

Department of Chemistry

ASPT Guidelines
Effective January 1, 2024

CHEMISTRY DEPARTMENT MISSION STATEMENT: To provide excellence in undergraduate and graduate education relating to the theory and practice of Chemistry, to pursue new knowledge through vigorous and relevant research activities, and to provide service in areas of the department's expertise that relate to contemporary needs.

The Departmental Guidelines are supplemental to those of the CFSC and to University ASPT Policies, which are outlined in the booklet entitled "Faculty Appointment, Salary, Promotion and Tenure Policies" (referred to in this document as the University ASPT booklet) and subsequent addendums.

I. Selection, Organization and Responsibilities of DFSC (University ASPT booklet, pp. 14-20)

A. Composition of the Committee

The DFSC consists of the Chair and four Tenure Track faculty members elected by their peers. In a given year two members will be elected in the spring semester on or by May 1. Terms are for two years; if a vacancy occurs, a replacement will be elected to serve the remainder of the term. A person may not serve more than two consecutive two-year terms, but may serve out a vacated position and then serve two consecutive two-year terms. No more than one of the elected members of the DFSC may be a probationary faculty member. Faculty members who would come up for tenure or desire to seek promotion during their term of office are **not** eligible to serve.

B. Procedures for Selection of Members

The election shall be conducted by secret ballot during April for terms beginning at the end of the semester in May.

1. Eligibility to Vote for DFSC Members

- a.** All full-time probationary and tenured faculty members in the department, with the exception of the Chair and members on full-time administrative appointment, are eligible to vote for DFSC members.

2. Election Process

The Chair shall determine in advance of the election those eligible for election to the DFSC. A list of nominees with corresponding nominators received up to that point shall be sent to the eligible voters a week prior to the election.

- a.** Nominations may be made by any tenure-track faculty member, with the consent of the nominee. Additionally, a member of the tenure-track faculty may self-nominate. Nominees may withdraw their names from nomination prior to any vote.
- b.** If at the close of nominations there are fewer nominees than vacancies, nominations will be reopened until a sufficient number of nominees has been identified. If there is only a single nominee for each vacancy following the close of nominations, those persons nominated shall be automatically elected.
- c.** A secret ballot will be conducted. Each eligible faculty member will have one vote per vacant position (one ballot cannot have more than one vote for any individual).

- d. Nominees with the highest number of votes will fill two-year term vacancies. If any of the vacancies is a one-year replacement term, the nominee with the next highest number of votes will fill the vacancy.
- e. If there is a tie, additional elections will be held until the tie is broken.
- f. Balloting will be by secret ballot in the Chemistry Office during a designated period of at least two working days. Balloting will begin no sooner than one week after the list of nominated candidates has been announced. The Chair, one DFSC member, and the Administrative Assistant to the Chair will count the ballots. The results will be reported to the faculty including vote counts.
- g. Faculty on leave or otherwise away from campus during elections are eligible to vote in DFSC elections and may submit absentee ballots to the Chair either in writing by regular mail or e-mail. The responsibility for initiating such communication lies with the absent faculty member.
- h. For the purpose of electing members of the DFSC, a quorum shall consist of 75 percent of the eligible faculty members. Those voting absentee shall be counted as determining the quorum.
- i. In the event of an unexpected vacancy, an election will be conducted before the next DFSC meeting, according to the rules stated above. DFSC members on leave, on sabbatical, or on full-time administrative appointments are required to resign from the committee. Members on partial or short-term leaves (e.g. ≤ 1 month) are not required to resign unless the leave interferes with the primary duties of the committee (performance evaluations and consideration of promotion and tenure).

C. DFSC Responsibilities for review of Departmental Faculty

- 1. The DFSC shall be responsible for conducting annual pre-tenure reappointment reviews.
- 2. The DFSC shall conduct the annual performance evaluations of Tenured and Tenure-Track faculty. The DFSC will evaluate each faculty member on the basis of professional activities occurring within the preceding **three years** in the context of their faculty assignments (see Appendix A). (For junior faculty with less than three years of service at Illinois State University, the summative review will be based on professional activities occurring within the one- or two-year period following their appointment and adjusted to a 3-yr equivalent.) Performance evaluations shall be used for determining the amount of performance-based salary increments to be awarded for the coming year. The annual letter of evaluation shall provide an assessment of the faculty member's strengths and weaknesses and, when appropriate, progress toward the achievement of tenure and/or promotion. Members of the DFSC shall not participate, directly or indirectly, in deliberations concerning their own performance or that of a partner/spouse.

D. Other responsibilities of the DFSC.

- 1. The DFSC shall inform faculty members in writing of its recommendations pertaining to their performance evaluations, annual salary increments, rank, and tenure status within the University-established calendar for such purposes.

2. The DFSC shall report its recommendations regarding performance evaluations, promotions and tenure to the CFSC in accordance with College and University ASPT policies.

3. It is the responsibility of the DFSC to review ASPT policies and procedures, solicit suggestions for change from the faculty, formulate recommendations, and submit them in writing with rationale to the tenure-track faculty for approval at least every five years. Approval requires a simple majority vote of the faculty at a designated faculty meeting. Recommended revisions will be formally solicited from faculty at the first faculty meeting of the fall semester at least every five years, in line with the review timetable.

4. It is the responsibility of the DFSC to analyze the tenure-track faculty needs of the Department. Input from the faculty should be solicited and carefully considered and after discussion, the DFSC will make recommendations to the Chair regarding priorities for new appointments.

II. Appointment Policies (University ASPT booklet, pp. 21-22)

When a vacancy in a tenure-track position exists on the faculty, a Search Committee shall be appointed by the Chair following consultation with the DFSC. The Search Committee shall consist of one or more tenured or probationary faculty member(s) within the sub-discipline in which the Department wishes to hire, and up to three additional members from the faculty. This Committee will examine the credentials of all applicants and choose a pool of candidates (~8-12) to interview remotely (e.g. Zoom, telephone). After which they will prioritize a list of candidates (~3) to bring for on-campus interviews. All tenured and probationary faculty members are strongly encouraged to participate in the on-campus interviewing process in accordance with the University's best practices. The search committee will make recommendations to the Chair and DFSC as to whether they find the candidates acceptable/unacceptable and may offer a preferred ranking. Final selection for appointment rests with the Chair, after drawing on input from the DFSC.

III. Faculty Assignments (University ASPT booklet, pp. 22-24)

The Chair shall communicate, in writing (by August 15) to each faculty member their specific proportion of time commitment expectations for teaching, scholarly and creative productivity, and service for the following academic year. This will include tentative courses the faculty member is expected to teach as well as other specified duties (e.g., lab co-ordination, advising, reassigned time, etc.). Since course schedules are subject to change, the actual teaching assignment may, on occasion, differ from the tentative assignment. The Chairperson will provide an amended fall semester teaching assignment to affected faculty members as soon as is practical.

1. Because the Department expects consistently high-quality performance from all faculty members in areas of teaching, scholarship and service, faculty assignments shall be designed to enhance faculty contributions in all three areas. Recognizing that individuals have different competencies and strengths in different areas, the assignments will also attempt to strike a balance between individual strengths and departmental needs.

IV. Promotion Policies (University ASPT booklet, pp. 24-26, Appendix 4)

The Department of Chemistry specifically subscribes to the ASPT Promotion Policies, which reward faculty whose sustained record of professional competence demonstrates their

professional growth and the achievement of status within the discipline. Promotions are initially recommended and justified by the DFSC.

A. Department Meeting for Tenure and Promotion Applications. Prior to this meeting, all faculty members at or above the rank in question shall be offered access to the submitted promotion materials (excluding letters). The Chair, on behalf of the DFSC, will present a provisional recommendation to a meeting of the faculty members who have achieved the rank in question. Following discussion, a vote will be taken via secret ballot and the tally of this vote be made part of the material forwarded to the CFSC. In cases where a DFSC member is not of appropriate rank to attend this meeting, they shall attend with voice but no vote. The DFSC may revise its recommendation for or against promotion based on the discussion and vote at this meeting.

B. Departmental Seminar for Tenure and Promotion Applications. All candidates for promotion will give a Departmental seminar within a 13-month period prior to the submission of their application for promotion.

C. External References.

1. The scholarship of each candidate for promotion will be evaluated by at least three and no more than six scholars from their sub-discipline and external to Illinois State University. At least two of those external scholars should be from peer institutions to Illinois State University.
 - a.) Scholars who have resigned or retired from Illinois State University are disqualified from serving as reviewers.
 - b.) Scholars who have not achieved the rank in their institutions to which promotion is sought are disqualified.
 - c.) Scholars who have been the thesis or postdoctoral advisor of the faculty candidate are disqualified.
 - d.) Scholars who have collaborated with the candidate in a substantial or on-going way are disqualified.
2. On or before July 1 of the year of the promotion review, the candidate shall provide the DFSC with a list of six to ten qualified external scholars in their research area as suggestions for the external scholars to be contacted. On or before August 15, the DFSC may identify any number of other external evaluators to the candidate and may contact them unless the candidate provides compelling reasons for not seeking the input of particular persons. Within one week from being informed of the identities of other possible external evaluators, the candidate must provide to the DFSC any compelling reasons for excluding a possible evaluator. Otherwise, it will be assumed that no compelling reasons exist for excluding a particular scholar.

The DFSC will select a total of eight external evaluators from the qualified names suggested by the candidate and from those identified by the DFSC for which there was no compelling reason for not seeking their input. At least four of the eight names must be from those suggested by the candidate unless the candidate failed to supply four that were qualified. With the objective of obtaining at least three and no more than six letters, the Chair will contact either four or six external evaluators from the list of eight, using the remainder as alternates in case an external evaluator declines to do a review. Of the original four or six that are contacted, at least half should be from those suggested by the candidate, and that balance should be maintained as much as possible when alternates are needed. In the event that more than four of the eight decline or

cannot be reached, the DFSC will select other names in equal measure from (1) the qualified names suggested by the candidate and (2) those identified by the DFSC for which there was no compelling reason for not seeking their input. The candidate will not be informed of the names of the eight reviewers or any others included because of reviewers declining, nor will the candidate be informed of an external evaluator's choice to decline to write a review. The candidate will know (1) if any of the names suggested by the candidate were not seen as qualified by the DFSC according to the paragraph above and (2) the names identified by the DFSC for which no compelling reason was seen to exclude them.

By September 1 of the year of the promotion review, candidates will provide the Chair with an electronic copy of a portfolio prepared for use by external evaluators. The portfolio will contain an up-to-date C.V. (indicating corresponding authors of publications), a summary of research interests and accomplishments (up to 20 pages, with 5 pages being the suggested length), a copy of each of up to four published or accepted research articles. The portfolio may contain a copy of one or two recent research proposals, patent applications, or similar documents at the discretion of the candidate. The Chair will apprise external evaluators of the nature of the Department's program and the Department's research expectations for promotion and provide the candidate's portfolio to those willing to write a review letter.

The Chair will request external evaluators to return letters of evaluation by October 15. The letters will be available to DFSC members when received. They will be included in the materials sent to the CFSC and will become part of the candidate's personnel file and will not be available to the candidate unless the external referee agrees, in writing, to allow the candidate to view the letters with all identifying information removed.

V. Reappointment Policies

A. Probationary faculty members undergo annual evaluation for reappointment.

B. Recommendations for non-reappointment prior to a tenure decision are made by the DFSC in consultation with the Dean and Provost. The Chair shall communicate the recommendation of non-reappointment in writing to the faculty member, the Dean, and the Provost.

VI. Mid-Probationary Tenure Review

This is an internal Departmental review intended to provide cumulative feedback about progress toward promotion and tenure. It occurs during the fall of a probationary faculty member's fourth year. Probationary faculty members who, upon joining the Department, were granted service credit for positions held at another university or college will receive a mid-probationary tenure review at the end of their second year in the Department.

A. The probationary faculty member shall submit to the DFSC an updated CV, a portfolio/application in the style of the current CAS tenure document, and a reflection of up to two pages on a teaching challenge. This submission is due on October 15.

B. All faculty members at or above the rank of Associate shall be offered access to the submitted materials. The Chair will call a meeting of the faculty members at or above the rank of Associate to solicit feedback and comments regarding the probationary faculty member's progress toward tenure and promotion.

C. The DFSC shall provide an initial evaluative report, and the Chair and/or DFSC shall meet with the probationary faculty member to discuss it by December 1. If the faculty member would like to provide additional information, is dissatisfied with the report, or

would like to discuss it further, the faculty member can submit a written response and shall meet with the DFSC within 10 business days. The DFSC shall provide a final evaluative report. It and the probationary faculty member's submission(s) will become part of the faculty member's personnel file for future reference.

VII. Tenure Policies (University ASPT booklet, pp. 27-31)

A. General Comments. The Department of Chemistry specifically subscribes to the ASPT Tenure Policies, which award tenure to faculty who have demonstrated evidence of continued high-quality professional performance during their probationary period with an emphasis on the mutually supportive activities of teaching, scholarly productivity and service (see Appendix 2 – University ASPT booklet). A candidate for tenure is, at a minimum, expected to have earned satisfactory ratings in each full calendar year of the probationary period. However, tenure will not be awarded based solely upon earning satisfactory ratings each year; there must also be evidence of productivity beyond the minimum standards. It is also understood that when a judgment for tenure is made there is an expectation by the Department for the high-quality performance to continue throughout one's academic career.

The scholarship of each candidate for tenure will be evaluated by external reviewers in the manner described above (IV. Promotion Policies).

B. Expected Achievements for Tenure and Promotion.

Teaching: Teaching is defined by the university as faculty and student interaction in which the focus is on student gains in skills, knowledge, understanding, and personal growth. In the Department of Chemistry teaching is accounted for by classroom instruction as well as mentorship of students in research. It is anticipated that all successful faculty will contribute to both classroom and research training of students. Criteria for promotion to Associate Professor and Professor carry the same expectations.

1. Candidates for tenure and promotion to Associate Professor, as well as promotion to Professor should have achieved adequate evaluations for teaching. It is expected that the faculty member would have received an annual evaluation of merit or above in teaching for the majority of time preceding their application for promotion. Teaching performance is evaluated in several ways and will include the quantity and quality of instruction along with contributions to the needs of the Department, examples of supporting evidence include:
 - A record of favorable student reactions to teaching performance.
 - Syllabi and course materials that feature clarity of instructional objectives, clear organization of material, and equitable and understandable criteria for the evaluation of student work.
 - Course development
 - Evidence of meritorious supervision of students in independent studies, internships, clinical experiences, and laboratories.
 - Creditable advising and mentoring of students in their preparation of research projects, and theses (as evidenced by journal publications and presentations at University, State, Regional, National, or International meetings).

Scholarship: The University defines scholarship as research and creative activities. Emphasis is placed upon establishing a successful independent and nationally recognized research program as evidenced by peer-reviewed publications and obtaining external research funding. The

Department of Chemistry recognizes the definition of research and the modes of documenting research as articulated by the University Research Committee:

“A formal procedure which contributes to the expansion of basic knowledge or applies such knowledge to the solution of problems in society or exemplifies creative expression in a specific field of study. The results of research are communicated to professionals outside the University through a peer-reviewed process in a manner appropriate to the discipline.”

These accomplishments should be indicated in letters of support from established colleagues in one’s field. Supporting evidence for this include:

- Publications in high quality journals
- Publications with ISU student co-authors
- Awarded major extramural grant funding
- Invitation to serve on national grant panel
- Invitation to speak at national conferences
- Productive external research collaborations
- Invitation to serve on Journal Editorial Board
- Publications clearly from ISU work
- Corresponding author publications
- Invited seminars
- Renewal of grant funding
- Securing a patent
- Prominent Review Articles/Book Chapters

It is expected that all successful faculty will have an active and independent research program and routinely disseminate their findings to their discipline. In addition to the expectation that the faculty member would have received an annual evaluation of merit or above in scholarship for the majority of time preceding their application for promotion, other expected achievements for tenure and promotion to Associate Professor and Professor are outlined below.

1. Candidates for tenure and promotion to Associate Professor are expected to demonstrate that they have successfully established their own research program at ISU as evidenced by recruitment of students, publications in national/international peer-reviewed journals, presentations with ISU student co-authors at regional, national, or international meetings, and securing extramural funding for their research. A candidate is expected to have demonstrated vigorous effort in pursuing extramural support and provide evidence of progress towards this goal (e.g., review panel critiques). If a candidate has not successfully secured extramural support at the time of review, their efforts towards external grant procurement may be considered as satisfactory (but this is not guaranteed). Faculty should recognize that these criteria will form the basis for recommendations of tenure and promotion as they plan their research activities and should discuss these criteria explicitly when preparing their statements for tenure and promotion. According to University policy, no one set of criteria guarantees tenure or promotion. In addition to the candidate’s dossier, the DFSC will utilize annual evaluations and external letters to help formulate their recommendation.
2. Candidates for promotion from Associate to Professor are expected to have attained the requirements for Associate Professor (outlined above) and have demonstrated national/international recognition for their scholarship. For minimum eligibility, candidates should have amassed a body of peer-reviewed works (e.g., funded external grants and publications in peer-reviewed journals) commensurate with the candidate’s field of study and consistent with evidence for a productive research program at the national/international level since being appointed to Associate Professor, thus providing confidence that this level of productivity will continue. According to University policy, no one set of criteria guarantees promotion. In addition to the candidate’s dossier, the DFSC will utilize annual evaluations and external letters to help formulate their recommendation.

Service: The Department of Chemistry recognizes under the category of service two major sub-categories: Professional service and University service. Professional service is the application of faculty professional expertise to needs, issues, and problems in service to professional associations as well as to business, government, not-for-profit enterprises, and the general citizenry. University service is the application of faculty expertise to the operation and governance of the University, including academic programs, departments/schools, colleges, and other components of the University.

The evaluation of service requires consideration of a variety of factors that include both Professional service and University service. It is expected that candidates for promotion will contribute adequately to service. The expectations for promotion to Associate Professor and Professor are outlined below.

1. Candidates for tenure and promotion to Associate Professor should have achieved satisfactory evaluations for service for the majority of time during their probationary employment. It is understood that an Assistant Professor's service contributions will predominantly be at the Departmental level.
2. Candidates for promotion to Professor should have received annual evaluations of satisfactory for service for the majority of time since being promoted to Associate Professor. It is also expected that candidates for Professor would have contributed to service needs of the Department, University, and their Profession.

VIII. Performance Evaluation Policies (University ASPT booklet, pp. 71-74, Appendix 2)

A. General Comments.

The well-being of the Department and Illinois State University depends upon the continued growth and development of its individual faculty members. Departmental peers and administrators able to make sound professional judgments can assure such growth. The Department of Chemistry expects high-quality performance from each faculty member and attempts to reward faculty for their efforts to this end. An integral part of the reward structure is an annual review of the professional performance of each faculty member.

The annual performance review of each faculty member shall be conducted by the DFSC. In conducting such reviews, the DFSC shall take into consideration the particular assignment given to each faculty member by the Chair. The primary principle guiding the DFSC's performance evaluation shall be the quality of work produced. Given the ebb and flow of annual productivity in all categories, as well as the university raise allotment, annual evaluations will focus on the activities of the preceding 3-year period. A faculty member on leave from the Department during part or all of a DFSC evaluation period will be evaluated on the basis of assigned duties and professional activities.

To assist the DFSC in its annual performance evaluation, each faculty member shall submit a completed Faculty Productivity Report, a template of which is provided by the College, and appropriate course materials (including syllabus, exams, and sample assignments where applicable) for each course for which they are responsible. The productivity report may include a narrative of up to two pages summarizing accomplishments during the evaluation period, and evidence of these accomplishments. These are due on the date specified by the University's ASPT document. Faculty members are encouraged to refer to current Department and University ASPT Policies concerning expectations in the areas of teaching, scholarly activities, and service.

The Department also requires that the faculty members have student opinion survey forms distributed for them in each lecture, discussion, and laboratory section. The faculty member will be absent from the room during the evaluation, having arranged for another faculty member, a staff member, or a student to collect the surveys and to return them immediately to the Departmental office. In the case of online courses, an anonymous online survey must be administered independent of the faculty member of record. The results of the student surveys for tenured/tenure-track faculty members, which are required in all semesters (including summer), are made available to the DFSC for evaluation purposes. The Chair will have access to the results for all instructors for determining future course assignments and are reported to the individual faculty members after grades are turned in and processed by the University.

B. Standards of Performance

Individuals differ in their abilities and the contributions they choose or are assigned to make to the Department and the University. The criteria and standards stated below attempt to recognize and provide for the variety of circumstances likely to be found in the Department of Chemistry and are supplementary to those listed in the University ASPT Guidelines.

1. Instruction in a laboratory setting is an integral part of the teaching of chemistry. Instruction includes the planning and institution of effective laboratory experiments and the identification and requisition of the necessary equipment and commodities to carry out the experiments.
2. Mentoring of undergraduate and graduate students in a research and/or laboratory setting is a normal part of the instruction process.
3. Adherence to safety procedures, proper waste disposal, and good “housekeeping” in both teaching and research laboratories, and instruction of students in those practices, are required.

C. Evaluation Criteria

As required by the University’s ASPT guidelines, an overall rating of Satisfactory or Unsatisfactory will be given to each tenure-track faculty member each year. In order to achieve an overall Satisfactory rating, a faculty member must be rated as Satisfactory in at least 80% of their assigned duties.

1. Evaluation of Teaching – Student opinion surveys must be obtained for each laboratory and lecture section taught by a faculty member. The DFSC also may observe a faculty member’s classes or may delegate such observation to the Chair or another faculty member. Observations are especially relevant for probationary faculty. The Chair, the DFSC, or the faculty member being reviewed may initiate such visits. The results of such a visit will be recorded and made available to the faculty member in question, the Chair, and the DFSC.

Faculty members are expected to provide documentary evidence of their teaching performance. This evidence shall include course syllabi, sample exams, and sample assignments. Failure to provide supporting materials will result in a lower rating by the DFSC. The DFSC shall also consider work done with students outside the normal classroom setting. The documentation of teaching may take the form of a teaching portfolio.

To be considered satisfactory in the area of teaching (with a 40% allocation), the following **minimum** criteria must be met:

- Student opinion surveys must be administered as required by Department and University policies.
- Appropriate course materials (including syllabus, exams, and sample assignments, where applicable) must be submitted for DFSC evaluation.
- An overall positive reaction to teaching performance must be maintained during the academic year, as evidenced by student evaluations and classroom visits by members of the DFSC.
- There must be evidence of mentoring students outside of the normal class setting (e.g. research labs, STEM Alliance, honors project, etc.).

2. Evaluation of Scholarly Productivity – Meritorious scholarly productivity is ascertained by contributions described in the University ASPT document. Some of the items listed under scholarly productivity may be more appropriately counted in the teaching category. In particular, scholarship in support of teaching and learning should be classified as teaching *unless* the activity results in a publication in a scholarly outlet.

Emphasis must be on the quality of the products submitted. The DFSC shall make every possible effort to assess fairly the quality of a publication and the journal or book in which it is printed, perhaps with the help of the supplied faculty narrative document. Similarly, the DFSC is responsible for taking into account the significance, value, and duration of a successful grant and the number of collaborators; the number of co-authors on publications (including whether students served as co-authors); where the work was done; the level and reputation of the association at which a presentation is made; and other relevant considerations.

The Department recognizes that the time commitment of setting up a laboratory and preparing to engage in research in a new environment makes it difficult for a new faculty member to produce publications or successful grant applications soon after joining the faculty. However, by the time of the DFSC's tenure decision, all probationary faculty members must have established a record of scholarly productivity that indicates that the probationary faculty member will meet the standards stated in the preceding paragraph if they are to be awarded tenure and promoted.

To ensure a satisfactory rating in the area of scholarly productivity (with a 40% allocation), the following minimum criteria must be met:

- Evidence of an active presence in scholarly activities, as demonstrated by at least one artifact from each of the following categories over the 3-year evaluation period, prorated for faculty members with less than 3 years of service:
 - quality peer-reviewed publications (at least 1 corresponding authorship with student(s) from your research group in 3-year evaluation period).
 - external grant applications (at least 1 extramural submission in 3-year evaluation period if unfunded).
- Compliance with all University, State, and federal regulations pertaining to the research laboratory, including safety.

3. Evaluation of Service – Meritorious service consists of activities that make a significant contribution to the mission of the Department. A minimum amount of service, whether formal committee work or specifically assigned service functions, is considered an integral part of each faculty member's duties. Service may include Departmental, College, University, and extra-University committees and activities. Service may also

include departmental and other support activities (e.g., instrument and computer maintenance and administration). Service also includes other professional activities (e.g., serving as a reviewer for journal articles or grant proposals, committee work for local, regional, or national professional organizations, organization of symposia, workshops and conferences, recruiting seminars, and some departmental seminars). It is also expected that faculty members will regularly participate in the departmental events such as seminars, faculty meetings, and appointments with visiting scientists.

To be considered as satisfactory in the area of service (with a 20% allocation), the following **minimum** criteria must be met:

- Serve the Department as assigned by the Chair and carry out these duties in a responsible and timely fashion.

At the Chair's discretion, service responsibilities may be satisfied, in part, by commitments outside of the department but within the University or even externally. Such arrangements will be made in writing, and adequate reporting is required.

IX. Post-tenure Reviews (University ASPT booklet, pp. 34-38)

Annual reviews will serve as post-tenure reviews for tenured faculty members, unless a faculty member's performance is deemed unsatisfactory during two years in a three-year period, in which case the DFSC will conduct a cumulative post-tenure review. Cumulative reviews may also be conducted by the DFSC at a faculty member's request.

X. Termination of Employment Policies and Disciplinary Actions

The Department of Chemistry subscribes to the University ASPT Policies.

XI. Additional topics

A. Departmental Response to Incidents of Unethical Behavior

The Department subscribes to the Code of Ethics detailed in the University Handbook. The Chair and DFSC have the responsibility to respond to the professional misconduct of the faculty within the Department. Due process as established by University policies must be followed at all times.

B. Absences from Class

Faculty members in the Chemistry Department are expected to meet their classes at the regularly scheduled times. Absences from class should be exceptional, with any non-emergency absences approved in advance by the Department Chair. Arrangements should be made such that the quality of instruction is not diminished by the faculty member's absence.

Appendix A: Allocation of Performance-Based Increments

The DFSC shall conduct an annual salary review for all faculty members. The annual review shall be directed toward ensuring that faculty salaries are consistent with performance and contributions to the Department and University in both the short and long term. Faculty members' performances in the traditional areas of teaching, scholarly productivity and service typically will be considered in the ratio of 40%/40%/20% respectively. However, different ratios may be justifiable during particular years or for longer periods. If a faculty member's duties during the upcoming year deviate significantly from the standard faculty assignment, they may, at the time annual teaching assignments are agreed upon (and prior to the evaluation year) negotiate with the Chair for a different overall breakdown of these three areas. These negotiated ratios are subject to the necessity of making sure Departmental needs are covered and are limited to the ranges outlined below:

- i)** Teaching – range of 20-60%
- ii)** Scholarly Productivity – range of 20 to 60%
- iii)** Service - range of 10 to 40%

In no case can a probationary faculty member deviate from a typical 40/40/20 assignment.

The weighting factors agreed upon by the DFSC and the faculty member will be used to determine the overall performance rating for a given faculty member.

The Chair shall present to the DFSC recommendations for the distribution of salary increases, including performance-evaluated salary increments and any equity adjustments. The DFSC is responsible for input on and final approval of the salary recommendations in consultation with the Chair.

In general, the expectation is that all faculty members performing their duties satisfactorily will be assigned some performance-based increment (typically 50% of the total raise dollars) during the evaluation process. Nevertheless, faculty who are deemed to have performed at a higher level than others will receive a greater proportion of the performance-based increment. Among the considerations involved in allocating the balance of the performance-based funds are:

- a)** Increments will contain two components: one half consisting of a percentage of the faculty member's base pay; the other half to consist of equal dollar amounts for similar levels of performance.
- b)** Increments will be based primarily on the performance in the current evaluation period. However, a portion of the salary increment (not to exceed 20%) will be assigned on the basis of the faculty member's cumulative long-term performance and the overall value of the faculty member to the Department. This may include an equity component to cover such problems as unrewarded long-term performance, salary compression issues and market conditions.

Appendix B: Publications

General Statement

- **Journals:** Basic research in chemistry, chemistry education, and biochemistry is a dynamic enterprise. New research areas open at the same time that older ones either branch out into new sub-fields or develop into modern research areas. The number of major research journals is large and evolving, with major new journals coming into existence and older ones taking on new relevance. All journals should have a policy of peer review.
- **Books:** Generally, monographs in advanced topics must be well recognized scholarly productivity items, while high-quality original textbooks and laboratory manuals are to be included under teaching productivity. All publishers should have a policy of peer review.

Approved by the CFSC December 8, 2023.