Department of Chemical & Biological Engineering
Promotion and Tenure Evaluation Criteria

Constitution of the Promotion and Tenure Committee

The Peer Committee will normally be composed of the tenured faculty members of the Department, excluding the candidate, the Chair, and any members on leave.

For tenure decisions the Committee will normally include only the tenured full professors unless a motion to include also the tenured associate professors or other members from outside the Department is put and carried by a majority of the eligible full professors. Untenured professors will not be included.

For promotion to the rank of full professor the committee will have the same composition and be governed by the same rules as for tenure decisions.

For promotion to the rank of associate professor the committee will normally include all tenured associate and full professors with the exception of the candidate, the chair and any professors on leave.

Procedure

The file will be prepared by the candidate in consultation with the Chair, who will present the case briefly to the Peer Committee and answer any questions. However, unless explicitly requested to participate the Chair will not take part in the deliberations of the Committee.

The Committee will summarize the results of their deliberations and present them to the Chair in a form suitable for incorporation in the candidate's file.

Evaluation Criteria

The primary responsibility of the Chemical and Biological Engineering faculty members is to sustain and strive to improve the total professional educational program of the Department, which includes effective teaching, effective advising, contributions to research, and contributions to public service, as stated in the Faculty Handbook of the University of Maine. All activities are essential for the sustained performance of the Department, and all will be considered as factors affecting recommendations on promotion and tenure, although performance in teaching and research will be considered as the major parameters. A satisfactory level of performance in all areas should be expected as a minimum for a positive recommendation. Exceptional performance in one of the key areas (teaching/research) can compensate for lesser performance in other areas and the final evaluation will be based on the Committee's perception of the faculty member's ***overall*** performance.

Evaluation of teaching will be based principally on the judgment of peers, the judgment of the department chair, and on the results of student evaluations. The evaluations shall include the nature of the courses taught and the attempts to revise the course material and presentation methods. Creative teaching, as illustrated by introduction of new methods, revision of courses, and adoption of methods by other chemical engineering departments will be taken as additional evidence of progress toward excellence.

Factors to be considered in evaluating contributions in research shall include the rate and quality of publications in reviewed research journals, the rate and quality of papers presented at recognized technical meetings, the development of an overall program of research, and the level of external funding. Research interaction with other faculty, the educational development of graduate students, the degree of self-support in generating new facilities, and expected potential for continued growth of particular expertise will also be considered as factors.

The effectiveness of advising both undergraduate and graduate students will be considered. Participation in guiding professional student society programs and cooperative educational programs may also be taken into account. Advising is recognized as an essential activity for all faculty members.

Service shall be considered in two areas—University and Professional. University service shall include service on committees, contributions to intellectual improvement, and willingness to promote the overall programs. Professional service shall include membership and service in professional organizations (office and committee memberships, technical session organization, short courses), consulting participation on government committees and panels. Other factors may also be considered, at the discretion of the Committee.

In addition, the unit member shall have demonstrated the ability and willingness to support and work for the general goals of the Department. This implies activities such as sharing in planning and implementing revisions to the curriculum, carrying out departmental assignments, and promoting mutual support among all department members. Special consideration will be given to contributions which are primarily for the benefit of others in the Department or University.

Promotion from Assistant Professor to Associate Professor requires that the unit member has demonstrated creative performance in those areas required by the mission of the Department. The unit member must show high promise for continued development. Typically, the evaluation will be almost totally based upon information and documentation supplied by the unit member, by the Peer Committee, or from sources within the University.

Promotion from Associate Professor to Professor requires a sustained record of accomplishment and a high level of recognition and maturity. The level of recognition and maturity will be determined from evaluation of the unit member's reputation by

knowledgeable individuals external to the University as well as from the documented results of activities in teaching, research, service and leadership.

Prepared March 1980 by A.L. Fricke
Revised September 1998 by D.M. Ruthven
Approved by CHE Faculty January, 1999