

DEPARTMENT OF CHEMISTRY
GUIDELINES ON PROMOTION, TENURE, AND REAPPOINTMENT
Adopted as revised, October, 2003

Preamble

It is the responsibility of the department chairperson, in consultation with tenured faculty, to make recommendations at the appropriate time either for or against reappointment, promotion and tenure of all non-tenured faculty, and promotion of those tenured faculty requesting it. The recommendation is to be based on the faculty member's professional activities in teaching, scientific research, educational research, university service, and professional service and, especially in the case of continuous appointment, on these activities at U.N.O. These guidelines describe the process of this consultation and indicate the factors to be considered by chemistry faculty.

I. Evaluation Committee Structures

A. Reappointment and Continuous Appointment Committee

1. Members will include tenured faculty whose load is at least half-time in chemistry and who are also in the AAUP bargaining unit. The department chairperson shall not vote.
2. If a faculty mentor has been previously specified by the department chairperson for the person seeking tenure, and is still active in that role, the mentor will be a member of the committee. If the mentor is not a member of the chemistry faculty, the mentor will be a non-voting member of the committee.
3. The department chairperson is expected to attend committee meetings and may speak to request consideration of particular items.
4. The committee elects its own chairperson, who must be a voting member.

B. Promotion Committee

1. Members will include tenured faculty at or above the rank to which promotion is sought, whose load is at least half-time in chemistry, and who are also in the AAUP bargaining unit. If there are none or one other than the chairperson, then all tenured faculty in chemistry except the candidate will serve. The department chairperson shall not vote.
2. If a faculty mentor has been previously specified by the department chairperson for the person seeking promotion, and is still active in that role, the mentor will be a member of the committee. If the mentor is not a member of the chemistry faculty, the mentor will be a non-voting member of the committee.
3. The department chairperson is expected to attend committee meetings and may speak to request consideration of particular items.
4. The committee elects its own chairperson, who must be a voting member of the committee. When promotion is sought with tenure, the actions will be considered separately, but one individual will serve to chair both committees.

C. Advisory Committee considering Continuous Appointment or Promotion of the Department Chairperson

1. When the department chairperson requests promotion and submits supporting materials, the college dean is expected to designate an individual to consult with the faculty and make a recommendation to the dean. In doing so the designated person undertakes the roles typically assumed by the department chairperson. The chemistry department chairperson has only those responsibilities and privileges usual for applicants for promotion. All mention of the department chairperson in this document outside this paragraph should be understood in this context.

II. Consultation process

- A. The candidate is responsible for supplying all required materials by the established deadlines. These are submitted to the department chairperson, who will make the candidate's submission available to committee members.
- B. For the initial, tenure-track reappointment or for promotion from instructor to assistant professor, if the recommendation of the department chairperson is positive, the department chairperson will write the required recommendation for submission to the dean and inform the tenured faculty of this decision before it is transmitted. If objection to this is submitted in writing from two or more tenured faculty, the chairperson shall call a meeting of the reappointment committee. If the recommendation of the department chairperson would be negative, the chairperson must consult with the appropriate committee before submitting the recommendation.
- C. For successive reappointments and promotion the department chairperson shall in consultation with department faculty establish a time for an initial meeting of the reappointment committee. For successive appointments the chairperson of the prior year's committee and the department chairperson will make available written communications to the candidate from that prior action.
- D. The committee shall first elect a chairperson. The chairperson will conduct a discussion of the merits of the application for reappointment, continuous appointment or promotion within the areas established by the college (teaching, research, and service) as modified in any contractual agreement with the faculty member. Motions to rate the candidate according to the current college levels in each area will be considered, and may be voted by open or secret ballot as the committee desires.
- E. After ratings have been established, a motion for positive action will be voted on by secret ballot, which is counted by the committee chairperson and verified by the department chairperson.
- F. The department chairperson shall inform the committee chairperson whenever the chairperson's rating by category differs from the committee's, or the intended recommendation on reappointment or promotion differs from the committee's. The committee chairperson may call a meeting of the committee with the chairperson to resolve such differences before the papers are forwarded to the Dean's office.

III. Guidelines for Continuous Appointment

A. Basic Criteria to be considered

1. The criteria applied by the committee are to be consistent with those of the college, the campus, and the Bylaws of the Board of Regents. Contractual arrangements affecting the criteria, such as specification of the year of tenure decision or the over-

- or under-weighting of teaching, research or service in evaluating a faculty member's record, are binding on both parties. They must be made ahead of work, rather than in response to or recognition of the record of accomplishment.
2. Neither assistant instructors nor instructors are eligible for continuous appointment. A minimum of three full years service at UNO is expected before an Assistant Professor may be recommended for continuous appointment. A minimum of full two years service at UNO is expected before an Associate Professor or Professor may be recommended for continuous appointment. Though this time restriction may be waived for university administrators to be hired with tenure in the department, the candidate must be approved on the other criteria.

IV. Criteria for Promotion

A. Assistant Instructor to Instructor

1. Possession of masters degree
2. Effective teaching as gauged by student performance and student and peer evaluations
3. Evidence of professional growth as shown by initiative in development and refinement of laboratory materials or operation

B. Instructor to Assistant Professor

1. Possession of earned terminal degree (Ph.D.)
2. Effective teaching as gauged by student performance and student and peer evaluations
3. Evidence of continued research interests beyond that required for thesis.

C. Assistant Professor to Associate Professor

1. Effective teaching as gauged by multiple criteria taken from the following, nonexclusive list:
 - a. student performance on calibrated work and standardized tests
 - b. student and peer evaluations
 - c. development of course materials and laboratories
 - d. university awards
 - e. recognition of evaluating groups or agencies
 - f. mentoring, or collaborating with, other teachers toward instructional improvement
2. Research activities as evidenced by:
 - a. in technical research:
 - 1) publications in recognized, particularly peer-reviewed, journals
 - 2) publication of monographs, technical notes and treatises
 - 3) evidence of a productive on-going research program
 - 4) direction of undergraduate research
 - 5) presentation of papers at meetings of learned societies
 - 6) submission of proposals and receipt of grants for chemical research
 - b. in educational research:
 - 1) publication in recognized, particularly peer-reviewed, journals of science education, higher education, and education research
 - 2) publication of textbooks
 - 3) development of new courses
 - 4) development of new laboratory experiments.

- 5) development of new teaching techniques
 - 6) submission of proposals and receipt of grants for educational research
 3. Service to the department, college, university and community as evidenced by:
 - a. participation in the departmental affairs such as:
 - 1) committees
 - 2) academic counseling and support of student learning outside a classroom/lab
 - 3) submission of proposals and receipt of grants that provide equipment and/or funds to the department
 - b. Participation in university affairs such as:
 - 1) appointed or elected committees, task forces, and commissions
 - 2) Faculty Senate
 - 3) membership on thesis committees
 - c. Contribution of professional services to the community:
 - 1) lecturing to community organizations
 - 2) judging of science fairs
 - 3) testifying for local, state and federal fact finding committees
 - 4) consulting for industry and government
 - d. Contribution of professional services to the profession:
 - 1) service to the American Chemical Society, one of its divisions, or other such recognized scientific societies
 - 2) service to the Nebraska Academy of Science or other such state and regional scientific societies
 - 3) productive, collaborative activity as a member of scientific organizations
 4. Promotion to the rank of associate professor normally accompanies continuous appointment, but may be considered after no less than three full years of service in rank of assistant professor at U.N.O. Regardless of a faculty member's typical assignment, continuous appointment and promotion to associate professor require that teaching be judged no worse than competent and that research be sufficient that the faculty member be a member of the graduate faculty.
- D. Associate Professor to Professor
1. Continued professional growth in scholarship and professional contributions to the university and community as judged by the criteria outlined in section IV.C. Documentation is expected to include statements of support from faculty at other institutions sufficiently familiar with the applicant's work to be competent in evaluation of it.
 2. Promotion to full professor may be considered at the end of the seventh year of service in the ranks of assistant and assistant professor but normally not before the completion of the fourth year of service at U.N.O.