

MEMORANDUM

September 11, 2009

TO: Chuck Floyd and Priscilla Peters, co-Chairs
University Retention, Promotion and Tenure Committee

FROM: Shane Phillips, Chair
Department of Chemistry

SUBJECT: Elaborations of the Chemistry Department RPT Criteria

The Chemistry Department has agreed upon the following elaborations of the RPT criteria.

Applicants for tenure and promotion to Associate Professor of Chemistry should meet a few of the listed criteria provided under each of the areas below (A-D). Applicants for promotion to Full Professor should demonstrate several of the listed criteria provided under each of the areas below (A-D). The unranked list of criteria within each area (A, B, D) serves to provide some of the acceptable means of meeting the criteria for promotion and tenure. Particularly outstanding performance on one criterion can compensate for others within a particular area. Promotion criteria should be commensurate with the level of support provided by the department, college and university for these areas.

A. Teaching Proficiency – Teaching is the primary focus for Chemistry Department faculty and proficiency typically includes a combination of many elements: course development, preparation, classroom delivery, course management, responsiveness to student and department feedback, teaching innovation, curriculum and program development, assessment and revision, student research and internship direction, mentorship, academic and career advising, professional development activities, community engagement, and adherence to department, college and university guidelines and academic standards.

B. Scholarship or Other Equivalent Creative Activities – Chemistry Department faculty engage in these activities with a primary mindset towards enriching students' educational experiences and opportunities through direct student involvement or indirectly through professional development gained through scholarly or creative activities. A broad range of activities can contribute to this area. These may include, but are not limited to, original research, grant writing, grant awards, published papers, student-directed or faculty presentations, service as a peer reviewer or professional consultant, professional educator activities promoting chemistry education at the K-12 or post-secondary levels, meeting or conference organizer or session moderator, membership in professional organizations, and other activities deemed to be scholarship or creative activities by the Chemistry Department.

C. Professional Preparation – The Ph.D. degree in chemistry or equivalent is required for promotion and tenure.

D. Participation in University Affairs – Chemistry Department faculty contribute to the successful functioning of the department, college, and university. Any service that enhances the department, college or university and supports its programs and missions is acceptable. Activities may include service on committees; student club advisor; membership with campus, student, community, or professional organizations locally, state-wide or nationally; representative, liaison, or coordinator for university, college, department, or faculty entities; participation in university, college or department sponsored events; participation in events at the K-12 school level, recruitment efforts, and other activities as deemed appropriate by the Chemistry Department.