or research roles (if any).

1.2.2.3. APT faculty will be provided office space and the computer facilities necessary to fulfill their teaching responsibilities.

1.2.2.4. APT faculty will be encouraged to initiate and/or participate in scholarly activities associated with all aspects of chemical education.

1.2.2.5. APT faculty will be encouraged to participate, when possible, in the research activities of tenure-track faculty in the Department, but is not required of APT faculty. Such participation should not detract from APT faculty members' performance of their primary teaching function.

1.2.2.6. APT faculty may apply for associate membership on the graduate faculty in accordance with University Office of Graduate Studies guidelines. When an APT faculty member serves on a chemistry graduate student's advisory committee, it must be as an additional member of the committee and not as a replacement for one of the tenure-track committee members.

1.2.3. Annual Review

1.2.3.1. Performances of all APT faculty will be reviewed annually (based on the previous calendar year) by the Department Head, who will be assisted in gathering information by faculty the Head designates for student and peer evaluations.

1.2.3.2. Performance criteria will be based primarily on teaching and related activities, with additional recognition given, where appropriate, to research participation, publications, and service.

1.3. Role of the Promotion and Tenure Committee in Faculty Evaluations

1.3.1. Responsibilities

The P&T Committee gives the Department Head its advice and recommendations on the granting of tenure and promotions. The committee also provides the Department Head and faculty with annual performance reviews of assistant and associate professor tenure track faculty and makes recommendations on joint appointments and emeritus status. The committee also performs mid-term reviews of tenure track assistant and associate professors.

1.3.2. Mode of Operation

The P&T Committee meets, as required, throughout the year. It reviews the annual reports of assistant and associate professors, the files of all proposed appointments with tenure and promotions, and, advises the Department Head on the solicitation of evaluations by off-campus professionals and other needed documentation of teaching, research, and university and public service. Records are kept of the final disposition of committee recommendations.

1.3.3. Operating Procedures

1.3.3.1. Procedures for Annual Review of Tenure Track Faculty below the rank of Full Professor

Each spring, the P&T Committee prepares an annual review of the progress of each of the faculty members in tenure-track positions who are below the rank of full professor. These annual reviews are based primarily upon updated annual reports solicited from the faculty members and written appraisals of teaching by the appropriate division chair or a tenured faculty member appointed by the division chair. The committee does not

discuss the annual reviews with the faculty member being evaluated and prepares the recommendation without the Department Head's input. The Department Head later shares the P&T evaluations with the faculty member being evaluated and meets individually with each of these faculty and reviews their P&T Committee's evaluations with them. Although the Department Head may provide his or her own written recommendation, the committee's verbatim written recommendations will be provided to the faculty member. This review occurs in the spring semester of each year. The material that faculty are required to provide to the P&T committee for their evaluation includes a complete annual report prepared according to the Department Head guidelines as well as an up dated CV. In addition, a list of courses taught, with the number of students enrolled, and the numbers of As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws) listed in a tabular format. If the letter grade distribution or number of Qs for a particular course is unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.

1.3.3.2. Procedures for Annual Review of Academic Professional Track Faculty

Each spring the P&T Committee prepares an annual review of the progress of each of the APT faculty members in non-tenure track positions. These annual reviews are based primarily upon updated annual reports solicited from the faculty members. The Department Head provides these written reviews to the APT faculty members and meets with each of them to discuss the P&T Committee's annual review. This review should occur in the spring semester of each year. The Department Head does not participate in writing the annual review, and the P&T committee does not discuss the annual reviews with the faculty members.

1.3.3.3. Mid-term Reviews of Un-tenured Tenure Track Faculty

The timing of a candidate's mid-term evaluation is determined by the candidate's initial appointment letter. In general, the mid-term review will be completed at the end of the candidate's third year for candidates whose initial appointment was at the assistant professor level. Candidates can, however, request a one-time delay of one year in their mid-term review, based on personal considerations. This request must be made to the

Department Head before the time when an evaluation is scheduled to begin. Requests may be approved by a simple majority vote of the P&T Committee. If the candidate has missed eight or more work weeks due to reasons enumerated in the Family and Medical Leave Act, the Department specifically encourages the request for a one-year extension and will automatically support this request.

For mid-term reviews, candidates are required to supply the same items of information as those that will later be required for consideration of promotion and tenure. This information should follow the same suggested format as that used for the faculty member's departmental file, and should include:

- 1.3.3.3.1.** A copy of a curriculum vitae, which should include a record of publications, oral presentations, seminars, research grants, graduate students, postdoctoral students, visiting scholars, teaching, and service.
- 1.3.3.3.2.** A complete set of reprints of the most recent and important publications (up to six) as an independent scientist.
- 1.3.3.3.3.** A tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws). If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.
- 1.3.3.3.4.** If the distribution or number of Qs is considered unusual, the faculty member will be informed.
- 1.3.3.3.5.** A narrative statement of up to three pages in length, which describes the candidate's major accomplishments in teaching, research, and service. One member of the committee will be responsible for assembling a complete file for the candidate that contains all relevant information about the candidate's research, teaching, and service performance. Relevant information may vary with the individual, but can include the candidate's:

- 1.3.3.3.5.1. curriculum vitae
- 1.3.3.3.5.2. previous annual reviews by the P&T Committee
- 1.3.3.3.5.3. solicited and unsolicited evaluations from internal and external referees
- 1.3.3.3.5.4. evaluation of teaching and performance, based on student surveys and faculty comments, including ones derived from classroom observation
- 1.3.3.3.5.5. For each course taught (since any previous promotion, if applicable) a sample homework, a sample quiz, a sample hour exam, a sample final exam, and a course syllabus should be submitted
- 1.3.3.3.5.6. other material considered relevant and reliable by the committee

If desired, the candidate may submit other materials to the committee or discuss procedures with the Department Head. The candidate is also required to give a departmental seminar. The committee does not meet with faculty members under evaluation. The completed file is sent to all committee members for their individual review prior to consideration by the entire committee. A recommendation is prepared, discussed, and modified until the committee reaches a general consensus. The resulting recommendation is transmitted to the Department Head by the committee chairman. The Department Head does not participate in the committee's evaluation of faculty.

1.3.4. Generating a Recommendation for Tenure

The timing of a candidate's tenure evaluation is determined by the candidate's initial appointment letter. In general, the tenure review will begin at the end of the candidate's fifth year, for candidates whose initial appointment was at the assistant professor level. Candidates can, however, request a one-time delay of one year in their consideration, based on personal considerations. This request must be made to the Department Head before the time when an evaluation is scheduled to begin. Such requests may be approved by a simple majority vote of the P&T Committee. If the candidate has missed eight or more work weeks because of reasons enumerated in the Family and Medical Leave Act,

the Department specifically encourages the request for a one-year extension and will automatically support such a request.

To be considered for tenure, a candidate is required to supply all information relevant to the tenure decision before the tenure evaluation begins. This information should consist of the following and should follow the same suggested format as used for his/her departmental file:

- 1.3.4.1.** A curriculum vitae which should include a record of publications, oral presentations, seminars, research grants, graduate students, postdoctoral students, visiting scholars, teaching, and service.
- 1.3.4.2.** A complete set of the most recent and important publications (up to six reprints/preprints of original contributions to the referred literature).
- 1.3.4.3.** A list of six suggested external referees who are qualified to evaluate the candidate's research. These referees should be distinguished, active research leaders in the candidate's field, but may not include collaborators or previous mentors or supervisors.
- 1.3.4.4.** A tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws). If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.
- 1.3.4.5.** For each course taught, sample homework, sample quizzes, a sample hour exam, a sample final exam, and a course syllabus should be submitted.
- 1.3.4.6.** A narrative statement of up to three pages in length, which describes the candidate's major accomplishments in teaching, research, and service.
 - 1.3.4.6.1.** Letters are solicited from at least three of the candidate's suggested external reviewers, plus others selected by the committee. The letters of recommendation will be held in confidence as permitted under a ruling by the Attorney General of the State of Texas.
 - 1.3.4.6.2.** One committee member will be responsible for assembling a complete file that contains all relevant

information about a candidate's research, teaching, and service performance. Relevant information may vary with the individual, but can include the candidate's:

- 1.3.4.6.2.1.** curriculum vitae
- 1.3.4.6.2.2.** previous annual reviews by the P&T Committee
- 1.3.4.6.2.3.** solicited and unsolicited evaluations from internal and external referees
- 1.3.4.6.2.4.** evaluation of teaching performance, based on student surveys and faculty comments, including ones derived from classroom observation by peers
- 1.3.4.6.2.5.** material published or submitted for publication by the candidate
- 1.3.4.6.2.6.** other material considered relevant and reliable by the committee

If desired, the candidate may submit to the committee other materials that are considered relevant or may discuss procedures with the Department Head. The candidate is also required to give a departmental seminar. The committee does not meet with faculty members under evaluation.

1.3.4.6.3. The complete file is sent to all committee members for their individual review prior to consideration by the entire committee. A recommendation is prepared, discussed, and modified until a consensus is reached. A vote is then taken by secret ballot and the resulting recommendation is transmitted to the Department Head by the committee chair. The Department Head does not participate in the committee's evaluation of faculty.

If a committee member believes that they may have a conflict of interest because of a personal, familial, or financial relationship with a candidate being evaluated, they must recuse themselves from the P&T committee's evaluation process.

1.3.5. Guidelines for Promotion of APT Faculty

1.3.5.1. Evaluation of Lecturers

The P&T committee does not evaluate Lecturers and Senior Lecturers on an annual basis. That evaluation is performed by the Department Head with input from the First-Year Program Coordinator or the relevant Division Chair. Although the P&T Committee does not evaluate Lecturers and Senior Lectures on an annual basis, the Department Head or the Executive Committee may ask the P&T committee to perform an evaluation of Lecturers or Senior Lecturer on an *ad hoc* basis. Such an evaluation requires that the person being evaluated provide an updated curriculum vitae which typically includes reviews of student evaluations, peer evaluations, instructional materials, and any outside activities related to teaching, research (if any), and service. The P&T committee in such cases provides the Department Head and Executive Committee with a written response that is shared with the person being evaluated, who may then comment on any questions raised by the Department Head or the Executive Committee.

1.3.5.2. Promotion from Lecturer to Senior Lecturer or Senior Lecturer to Instructional Assistant Professor

Evaluation by the P&T committee is part of the promotion process and involves a recommendation procedure that is equivalent to that outlined for granting tenure.

Candidates for promotion from Lecturer to Senior Lecturer or Senior Lecturer to Instructional Assistant Professor should provide the P&T committee with the same materials described above for consideration of tenure and promotion to associate professor, with the exception that the focus of the evaluation is on classroom teaching and service. Research activity may be considered but is not a primary criterion for these promotions. Outside letters are not required for promotion to Senior Lecturer or to Instructional Assistant Professor.

1.3.5.3. Promotion to Instructional Associate Professor

The P&T committee advises the Department Head on all promotions to Instructional Associate Professor. The materials to

be provided by the candidate are equivalent to the materials described above for consideration of tenure and promotion to associate professor with the exception that the focus of the evaluation is on classroom teaching and service. Research activity may be considered, but is not a primary criterion for these promotions. Letters from individuals outside the Chemistry Department or external to Texas A&M University are required for promotion to the rank of Instructional Associate Professor.

1.3.5.4. Promotion to Instructional Professor

The committee advises the Department Head on all promotions to Instructional Full Professor. The materials to be provided by the candidate are equivalent to those described above for consideration of tenure and promotion to full professor with the exception that the focus of the evaluation is on classroom teaching and service. Research activity may be considered but is not a primary criterion for these promotions. Letters from individuals outside the Chemistry Department or external to Texas A&M University are required for promotion to the rank of Instructional Full Professor.

1.3.5.5. Promotion to Associate Professor

Promotion to associate professor normally is considered concurrently with the tenure decision, and one will not usually be awarded without the other. File materials for associate professors for annual reviews include a complete annual report prepared according to the Department Head guidelines as well as an updated curriculum vitae. In addition, a tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws) must be provided. If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.

1.3.5.6. Recognition of AAUP Tenure Probation Period

The timing of the recommendations of the committee is set so that the Department Head receives them before October 1st of the sixth year of the candidate's probationary period. After final action is taken by the administration (in the spring of the sixth year), the candidate is notified so that the decision is known

before the beginning of the seventh year. Thus, an evaluation must begin in the spring of a candidate's fifth year of service.

1.3.5.7. Promotion to Professor

Eligible associate professors are reviewed annually for possible promotion. Recommendations for promotion to Professor are made based on the criteria set forth in the Department of Chemistry P&T guidelines. The first complete evaluation for promotion to full professor will be made no later than the year after a faculty member has served in the associate professor rank for four years. Each year, associate professors are sent a memorandum by the Department Head that requests that their files be updated. When a candidate is to be considered for promotion, the file is reviewed, and letters are solicited from individuals external to the university to evaluate the quality of the candidate's research. The details for the review procedures, evaluation, and vote are the same as for the tenure recommendation procedure; a departmental seminar is required. The deadline for a recommendation for a promotion usually occurs in mid-October in any given year.

1.3.5.8. Tenure Recommendation for New Faculty Hired at the Associate or Full Professor Level

The P&T committee advises the Department Head on all appointments that involve the granting of tenure. The committee participates in an evaluation and recommendation procedure that is equivalent to that outlined above for granting of tenure.