

**COLLEGE OF SCIENCE
DEPARTMENT OF CHEMISTRY**

**Retention and Review Statement for Career-Line, Adjunct,
and Visiting Faculty and Other Instructional Personnel**

Approved by Career-line and Tenure-line Chemistry Faculty: March 29, 2023

Approved by Dean: April 11, 2023

Approved by Senate Faculty Review Standards Committee on April 25, 2023 and the Senior Vice President on August 29, 2023 for implementation on July 1, 2023.

This document serves as the Chemistry Department's Statement of retention and review criteria, standards, evidence, and procedures for Career-Line, Adjunct, and Visiting Faculty and Other Instructional Personnel, as required by University Policy. This statement along with relevant University Policies, 6-310, found at <http://regulations.utah.edu/academics/6-310.php>, 6-302, found at <http://regulations.utah.edu/academics/6-302.php>, and 6-300, found at <http://regulations.utah.edu/academics/6-300.php>, govern these processes.

The Department of Chemistry at the University of Utah serves the State of Utah and the Nation by educating students, by conducting research that contributes to new knowledge, by catalyzing economic development, and through scientific leadership in the molecular sciences.

Research: Chemistry, as the Central Science, seeks a molecular-level understanding of the phenomena around us from living cells to inanimate materials. Unlike most other disciplines, chemists design and create new forms of matter via synthetic strategies that produce materials with new properties in order to improve the human condition. Chemistry student and faculty scholars operate at the frontiers of knowledge, contributing to the core of chemistry as well as to biology, physics, medicine, engineering and materials science.

Education: Professors and students collaborate in an innovative educational environment in which students learn critical thinking as well as state-of-the-art skills in science and technology. The undergraduate and graduate programs are continually refined to advance chemical knowledge, to transmit that knowledge and to produce graduates with the ability to create and apply new knowledge. Importantly, students and faculty will acquire the passion to learn more.

Engagement: Outreach to the community both within the university and externally is a key outcome of the research and education activities of the department, as exemplified the activities of the American Chemical Society student affiliates, the participation of high school students and teachers in a variety of summer and after-school programs, the Science Friday series and the nearly 40-year-old tradition of the Faraday Lectures. The advancement of molecular sciences is crucial to the economic development of the State, and public awareness of science builds a climate of vitality and intellectual growth for the citizens and workforce of Utah and for society as a whole.

Table of Contents

1.	Effective Date and Application to Existing Faculty	- 4 -
2.	Faculty Categories, Ranks, Responsibilities, and Rights.....	- 4 -
2.1	Faculty Categories	- 4 -
2.2	Responsibilities and Rights of Career-Line Faculty	- 4 -
2.2.1	Responsibilities and Rights of Lecturer Faculty.....	- 5 -
2.2.2	Responsibilities of Research Faculty	- 5 -
2.3	Responsibilities and Rights of Adjunct Faculty.....	- 5 -
2.4	Responsibilities and Rights of Visiting Faculty.....	- 6 -
3.	Initial Appointment, Term Length, and Mentors.....	- 6 -
3.1	Initial Appointments	- 6 -
3.2	Appointment Body.....	- 6 -
3.3	Appointment Duration	- 7 -
3.4	Mentors	- 7 -
4.	Procedures for Review.....	- 7 -
4.1	Informal Reviews.....	- 8 -
4.2	Formal Reviews	- 8 -
4.3	Review Committee.....	- 8 -
4.4	Report of Review Committee	- 8 -
4.5	Procedures for Career-Line Formal Reviews	- 9 -
4.6	Procedures for Adjunct Formal Reviews.....	- 10 -
5.	Review Guidelines.....	- 11 -
5.1	Review Standards and Criteria.....	- 11 -
5.1.1	Evaluation of Teaching	- 11 -
5.1.2	Evaluation of Service.....	- 13 -
5.1.3	Evaluation of Research	- 14 -
5.2	Review Standards for Career-Line Faculty.....	- 15 -
5.2.1	Review Standards for Lecturers.....	- 15 -
5.2.2	Review Standards for Research Faculty	- 15 -
5.3	Review Standards for Adjunct Faculty	- 16 -

5.4 Review Standards for Visiting Faculty - 16 -
6. Non-Faculty Instructional and Research Personnel - 16 -
Appendix A: Notices of Final Approval of Statement..... - 19 -

1. Effective Date and Application to Existing Faculty

The standards and procedures contained in this Statement are effective as of the date shown on page 1. All Career-Line, Adjunct, and Visiting faculty members, appointed or reappointed on or after this date, will be considered under this Statement, with the exception that faculty members whose review for reappointment and/or promotion is within twelve months of the adoption of these standards shall have the option of selecting either (1) the prior review standards or (2) this new Statement. This Statement will apply unless the candidate's choice of the prior requirements is communicated to the Department Chair and Dean by signed letter before September 1 of the academic year in which the review will take place.

2. Faculty Categories, Ranks, Responsibilities, and Rights

2.1 Faculty Categories

In addition to Tenure-Line faculty, the Chemistry Department appoints faculty members as (1) Career-Line Faculty, which includes Lecturers and Research Faculty; (2) Adjunct faculty; and (3) Visiting faculty.

Career-Line, Adjunct, and Visiting faculty are formally appointed as members of the faculty of the Chemistry Department and of the University and serve for fixed durational terms. Appointments may be renewed for additional terms through reappointment in accordance with University and Chemistry Department policy. Promotions to a higher rank are (but need not be) considered at the time of reappointment to a new term with the higher rank, and such promotions require a reappointment process. Career-Line faculty also are responsible, as designated in their contracts and expected by their home units, for service at the Chemistry Department, University, and community levels. The Chemistry Department and University service includes a collective responsibility to help oversee and to participate in the administration and governance of those institutions.

In addition to formal appointment to the status of member of the faculty, Career-Line, Adjunct, and Visiting faculty members are hired as employees of the University, in a position designated as either full- or part-time, and for a designated time period which may be equal to or less than the duration of the faculty appointment term. An individual contract for employment, including the full- or part-time position, the durational period of employment, salary and benefits, and specific individual duties, is administered by the Chemistry Department and University administrative officers, with procedures separate from the faculty appointment processes described here. Career-Line faculty members are ordinarily hired as full-time employees, Adjunct faculty are ordinarily hired as part-time employees, and Visiting faculty may be hired as either part-time or full-time employees.

2.2 Responsibilities and Rights of Career-Line Faculty

All Career-Line faculty members appointed at 0.5 FTE or above have the following rights and responsibilities. Career-Line faculty appointed by special arrangement at less than 0.5 FTE will have those rights and responsibilities articulated in their contract with the university.

2.2.1 Responsibilities and Rights of Lecturer Faculty

Lecturers are primarily responsible for teaching and for the development and implementation of special programs connected with the educational mission of the Chemistry Department and other areas of expertise. Lecturers may also engage in scholarship if they so choose or if their contract stipulates research/scholarship as a portion of their responsibilities.

Lecturer faculty members are entitled to participate fully on Chemistry Department, College, and University Committees (within limits prescribed by University regulations), in College Council, and at faculty meetings. Lecturers at the rank of Professor are entitled to vote on all matters except appointment, retention, and promotion of Tenure-Line faculty. Lecturers at the rank of Assistant Professor and Associate Professor are entitled to vote on all matters except appointment, retention, and promotion of Tenure-Line faculty and appointment, reappointment, and promotion of Career-Line faculty above their rank.

2.2.2 Responsibilities of Research Faculty

Research faculty are primarily responsible for research and publication, usually in conjunction with specially funded projects, typically under supervision by or in collaboration with one or more members of the Tenure-Line faculty. Research faculty also may be responsible for the development and implementation of special programs connected with their research and other areas of expertise. Research faculty may work onsite at the University, or at other locations depending on the nature and funding of the research projects. Research faculty ordinarily do not teach regular courses, but they may be expected to give guest lectures, participate in other programs, or otherwise enhance the Chemistry Department's teaching mission as related to their research programs. This is considered service to the Chemistry Department. If needed by the department, research faculty may choose to teach courses for the department, as long as they have agreement from their principal investigator (PI). For a research faculty member with 1.0 FTE in the Chemistry Department, teaching outside of the department requires the permission of the PI, Chair, and Dean as per Policy 5-204. Research faculty may mentor undergraduate students and co-mentor graduate students with a Tenure-Line faculty. They can serve on graduate student committees with approval of the Director of Graduate Studies and the Graduate School.

Research faculty may participate fully and vote in Chemistry Department committees to which they are assigned, as related to their research activities. Research faculty may attend College Council and appropriate faculty meetings. Research faculty at the rank of Professor are entitled to vote on all matters except appointment, retention, and promotion of Tenure-Line faculty. Research faculty at the rank of Assistant Professor and Associate Professor are entitled to vote on all matters except appointment, retention, and promotion of Tenure-Line faculty and appointment, reappointment, and promotion of Career-Line faculty above their rank.

2.3 Responsibilities and Rights of Adjunct Faculty

Adjunct faculty are appointed primarily to teach or to co-teach one or more courses in areas of special expertise or skills, or to address temporary or permanent gaps in courses taught by Tenure-Line and Career-Line faculty.

Adjunct faculty are not expected to serve on Chemistry Department or University committees, but may choose to do so at the discretion of the Department Chair. Adjunct faculty typically engage in community service as part of their professional lives.

2.4 Responsibilities and Rights of Visiting Faculty

Visiting faculty appointments are ordinarily for no more than three years and may be either full- or part-time. Visiting faculty typically are appointed for one or more of the following primary purposes: (1) to teach courses as needed because of sabbaticals, leaves, or vacancies in the Tenure-Line or Career-Line faculty; (2) to explore mutual interest in a permanent appointment at the University in a Tenure-Line or Career-Line position; and (3) to gain experience in teaching, and to engage in productive scholarship under the mentorship of experienced members of the faculty.

Visiting faculty members are responsible for teaching and/or scholarship as appropriate to the ranks to which they are appointed. Visiting faculty may participate on Chemistry Department and University committees at the discretion of the Department Chair.

3. Initial Appointment, Term Length, and Mentors

3.1 Initial Appointments

Career-Line, Adjunct, and Visiting faculty members are appointed at one of four ranks: Instructor, Assistant Professor, Associate Professor, or Professor. Initial appointment is based on demonstrated achievement and the expectation of future contributions. Number of years in a relevant profession, length of prior teaching or research experience, and other significant achievements, service, awards, and contributions to their profession or field shall be considered when determining the initial term and faculty rank.

Presumptively, Visiting faculty who hold a faculty appointment at another institution will be appointed at the rank they hold at that institution, so long as doing so is consistent with the criteria and standards otherwise provided in this Statement.

3.2 Appointment Body

Initial appointments of Career-Line, Adjunct, and Visiting faculty require a vote of the Faculty Appointments Committee. The Faculty Appointments Committee shall consist of all faculty members eligible to vote on an appointment or reappointment matter. The Faculty Appointments Committee shall only vote when a two-thirds or greater quorum exists, including any proxy votes provided in advance in writing. A majority vote by the quorum is required for a positive recommendation on the appointment from the committee. Votes by the Faculty Appointments Committee shall proceed by secret ballot.

3.3 Appointment Duration

- (a) Career-Line and Adjunct faculty members appointed at the rank of Assistant Professor ordinarily serve for a one-year term. Career-Line and Adjunct faculty members appointed at the rank of Associate Professor ordinarily serve up to a three-year term. Career-Line and Adjunct faculty members appointed at the rank of Professor ordinarily serve up to a five-year term.
- (b) Once appointed at the rank of Professor, Career-Line faculty members at that rank hold a five-year term with a presumption of renewal to subsequent five-year terms.
- (c) Visiting faculty members may be appointed at varying term lengths within the University's prescribed maximum of three total years, depending on funding and institutional need. Typically, Visiting Assistant Professors will be appointed for a two-year term, consistent with the purpose of that position to help a candidate transition to a full-time Tenure-Line position.
- (d) Notwithstanding the above, the appointment of Career-Line and Adjunct faculty members may be ended in conjunction with formal reviews, under University policy, or if there is financial exigency or discontinuation of a program or department of instruction. The affected faculty member will be given notice as soon as possible consistent with their contract terms. Unless the contract specifies otherwise, notice must be provided at least three months in advance of the ending of the appointment if the faculty member has served at least three years continuously.
- (e) The appointment of Research, Adjunct, and Visiting faculty also may be ended if there is no longer a need for the faculty member's expertise or relevant teaching or research services in light of the teaching portfolios or expertise of other members of the faculty, or for lack of funding where such appointments are contingent on funding. The affected faculty member will be given notice as soon as possible.
- (f) The appointment of any Career-Line, Adjunct, or Visiting faculty member may be terminated for cause under University Policy related directly and substantially to the fitness of the faculty member in their professional capacity. Termination for cause shall not infringe on their right to exercise academic freedom or their rights as a citizen of the United States.

3.4 Mentors

Until promoted to the rank of Professor, Assistant and Associate Career-Line faculty members may be assigned an appropriate mentor either in the Tenure-Line or the Career-Line.

4. Procedures for Review

Once appointed, all Career-Line, Adjunct, and Visiting Faculty will be regularly reviewed by the Chemistry Department. This section describes the procedures for such reviews.

4.1 Informal Reviews

The Chemistry Department shall formulate a Teaching Mentoring Committee. This standing committee evaluates faculty teaching and provides mentoring to improve pedagogy. The Teaching Mentoring Committee shall be comprised of at least 3 faculty with at least one representative from the career-line faculty and at least one representative from tenure-line faculty. These appointments are made by the Chemistry Department Chair. In addition, a member of the Teaching Mentoring Committee shall be appointed by the Department Chair as Chair of the Committee.

The Teaching Mentoring Committee for lecturing faculty, the PI for research faculty, and the Associate Department Chair for Adjunct and Visiting faculty will review teaching or research/scholarship/creative activity for all members of the faculty at least annually. If relevant, the designated individual or committee will solicit input and feedback from the Center Teaching Excellence where appropriate. Any issues or problems are discussed and addressed individually, as needed. The Teaching Mentoring Committee will produce a report that summarizes the review. The candidate will be provided seven calendar days to submit a response; both the report and response will be included in the candidate's file. All informal reviews are included in a candidate's formal review file. If, in an informal review, a Career-Line faculty member does not demonstrate clearly adequate progress toward reappointment, an early formal review may be "triggered" by the Review Committee or the Department Chair. Such "triggered" formal review shall occur the following fall unless a majority of the Review Committee votes to proceed with the review in the current academic year. Such a review, however, must not be conducted sooner than 30 days after written notice of the review is provided to the candidate.

4.2 Formal Reviews

To ensure the continued quality performance of faculty members and make decisions about their continuation in a position or promotion to a different rank, the Chemistry Department will conduct formal reviews of its Career-Line and Adjunct faculty as dictated by the length and terms of the appointment.

4.3 Review Committee

The Chemistry Department shall formulate a Career-Line and Adjunct Review Committee (Review Committee). The Review Committee shall be comprised of two or more members of the tenured faculty and one member of the Career-Line faculty who holds the rank of Associate Professor or Professor. Note: Career-line Professors can review at all ranks and Career-line Associate Professors can only review at Assistant and Associate rank. These appointments are made by the Chemistry Department Chair. In addition, a member of the tenured faculty shall be elected as Chair of the Review Committee by majority vote of the Tenure-Line and Career-Line faculty in the Chemistry Department.

4.4 Report of Review Committee

The Review Committee is responsible for conducting formal reviews of Career-Line and Adjunct faculty and completing a report describing the findings of its review. Based on this

report, the Review Committee shall recommend either (1) that the candidate be reappointed and, where appropriate, promoted, (2) that the candidate be denied reappointment and/or, where appropriate, promotion, or (3), where there are issues that require attention, that the candidate be reappointed for a one-year contract with the opportunity to be considered for reappointment in the following year. The report of the Review Committee shall: (1) summarize the evidence considered; (2) state how the evidence considered satisfies or fails to satisfy the applicable standard(s); (3) make recommendations for rating the candidate in all applicable areas of evaluation (*e.g.*, Excellent, Effective, or Not Effective in Teaching); and (4) give the reasons for its recommendations.

4.5 Procedures for Career-Line Formal Reviews

The Review Committee shall conduct its review of Career-Line faculty members using the following timeline and procedures:

1. By August of the fall semester of the academic year for review, the Chair of the Review Committee shall solicit a Student Advisory Committee report on the candidate. Such report shall be submitted to the Chair by December 1.
2. By October 1, the Chair of the Review Committee shall designate one or more members of the Career-Line faculty (of a higher rank than the candidate) and one or more members of the Tenure-Line faculty to conduct at least two peer teaching reviews of any candidate who has teaching responsibilities. The reviewing faculty members may include members of the Review Committee. These peer teaching evaluations of the candidate shall be submitted to the candidate's file by December 1.
3. By October 1, the Chair of the Review Committee shall request a portfolio from the candidate. The candidate shall submit that portfolio by December 1 of that year. The portfolio shall include:
 - (a) A curriculum vitae;
 - (b) A personal statement, including the following as appropriate: (1) a list of courses taught; (2) a description of course load and administrative responsibilities, which includes types of courses taught, student enrollment, student contact hours, and the types of student assessment for the courses; (3) a statement of teaching objectives and philosophy; (4) a description of research accomplishments, including any grant submissions and funding as well as publications; and (5) clinical practice and opportunities summary;
 - (c) All publications during the review period;
 - (d) Any prior written evaluations or reports from the Review Committee;
 - (e) Any other materials the candidate deems relevant, such as course materials, simulations, presentations, evidence of pro bono or other work or activities that serve to enhance the Chemistry Department's local, regional, national, or international reputation.

4. By October 1, the Chair shall assure that all teaching evaluations and recent syllabi for the candidate are placed in the candidate's file. By December 1, the Chair shall solicit comments about the candidate from other members of the Chemistry Department.
5. The Chair shall circulate the candidate's portfolio to other Review Committee members, who shall read the complete file.
6. The Chair shall assign a Review Committee member to prepare a draft of the Review Committee Report. The draft report shall be completed by February 1, and the Review Committee shall confer about the report and vote on its approval by February 15.
7. The Chair shall expeditiously transmit the report to the candidate following its approval by the Review Committee. Upon receipt of the report, the candidate shall have five business days to make a written comment on any item in her file, or to indicate the candidate is waiving such right. The candidate has the right to review all contents in her file, except for any confidential letters of evaluation solicited from outside the Chemistry Department.
8. By March 1, the Review Committee Chair shall circulate a copy of the report to the Faculty Appointments Committee and make the candidate's file available for review. Thereafter, but no later than April 15, the Faculty Appointments Committee shall meet and discuss the recommendations and by a majority secret ballot vote make a final recommendation to the Department Chair on the candidate's reappointment and, if applicable, promotion. The Chair of the Faculty Appointments Committee will appoint a secretary at the meeting to keep minutes, which will be made a part of the candidate's file.
9. The candidate shall receive a copy of the vote and minutes at the time they are forwarded to the Department Chair.
10. The Department Chair shall receive the entire file and make their independent recommendation and forward the file to the appropriate University official for approval. Before forwarding the file, the Department Chair shall give the candidate a copy of their recommendation. The candidate has the right to make a written response to the Department Chair's letter and/or the faculty vote and minutes within five business days of receiving the Department Chair's letter.
11. The Department Chair shall notify the candidate of the decision no later than April 30 of the academic year for review.

4.6 Procedures for Adjunct Formal Reviews

The Review Committee shall conduct its review of Adjunct faculty members using the following timeline and procedures:

1. By January 15 of the academic year for review, the Chair of the Review Committee and the Associate Department Chair shall confer and create a list of

adjunct faculty members with expiring terms whose reappointment will be sought.

2. By March 1, the Review Committee shall prepare, approve, and circulate a report to the Faculty Appointments Committee describing which adjunct faculty members it recommends for reappointment and, where applicable, promotion. The report shall summarize teaching evaluations of all adjunct faculty members addressed in the report and attach current resumes of each adjunct faculty member to the report.
3. The Review Committee shall request a vote on its report from the Faculty Appointments Committee. Unless the Review Committee determines a need for a live meeting, the vote will be conducted by email. If the Review Committee determines the need for a live meeting, it shall make all reasonable efforts to schedule the meeting in conjunction with any Career-Line review meeting being held. If a live meeting is held, minutes will be kept. Whether the vote is live or by email, it shall be conducted by secret ballot.
4. The Faculty Appointments Committee Chair shall expeditiously forward the results of the vote to the Department Chair for any necessary further action.

5. Review Guidelines

A faculty member's stature is based on an assessment of achievements in the area of faculty responsibility and the three functions of faculty members, as those functions are relevant to that faculty member's appointment: (1) teaching, (2) service, and (3) research/creative activity.

Summary ratings of performance in these three areas as relevant to the faculty member's appointment serve as the standards for review, reappointment, and promotion. University Policy identifies a three-level scale of standards: excellent, effective, and not satisfactory. The same criteria and standards apply to both formal and informal reviews. Evaluations of candidates are based on the evidence provided regarding a candidate's research/creative activity, teaching, and service and are described in subsequent sections.

University Policy allows a candidate's conduct as a responsible member of the faculty to be taken into consideration during a review. As a result, one's failure to abide by the Faculty Code or any other rules or policies of the University may be considered in determining whether one will be retained, reappointed, or promoted.

5.1 Review Standards and Criteria

5.1.1 Evaluation of Teaching

Within the University system, the term *teaching* refers to regularly scheduled instruction, curriculum and program development, directing undergraduate and/or graduate student work, and counseling and advising of students in general. There are therefore three components of

teaching: (1) course instruction, (2) curriculum and program development, and (3) student advising and mentoring.

(1) Course instruction

Course instruction encompasses (a) didactic classroom instruction; (b) online and distance education teaching; (c) the organization and facilitation of seminars and workshops that are related to curriculum needs; and (d) independent instruction involving one or more students on special topics. Specific sources of information to evaluate the candidate's course instruction shall include: (a) the candidate's statement of teaching philosophy as found in their personal statement; (b) peer review of the candidate's syllabi, assignments, and other teaching materials; (c) peer observation of the candidate's course instruction, seminars, workshops, and other public presentations; and (d) information from student course evaluations. Other information about teaching, including, for example, a teaching portfolio, teaching awards, or any evaluation of the candidate's teaching done by personnel from the University's Center for Teaching and Learning Excellence (CTLE) or by the Student Advisory Committee (SAC) may also be included.

(2) Curriculum and program development

Academic programs require significant investments of faculty time in ongoing curriculum/program development and maintenance. The contributions of a candidate to such efforts, beyond regular teaching assignments, may therefore be considered as part of contributions in the area of teaching. Examples of these kinds of contributions include the development and teaching of new and novel courses and the publication of textbooks or other teaching materials.

(3) Student advising and mentoring

Work with undergraduate and graduate students outside of the classroom is also an important component of teaching. Activities of primary importance in this area include (1) general student advising and mentoring; (2) chairing and serving on graduate student committees; and (3) including students in research and as co-authors in scholarly work. Contributions in this area are evaluated with respect to both quantity and quality.

(4) Summary Rating Scale for Teaching

Ratings on the three-point scale below reflect the joint consideration of the three components of teaching described above.

Excellent: The candidate has made substantial, sustained contributions in areas of course instruction, curriculum/program development, and student advising and mentoring.

Effective: The candidate has made acceptable, sustained contributions in teaching. The candidate shows sufficient progress in the areas of course instruction, curriculum/program

development, and student advising and mentoring to suggest that the eventual contributions in these areas will be significant.

Not Satisfactory: The candidate has made insufficient contributions in teaching.

5.1.2 Evaluation of Service

Evaluations are made with respect to three areas of service: (1) professional service, (2) University service, and (3) public service. It is not necessary for a candidate to participate equally in all three service areas. Differing participation in the three service areas typically reflects the strengths and interests of individual faculty members.

(1) Professional Service

This refers primarily to professional participation at a national or international level. Service in this category can be oriented toward national professional organizations and include such activities as holding offices; participating in the organization or operation of conferences; attending professional meetings; serving as chair, discussant, or reviewer for presentations at professional meetings; serving on various professional committees, panels, or boards (e.g., accreditation boards); and presenting professional workshops. Significant professional service contributions can also include serving as editor, associate editor, editorial review board member, or regular reviewer for scholarly or professional journals.

(2) University Service

This category refers to service within the University, including at the levels of the Chemistry Department, College, and overall institution. A candidate's shared-governance activities, including chairing and/or serving on standing and ad hoc committees, councils, and task forces, or serving in administrative positions, at any of these levels, represent valuable University service contributions.

(3) Public Service

This category includes service related to the candidate's area of expertise in various local, regional, national, and international public settings and can take many forms, e.g., serving on boards and committees for governmental and/or non-profit organizations, consulting with and/or providing direct service to community agencies as appropriate within University guidelines.

(4) Summary Rating Scale for Service

Ratings on the three-point scale below reflect the joint consideration of service contributions in the three areas described above.

Excellent: The candidate has made substantial, sustained contributions to the profession, the University, and/or the public.

Effective: The candidate has made acceptable, sustained contributions in service. The candidate shows sufficient commitment to service in at least one area, suggesting that the eventual contributions of the candidate will be significant.

Not Satisfactory: The candidate has made insufficient contributions in service.

5.1.3 Evaluation of Research

Judgments about a candidate's research are based on both the quality and quantity of research and its relevance to the academic community and the Chemistry Department's needs. The characteristics of productive research, however, differ depending on the candidate's area(s) of specialization and professional goals and the Chemistry Department's needs for research in a given area.

(1) Description of Research Activity

We expect candidates to contribute significantly and distinctly to the development and dissemination of new knowledge through research and publication of research results. The following will be considered in evaluating a candidate's research and scholarship according to accepted publishing patterns in the candidate's own research area:

- Publication of original research papers in refereed technical journals and conference proceedings. The visibility of the journals and the quality as well as number of publications will be considered.
- Publication of research monographs, book chapters, and book reviews.
- Presentations at conferences, workshops, colloquia or seminars. Keynote, plenary, and invited talks will be noted.
- Research grants and contracts obtained, and research expenditures due to candidate's research.
- Patents issued and software licensed or otherwise distributed.
- Impact of consulting related to a candidate's expertise.

(2) Research Funding

Acquiring funding to support research is valued by the University and the Chemistry Department and is necessary to sustain the research mission of the university. All successful as well as unsuccessful efforts to obtain such funding will be considered as appropriate to contributing positively toward one's research.

(3) Summary Rating Scale for Research/Creative Activity

Ratings on the three-point scale below reflect the joint consideration of quantity and quality of research/creative activity as described above.

Excellent: The candidate has made substantial, sustained contributions in one or more topic areas of research. The quality and quantity of research reflect a coherent agenda in at least one topic area.

Effective: The candidate has made acceptable, sustained contributions in one or more topic areas of research. The quality and quantity of research reflect a coherent agenda of work and suggest that significant contributions will be made over time.

Not Satisfactory: The candidate has made insufficient contributions in research/creative activity.

5.2 Review Standards for Career-Line Faculty

Two different sets of standards apply to the review of Career-Line faculty, depending on the faculty member's appointment category. One set of standards applies to Lecturers, whose primary responsibilities are teaching and service. The other set of standards applies to Research faculty, whose primary responsibilities are research and service.

5.2.1 Review Standards for Lecturers

- (a) To be reappointed, Lecturers must demonstrate that they are (1) at least Effective in teaching and (2) at least Effective in service.
- (b) To be promoted from the rank of Assistant to Associate Professor, a Lecturer must demonstrate that they are (1) Excellent in teaching, or that they have made substantial and sustained progress toward becoming Excellent in teaching, and (2) at least Effective in service.
- (c) To be promoted to the rank of Professor, a Lecturer must demonstrate that they are (1) they are Excellent in teaching and (2) at least Effective in service.
- (d) Lecturers are not expected to engage in research and published scholarship. However, the Department Chair and faculty encourage and support Lecturers who wish to engage in scholarship.

5.2.2 Review Standards for Research Faculty

- (a) To be reappointed, a Research faculty member must demonstrate that they are (1) at least Effective in research; (2) if the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.

- (b) To be promoted from the rank of Assistant to Associate Professor, a Research faculty member must demonstrate that they are (1) Excellent in research; (2) if the faculty member teaches, at least Effective in teaching; and (3) at least Effective in service.
- (c) To be promoted to the rank of Professor, a Research faculty member must demonstrate (1) sustained excellence in research, (2) if the faculty member teaches, at least Effectiveness in teaching, and (3) at least Effectiveness in service to the department, college, university, and/or profession.

5.3 Review Standards for Adjunct Faculty

- (a) To be reappointed, an Adjunct faculty member must demonstrate that they are at least Effective in teaching or research.
- (b) To be promoted from the rank of Assistant to Associate Professor, an Adjunct faculty member must demonstrate that they are Excellent in teaching or research. In evaluating promotion of an Adjunct faculty member, the value of the faculty member and the courses they teach to the Chemistry Department may be taken into account.
- (c) To be promoted to the rank of Professor, an Adjunct faculty member must demonstrate sustained excellence in teaching or research. In evaluating promotion of an Adjunct faculty member, the value of the faculty member and the courses they teach to the Chemistry Department may be taken into account.

5.4 Review Standards for Visiting Faculty

- (a) As their appointments are by definition temporary, Visiting faculty typically do not undergo formal reviews. Visiting faculty who are subsequently considered for a permanent position will be reviewed in conjunction with the regular faculty appointment process.
- (b) If a Visiting faculty member is appointed for longer than a semester and teaches for the Department, the Department Chair will review their teaching evaluations at the end of each semester and consult with the faculty member if any issues warrant attention. If, at any time, the Chemistry Department and Department Chair agree that a visiting faculty member is not Effective in teaching, they may terminate the appointment.
- (c) If the faculty member has served fewer than three years and is being considered for reappointment, to be reappointed, a Visiting faculty member must demonstrate that they are (1) at least Effective in teaching and/or research and (2) at least Effective in service.

6. Non-Faculty Instructional and Research Personnel

Post-doctoral fellows will not be reviewed by this document. The review of post-doctoral fellows is detailed in the department post-doctoral fellows handbook.

Non-faculty instructional and research personnel do not hold faculty appointments. The Department of Chemistry employs three types of non-faculty instructional and research personnel: student instructional personnel, non-student instructional personnel, and research personnel.

Student instructional personnel are typically undergraduate students who are hired as associate instructors to act as stockroom attendants for our teaching labs or for acting as a teaching assistant for our teaching labs or lecture courses. They are reviewed after every semester by the faculty member of record for the course they are teaching for before they can be re-hired for another semester. If these students hold more permanent employment, then they are reviewed by the department chair annually during the spring of every year.

Non-student instructional personnel are typically hired as associate instructors and are responsible for teaching credit-bearing courses within the Chemistry Department.

Non-faculty research personnel are responsible for chemistry research, instrumentation maintenance and operation, and/or lab management.

Non-faculty student and non-student instructional personnel and research personnel do not have voting rights and are not expected to serve on committees. Non-student instructional personnel and research personnel may be asked to serve on a department committee (i.e. department safety committee, DEI committee, etc.) at the request of the department chair for non-student instructional personnel and by their supervisor for research personnel, if it is important to the functioning of their job. This service will be negotiated with the department chair and the direct supervisor.

Non-faculty non-student instructional and research personnel shall undergo a formal review after every academic year of service at the University. To be reappointed, a non-faculty non-student instructional and research personnel undergoing formal review must demonstrate that they are at least Effective in teaching and/or at least Effective in research, whichever is applicable, using the same standards that define Effective teaching and Effective research for Career-Line faculty within the Chemistry Department.

The Review Committee shall conduct its review of non-faculty/non-student teaching and research personnel using the following timeline and procedures:

1. By March 1 of the academic year for review, the Chair of the Review Committee and the chair or an associate chair shall confer and create a list of non-faculty teaching and research personnel for whom a formal review is required.
2. By May 15, the Review Committee shall prepare, approve, and circulate a report to the Chair describing its findings on all reviewed non-faculty teaching and research personnel. The report shall explain how the committee gathered information for the review, including steps taken to collect information from the personnel being reviewed. The report shall also summarize all teaching or other evaluations of all personnel reviewed, and attach current resumes/CVs of each such individual to the report.

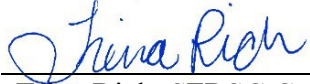
3. The Department Chair shall consider and take into account the Review Committee's report when determining whether to employ the personnel in the subsequent academic year.

The appointment of non-faculty instructional and research personnel also may be ended if there is no longer a need for the personnel's expertise or relevant teaching or research services in light of the teaching portfolios or expertise of other members of the faculty, or for lack of funding where such appointments are contingent on funding. The affected person will be given notice as soon as possible.

The appointment of any non-faculty instructional or research personnel may be terminated for cause under University Policy related directly and substantially to the fitness of the person in their professional capacity. Termination for cause shall not infringe on their right to exercise academic freedom or their rights as a citizen of the United States.

Appendix A: Notices of Final Approval of Statement

Review Committee Approval:



Trina Rich, SFRSC Committee Secretary

April 25, 2023

Date

Senior Vice President Approval:



Sarah Projansky, Designee

August 29, 2023

Date