

## Department of Chemistry and Biochemistry

### Department-Specific Guidelines and Clarifications to the College of Engineering and Science Tenure and Promotion Guidelines

September 2016

#### Departmental Promotion and Tenure Committee

At the April faculty meeting, the members of the departmental P&T committee for the next academic year shall be named. The departmental P&T committee consists of all tenured members of the department not serving as department chair or as a member of a subsequent P & T committee (e.g. college or university level). Before the end of the term, the committee shall meet and elect a chair. The chair is responsible for calling meetings, organizing the committee for the submissions of letters of evaluation, and signing the dossier on behalf of the committee. The name of the chair shall be made available to the entire faculty. If there are changes to the committee (e.g., after the election of faculty to the college or university committees at the E&S convocation), these changes shall be noted at the first faculty meeting of the academic year.

In addition:

- The person seeking tenure and or promotion shall not be part of the discussion, review, or evaluation of their own dossier;
- All members of the committee are part of the review, discussion, and evaluation of the dossiers for lecturers and those seeking tenure and promotion to Associate Professor; and
- Members of the committee who hold the rank of Professor are part of the review, discussion, and evaluation of the dossiers of those seeking promotion from Associate Professor to Professor.

Submitted dossiers go through several layers of review. The departmental P&T committee is the first to review a dossier and has two weeks from the due date of the dossier to complete their evaluation. Given the need to schedule meetings in a timely manner, the candidate should inform the chair of the department and chair of the departmental P&T committee of their intent to submit a dossier as early as possible.

Scholarship Examples: Department of Chemistry and Biochemistry, College of Engineering & Science

The preponderance of the evidence of scholarship should be peer-reviewed and research-based in the area of the faculty's expertise, teaching pedagogy, or integration and application. The CES P&T criteria state that promotion to Associate Professor requires at least 1 HIGH and at least 1 MEDIUM publication and promotion to Professor requires at least 4 HIGH publications with 3 of these since promotion to Associate Professor.

Level	Types (from CES Tenure and Promotion Guidelines 4/2016)	Examples for Department of Chemistry and Biochemistry
High	<ul style="list-style-type: none"> <li>Peer-reviewed publications in national or international journals in the profession</li> <li>Peer-reviewed publications in national or international conferences in the profession</li> <li>Patents granted</li> <li>Books and book chapters adopted outside of UDM*</li> </ul>	<ul style="list-style-type: none"> <li>American Chemical Society and American Physical Society journals</li> <li>Other flagship publications of major organizations (e.g., <i>Applied Spectroscopy</i> and <i>Journal of Forensic Science</i>)</li> <li>Education journals (e.g., <i>Chemical Educator</i> and <i>Biochemistry and Molecular Biology Education</i>)</li> <li>National Science Teachers Association Journals</li> <li>Funded proposals (as a Principal Investigator) to national or international organizations such as National Science Foundation or National Institutes of Health**</li> </ul>
Medium	<ul style="list-style-type: none"> <li>Non peer-reviewed publications in national or international journals in the profession</li> <li>Non peer-reviewed publications in national or international conferences in the profession</li> <li>Peer-reviewed publications in local or regional journals in the profession</li> <li>Peer-reviewed publications in regional conferences in the profession</li> <li>Books and book chapters adopted internally to UDM*</li> </ul>	<ul style="list-style-type: none"> <li>Poster or oral presentations in the scientific sessions at national conferences (not student sessions)</li> <li>Funded proposals (as a Principal Investigator) supported by UDM funds or local or regional organizations</li> <li>Journals for undergraduate research (e.g., <i>American Journal of Undergraduate Research</i>, <i>Journal of Undergraduate Chemistry Research</i>)</li> </ul>
Low	<ul style="list-style-type: none"> <li>Non peer-reviewed publications in local or regional journals in the profession</li> <li>Non peer-reviewed publications in regional conferences in the profession</li> <li>Invited talks</li> <li>Articles in local media</li> <li>Interviews with local media</li> </ul>	<ul style="list-style-type: none"> <li>Poster or oral presentations in the student sessions at national scientific conferences</li> <li>Poster or oral presentations at local or regional scientific conferences</li> </ul>

\*The levels listed are for the first edition of a book or book chapter, but subsequent editions are one level lower.

\*\*A funded proposal should not be the only HIGH submission for promotion to Associate Professor