

DEPARTMENT OF CHEMISTRY

(September 2001)

Criteria for Evaluation, Promotion and Tenure

Articles 7, 9 and 10 of the Agreement between the University of Maine System and AFUM delineate the rules and procedures for appointment, reappointment, promotion, tenure and evaluation of faculty members. This document describes the criteria to be applied within the context of these rules.

Role of peer Committees

Peer committees shall conduct annual evaluations where required and recommend reappointment, promotion and tenure where appropriate. For these purposes, peer committee members will solicit opinions from all departmental faculty members. It is also strongly recommended that peer committee members play active roles as mentors, particularly in the case of untenured faculty.

Constitution of Peer Committees

For the initial and subsequent annual evaluations and the promotion of assistant professors, the peer committee shall comprise the tenured members of the department.

For evaluations and promotion of associate professors, the peer committee shall also consist of all tenured members of the department excluding the member under review.

For evaluation of full professors, the peer committee shall comprise all full professors excluding the member under review.

For joint appointments, such as those between the Department and LASST, a joint Peer Committee shall be constituted, in accord with Article 9 of the AFUM Contract.

Each peer committee shall elect its own chair.

The written evaluation and, where necessary, the results of voting of each peer committee shall be forward to the departmental chairperson for transmittal to the member being reviewed and to the dean and for incorporation in the member's file. The general conclusions of the committee should be transmitted to the faculty member prior to the final draft of the letter in order that he or she will have an opportunity to meet with the committee to discuss any concerns.

The department chairperson shall be present at all peer committee meetings except those in which he or she is being evaluated as a faculty member. He or she shall not vote.

No faculty member with full time administrative responsibilities above the level of chairperson shall be a member of a peer committee.

Criteria for Evaluation of Faculty

Evaluation of faculty will be carried out at the intervals stipulated in the Agreement according to the assigned division of duties. Professional Service outside the university is also considered meritorious.

These criteria will also be used in making decisions concerning reappointment, promotion and tenure and for evaluations with the purpose of distributing merit pay increases that are decided at the department level.

Teaching

Effectiveness as a teacher is expected to increase during a faculty member's career as familiarity with subject matter, ability to communicate and self-confidence increase. A high level of performance is expected.

Of overriding importance is the ability to impart knowledge and understanding with clarity, accuracy and enthusiasm. A faculty member is also expected to be responsive to student needs and to be available on a regular basis for student consultations and advising.

The supervision of undergraduate and graduate students in research projects and membership on thesis advisory committees are also deemed important teaching activities. Course development and curriculum review are also looked upon as significant components of the teaching picture, as is the writing of textbooks and manuals and publications in the pedagogical literature.

Assessment of teaching effectiveness will be based inter alia on written student evaluations and comments. Class visitation by peers may be carried out on a limited basis by arrangement with the faculty member. Inspection of class syllabi and examinations will provide information concerning organizational ability and testing rigor, amongst other things.

Research

Faculty members will be engaged in research or scholarship, which will be evaluated by reference to the following types of evidence, which are not necessarily listed in order of importance.

1. Publications in refereed professional journals. Quality of publications will take precedence over quantity.
2. Applications for, and Acquisition of Research Funds, with an emphasis on external grants. This activity is considered very important for the development of both the faculty member and the department.
3. Invitations to present papers or to participate in professional workshops. These offer evidence of recognition by peers outside the university in similar areas of research.
4. The presentation of research papers and posters at professional meetings. Regular attendance at such meeting is encouraged.
5. The Writing of Research Monographs or Books in the field of expertise.

6. The Review of Papers, Books and Research Proposals. This again demonstrates peer recognition in the field of expertise.

Service

On Campus

All faculty members are expected to participate in departmental meetings and to serve on departmental committees. Other activities may include the advising of student groups in the discipline and participation in local scientific organizations and societies. In addition, an increasing participation in college and university affairs is anticipated, particularly after the granting of tenure. This may include committee work and membership on task forces. Faculty Senate and Graduate Board.

Off Campus

Service to the State and the off-campus community is looked upon with favor. This might include activities such as membership on State commissions and panels, office in the Maine Section or at the national level of the American Chemical Society, organizing meetings for the high school teachers, school visitations, etc. Consultation for remuneration may in some cases be considered an activity of this type.

Reappointment and Promotions

In evaluations of all kinds, emphasis will be apportioned in proportion to the assigned distributions of responsibility in teaching and research.

Reappointment and Promotion of Assistant Professors

The first evaluation is scheduled early in the first semester when the research program is just beginning and the faculty member is meeting his/her first classes. At this stage there is insufficient information available on performance and unless there is negative evidence, the first reappointment should be automatic. It is expected that efforts will have been made to initiate the research program.

Subsequent reappointment decisions will be based in the teaching area on student evaluations, possible class visitations and scrutiny of course syllabi and examinations. In terms of research, a period of induction is expected after the first appointment, but publications should begin to appear after the research program has become well established and results begin to accumulate. This time frame will vary according to the nature of the research, the number of students and the availability of funds. It is expected that beginning faculty will make application for starter grants. As results accumulate, longer-term support should be sought from external agencies. Steady growth is expected in both teaching and research.

Promotion to Associate Professor will require evidence of a high level of performance in teaching and research. It is expected that the faculty member establish a research program in which he/she is clearly the lead PI in some projects. Letters will be solicited from outside referees in the research area who will be informed about teaching load, extent of institutional support and other pertinent matters.

Promotion to Professor

For promotion to professor, continued high performance in teaching and research is expected together with contributions in the area of service. There must be evidence of a sustained and successful research effort as determined by personal observation, publications, professional activities and initiative in seeking and acquiring external support so that the peer committee is convinced of the dedication and commitment to research. Letters from outside referees will be solicited in order to assess the reputation of the candidate in the field.

Periodic Evaluations

The expectations described above for reappointments and promotions will also apply to the other periodic evaluations of faculty members.

Post-tenure Review

The criteria applied for reappointment and promotion also will be applied to continuance in rank as indicated in the AFUM contract.