

TENURE AND PROMOTION GUIDELINES

Department of Chemistry and Biochemistry

The University of Southern Mississippi

I. Departmental Mission. The Department of Chemistry and Biochemistry is committed to providing research, teaching, and service of the highest possible quality to its board of trustees, the people of Mississippi, the Gulf South, and the nation. The teaching mission has two aspects. The first is the education of students in the scientific method through the study of chemistry, thereby contributing to the evolution of a populace able to make rational decisions in a world increasingly dominated by science and technology. The second is the education of students in chemical systems and, whenever feasible, to apply this knowledge to solving problems of societal interest. The teaching and research missions are inseparable parts of the whole. Research is an important part of undergraduate education and is the major component of graduate education. The service mission is both intra- and extramural. The former consists of contributions of faculty and staff expertise to the development and operation of the university. The latter includes acting as a resource for the community, state, and nation on chemistry and biochemistry related matters including work with professional societies and economic development through interactions with industry.

II. Departmental Criteria for Promotion and Tenure

The Department of Chemistry and Biochemistry is a Ph.D.-granting department at a research-intensive university. To realize the goals connected to its mission and maintain a successful graduate program, the research/scholarly activities of its faculty are the most crucial factor. Deliberations about tenure and promotion of a candidate, therefore, will place particular emphasis on research/scholarly accomplishments and connections of these activities to the education and training of future scientists. This document states the standards of the Department of Chemistry and Biochemistry for tenure and for promotion. According to the College of Science and Technology (CoST) Bylaws, Appendix I, III.C. 2.c.: ***“It is the duty of the candidate, with the assistance of the departmental chair, to present evidence of the candidate’s competence”.***

A. Expectations for the Granting of Tenure

The decision to grant tenure to a colleague is of utmost importance since it will shape the professional future of the department. A favorable recommendation for tenure by the departmental tenure and promotion committee implies that the candidate’s professional and scientific integrity are beyond reproach and that the candidate is considered a good fit within the department. The candidate is expected to complement efforts of and interact constructively with

colleagues in the department, to contribute to the agreed-upon mission and common good of the department, and to actively and constructively pursue innovation related to the department's research, teaching and service endeavors. Realizing the importance of diversity and the value of dissenting viewpoints, it must be emphasized that mere differences of opinion by themselves are not regarded as non-constructive.

Evaluation of a candidate's suitability for tenure differs from that for promotion by also considering the following criteria related to future potential and collegiality:

1. The candidate's potential for continued professional growth throughout his/her career at USM. The term "professional growth" encompasses research productivity, effective teaching and student mentoring, and service contributions as outlined in the promotion criteria.
2. The candidate's willingness and ability to show collegial behavior towards faculty at The University of Southern Mississippi and at other institutions.
3. The candidate's willingness and ability to abide by the departmental rules and procedures and to interpret these in the spirit in which they were intended.
4. The candidate's willingness and ability to work for the common good of the department, college and university. While aggressive pursuit of a successful professional career is expected and desired, competitiveness must not come at the expense and to the detriment of others in the department, college and university.

Additional criteria listed in the Tenure and Promotion Policies of the College of Science and Technology and in the Faculty Handbook of The University of Southern Mississippi.

B. Expectations for Tenure and Promotion to Associate Professor

1. Research Expectations

A faculty member qualifying for either tenure or promotion to associate professor must have established an active research program.

Four main criteria will be considered:

1. Publications in refereed journals consistent in number, quality, and scope with others in their area of chemistry or biochemistry.
2. Aggressive pursuit of establishing an externally funded research program through grant writing. Clear evidence of success in receiving grant(s) that support the candidate's research.
3. Presentations at national or international meetings on a continuing basis.
4. Direction and financial support of research conducted by graduate and undergraduate students.

Additional items for consideration as evidence of research productivity include:

- c. Non-refereed publications.
- d. Presentations at local and regional meetings and other institutions.
- e. Recipient of research honors and awards.
- f. Support and direction of research conducted by postdoctoral fellows or technicians.
- g. Contributions to department research infrastructure.

Additional evidence of research productivity not listed above can be considered (See the College of Science Promotion and Tenure Guidelines).

2. Teaching Expectations

A faculty member qualifying for either tenure or promotion to associate professor is expected to be an effective classroom teacher and an effective director and mentor of graduate and undergraduate students.

These two requirements and evidence to be considered are:

1. Effective classroom teaching

- a. Number of classes taught.
- b. Number of different courses taught demonstrating versatility.
- c. Development of new courses.
- d. Contributions to laboratory instruction.
- e. Student evaluations compared to departmental mean for similar course, taking particular note of questions related to good teaching.
- f. Meet good teaching practices checklist items.
- g. National ACS standardized exam scores compared to departmental mean for course (when available).

2. Effective direction and mentoring of graduate and undergraduate students

- a. Professional growth of students, judged by student co-authorship of publications and quality of their presentations.
- b. Student progress towards graduation
- c. Active promotion of student success
- d. Professional placement of students

Other contributions toward teaching can be considered that are not listed above (see the College of Science and Technology Promotion and Tenure Guidelines).

3. Service Expectations

A faculty member qualifying for tenure or promotion is expected to provide professional service within the university, to professional organizations in his/her area of expertise and in the community.

Five main criteria will be considered:

1. Service on departmental committees and through direct assignment as coordinator, liaison etc., with evidence of significant contributions and of leadership.
2. Service on graduate student committees and as chair of at least one graduate committee.
3. Active student recruitment for the department.
4. Effective undergraduate student advisement and assistance in the professional development of students (e.g. through letters of recommendation).
5. Service to relevant professional organizations within his/her area of expertise (e.g. as external reviewer of grant proposals and/or journal articles, as review panel member, active participation in the organization of professional meetings, etc.).

Other service activities for the advancement of the department can be taken into consideration:

- a. Service on college and/or university committees.
- b. Participation in and/or initiation of outreach programs that increase the visibility of the department in the public eye (e.g. high schools, local news, etc.).
- c. Initiation of and participation in departmental programs that contribute to the common good.

Additional evidence of service productivity can be considered that is not listed above (see the College of Science Promotion and Tenure Guidelines).

C. Expectations for Promotion to Professor

1. Research Expectations

An associate professor applying for promotion to professor must provide evidence for continually increasing research productivity and professional growth since the previous promotion. The candidate must have established a vigorous, well-funded independent research program in a particular area for which the applicant has gained a national/international reputation.

Five main criteria will be considered, with contributions expected in all five areas:

1. A sustained record of a substantial body of work for which the candidate is nationally and internationally recog0.0uf-0d1o3 zcf-0e1y-0.0g -0

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- e. Active involvement in faculty curricular committees
- f. Contributions to laboratory instruction.
- g. Mentoring of new faculty teaching.
- h. Development of course materials to improve instruction, (course demonstrations, textbook(s), laboratory manual(s), multimedia teaching materials).
- i. Student evaluations compared to departmental mean for similar courses, taking particular note of questions related to good teaching.
- j. Meet good teaching practices checklist items.
- k. ~~5B (since 5B09-5058 Confirmed by TDC) If not 08.16.18.0005 Tdc 93006~~ (when available, Tdblediaes checklist items)

5. For promotion, a personnel committee of faculty members within the department who have the same professorial rank or higher as that requested by the applicant meet to evaluate the applicant.
6. The personnel committee elects a chair for the committee, evaluates the applicant's dossier, and then prepares a letter listing the committee's perceived strengths and weaknesses of the applicant.
7. The applicant receives the committee's preliminary evaluation and is given one week in which to respond in writing. The applicant is not under obligation to respond but must notify the committee in writing if he/she will not submit a response.
8. The personnel committee then meets again to consider any response the applicant submitted and votes on the applicant's request for tenure or promotion. In consultation with the committee members the committee chair prepares a letter that expresses the findings of the committee and the result of the vote.
9. The letter is signed by all committee members and included in the applicant's dossier.
10. The department chair prepares a separate evaluation letter that is also placed in the candidate's dossier. The department chair then forwards the complete dossier to the Dean, provides copies of both evaluation letters to the candidate, and for the departmental file