I. PROCEDURE

Evaluation of Application for Promotion and Tenure

Faculty in the Department of Chemistry are evaluated for promotion and tenure using the procedures described in The Faculty Manual of Saint Louis University and the College of Arts and Sciences Rank and Tenure Procedures in section II.A.6 of the College Policy Binder.

Mentoring and Evaluation of Untenured Faculty

The Department of Chemistry is relatively small and conducts mentoring of untenured faculty in an informal manner. Untenured faculty are frequently encouraged to seek advice and guidance on teaching, research, and advising from senior faculty colleagues. Faculty in the Department frequently gather informally at the lunch hour, which enhances the collegial atmosphere in the Department. The Chair, as well, is actively involved in ensuring that the untenured faculty have a voice in the Department and that their needs are met to the greatest extent possible.

- Third-Year Review Process

In the fall semester of a faculty member’s third year, a tenured faculty person in the same (or relate disciplinary specialty as the untenured faculty member is selected to prepare a report on the individual’s progress in teaching. The Chair also prepares a teaching evaluation of the candidate that, in part, reflects responses from student course evaluations. The Chair then meets with the tenured faculty to discuss the candidate’s overall progress toward tenure and promotion.

After preparation of the third-year review letter and distribution to the candidate and the Dean, the Chair meets with the candidate to discuss the evaluation.

II. CRITERIA

Criteria for Promotion to Associate Professor with Tenure

- Teaching

The Department of Chemistry views its primary goal to be the education and training of students at the baccalaureate and masters levels. Consequently, a significant emphasis is placed on teaching. The means by which the Department evaluates an individual’s teaching may include student course evaluations, tenured faculty and Chairperson’s evaluations, class visitations, or the review of examinations, course syllabi, and other related materials. A further important goal of the Department of Chemistry is the involvement of undergraduate majors in original research projects. To that end, the participation of junior faculty in this endeavor through mentoring of undergraduates in research is an expectation of the Department. In part, faculty involvement can be measured by the number of students supervised, the number of student presentations, and contributions by students to the mentor’s publications.

Although teaching excellence is expected, it alone is not sufficient for promotion.
• **Advising**

The applicant for tenure must have demonstrated a reasonable knowledge of the policies and procedures of the Department and the College of Arts and Sciences that apply to the advising of undergraduate and masters degree students. Evidence of effective advising is measured in part by the number of advisees served per year and the number of letters of recommendation requested. Good advising and counseling of students is the expectation of the Department.

• **Scholarship and Research**

Supervision of undergraduate research is fundamental to the mission of the Department and expected of all junior faculty. The level of student involvement and nature of the research should be such as to potentially lead to co-authorship on the mentor’s publications derived from the research and/or oral or poster presentations by the undergraduate at professional meetings such as the National Conference on Undergraduate Research, Student Affiliate meetings sponsored by the American Chemical Society (ACS), and the Marcus Award Competition.

The Department also places great importance on working with graduate students, and expects a similar desire and ability to direct the research of graduate students in the M.S. (R) program.

In addition to supervision of student research, the candidate must also have published in recognized peer-reviewed journals in his or her research area. Co-authored articles in which the applicant is either the supervisor or the main contributor will be accepted as fulfilling this requirement. The Department recognizes that the direct supervision of the research of several undergraduates places severe time demands on the faculty member and thus may not be conducive to rapid publication of research results. Nevertheless, the Department holds the expectation that the candidate will have published at least one paper\(^1\) in a refereed journal of work done at Saint Louis University and, either a second peer reviewed publication, monograph, invited chapter in a book, review article, or two or more of the following: publication of conference proceedings, research presentations by the candidate at regional, national, or international professional meetings, invited lectures, and successful research or instrumentation grants.

Although excellence in scholarship and research is expected, it alone is not sufficient for promotion.

• **Professional Service**

Expectations for the candidate’s involvement in professional service activities are minimal for the first three years of the candidate’s tenure in the Department. However, involvement in departmental and/or college or university activities or professional societies is expected, particularly after the candidate’s third year.

• **Skill and Knowledge of the Field**

The candidate will have demonstrated skill and knowledge in his or her field through publication in nationally recognized journals, invited lectures, or successful research grants. The candidate may also meet this criterion by being a reviewer of articles in refereed journals in his or her field or a reviewer of grant proposals.

• **Collegiality**

The candidate will have demonstrated collegial behavior through participation in Department activities and a willingness to share in the planning and review of departmental policies and curricula.

\(^1\) The length of a chemical publication is not necessarily indicative of the quality of work.
Criteria for Promotion to Professor

- **Teaching**
  The candidate for promotion is expected to have continued to participate in the supervision of undergraduates in research while also building upon his or her experience in teaching, including the demonstration of a willingness to critically evaluate new pedagogical innovations.

- **Advising**
  The applicant for promotion to the rank of professor must demonstrate knowledge of the policies and procedures of the Department and the College of Arts and Sciences, especially as they apply to the advising of undergraduate and masters degree students. Evidence of effective advising on the part of the applicant is measured in part by the number of advisees served per year, the number of letters of recommendation requested and the degree of involvement in extracurricular activities. Good advising and counseling of students is the expectation of the Department.

- **Scholarship and Research**
  It is expected that the candidate for promotion to the rank of professor will continue to supervise and mentor undergraduate and masters degree students. Additionally, the candidate is expected to actively participate in the preparation of research and teaching grant applications and to have developed a research program whose productivity is beyond that expected of an associate professor. In particular, two publications in refereed journals of research done at Saint Louis University while holding the rank of associate professor is required. Also, a third peer reviewed publication, monograph, invited chapter in a book, review article, or two or more of the following are expected: publication of conference proceedings, research presentations by the candidate at regional, national, or international professional meetings, invited lectures, or successful research or instrumentation grants. Work done in collaboration with individuals from other institutions, such as might occur during a sabbatical leave, will be counted as partially fulfilling this requirement.

- **Professional Service**
  It is expected that the candidate’s involvement in professional service will become increasingly significant. It will be measured largely by participation in local, regional or national ACS activities, departmental service, and service on college and/or university committees.

- **Skill and Knowledge of the Field**
  The candidate will have demonstrated growth in skill and knowledge in his or her field through publication in nationally recognized journals, invited lectures, or successful research grants. The candidate may also meet this criterion by being a reviewer of articles in refereed journals in his or her field or a reviewer of grant proposals.

- **Collegiality**
  The candidate will have demonstrated continuing collegial behavior through participation in department activities and a willingness to share in the planning and review of departmental policies and curricula.

July 1, 2000

Promotion of Continuing, Non-Tenure-Track Faculty
The process to be followed in the case of promotion of a non-tenure-track faculty member is generally the same as that for tenure-track faculty except that the criteria and information needed are modified to suit the needs of the candidate’s role as a primarily teaching faculty member.

**Definition:**
Non-tenure-track faculty in the Department of Chemistry, the College of Arts and Sciences and the University are defined as “individuals who are not eligible for tenure but have appointments that are renewable.”

Within the College of Arts and Sciences, full-time, non-tenure-track faculty are limited to persons whose primary responsibility is usually that of teaching and instruction and are hereafter referred to as “teaching faculty.”

**Rights and Privileges of Non-tenure-track Faculty**
Non-tenure-track faculty have all of the same rights and privileges of tenure-track faculty in the Department of Chemistry with the following exceptions:

1. They do not attend or vote on tenure and/or promotion of tenure-track faculty.
2. They are generally not provided with a research laboratory unless they have extramural funding.
3. They generally do not receive a research budget from the Department of Chemistry.

**Performance Expectations:**
It is expected that modification will be made in the usual faculty requirements pertaining to teaching, research, and service in the performance expectations of teaching faculty. Such distinction is central to their function within the Department of Chemistry and College of Arts and Sciences. Their evaluation as teaching faculty will principally focus on their performance in the classroom and laboratory environments, professional development, advising and mentoring. Performance in other areas of teaching, scholarship, and service will also be evaluated relative to their weight in the employment expectations of each teaching faculty member. However, the basic criteria for evaluation should be established for each case within three months after the faculty member is hired and should be reviewed annually in consultation with their mentor and the Department Chairperson.

**Ranks:**
We have four ranks of non-tenure-track faculty. They are, in ascending order: Non-tenure track Instructor, Non-Tenure Track Assistant Professor, Non-Tenure Track Associate Professor, and Non-Tenure Track Professor.

**Promotion in Rank:**

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2 The Faculty Manual of Saint Louis University currently in effect.
3 In most cases their responsibilities involve teaching and advising of majors; however, they may also conduct scholarly work with the permission of their supervisor and if they are funded for applied, pedagogical, or pure scientific studies, and have available facilities to conduct said studies.
Although achievement of tenure is, by definition, not available to non-tenure-track faculty, promotion can be important to both the academic career of teaching faculty members and to the vitality and development of the Department and College. Promotion in rank is earned through the diligent and persistent demonstration of competence in the specified responsibilities of the position, and signals recognizing levels of achievement from colleagues in the Department, College, and wider University community. The core of the evaluation process for promotion is the end result of a carefully executed, faculty peer review.

Promotion Procedures:
The Department of Chemistry generally follows the procedures specified in the University Faculty Manual and those for tenure-track faculty in the Department currently in effect and uses the same forms. Such forms are modified as necessary to indicate that promotion in rank, but not tenure, is being considered in the process. The non-tenure track faculty member can request a performance review of their dossier by the tenure-track faculty before initiating the promotion process.

For eligible faculty, the Chair of the Department where the faculty member resides initiates the process in the Spring semester of each year following a request for promotion review from the faculty member. The faculty member, together with the Department Chairperson and mentor begins the process of collection of relevant data. The Chair of the Department and the mentor select four students to evaluate the candidate using the standard College form. In selecting student evaluators, they choose at least two students who have worked closely with the candidate. They will also select at least two student evaluators from among those students who have taken a course, with grade of “B” or better, with the candidate. If the candidate offers graduate courses some of the student letters may come from students who have taken a course, with grade of “B” or better, with the candidate.

By September 1 of the same year the candidate must submit to the Department Chair complete supporting materials for their performance in teaching, instruction, and advising, including a self-statement on their philosophy of teaching and advising students, and a letter summarizing their accomplishments at SLU. The Chairperson and the candidate each select one faculty member for colleague letters.

Assessment of academic excellence and deliberations of the College of Arts and Sciences Rank and Tenure Committee are assisted if external review letters accompany recommendations for promotion. Letters from three reviewers are necessary for promotion to Associate Professor and to Professor. The candidate submits five (5) names of individuals willing to serve as reviewers of their dossier. The Department Chair, in consultation with the above appointed faculty, may add additional names. Three (3) of the names will be selected by the Department Chair.

Reviewers are selected to reflect a balance of those familiar with the applicant and their achievements and those who are not familiar with the applicant’s work, but are able to evaluate the candidate on the basis of material provided. Reviewers will be provided with the candidate’s vita, self-assessment and statement, examples of their work, and the Department and College’s criteria for promotion.

Faculty evaluations, external reviewer evaluations, student evaluations, and other pertinent, supporting material are forwarded, with the candidate’s materials, to the College of Arts and Sciences Rank and Tenure Committee for its consideration and review. Procedures for review are as specified in the Faculty Manual currently in effect. Voting will be consistent with tenure-track faculty.

Norms for Promotion in Rank:
University-wide norms for promotion and tenure as specified in the Faculty Manual of Saint Louis University currently in effect serve as general guidelines for the norms of the College of Arts and Sciences and Department of Chemistry. The norms of the College and Departments are further specifications of the criteria and standards of the University, and elaborate and expand on them.

**General**

1. Terminal degree (Ph.D. degree) is required for all positions above instructor.
2. Demonstrated competence in teaching, instruction, and advising assignments, the principal employment expectation of teaching faculty, is required for promotion. Competence in other areas of performance as specified at the time of hiring and as modified in annual contracts may also be required for promotion. Outstanding achievement in some but not all of the specified areas does not serve to substitute for less than satisfactory accomplishment in remaining areas.
3. Standardized student course evaluations currently in use in the Department serve as one source of evidence of teaching competence for teaching faculty whose job expectations include classroom and laboratory teaching and instruction. Other sources of evidence of teaching competence and course development can also be employed to demonstrate teaching competence. These include, but are not limited to, evaluations by other faculty of instructional activities of the faculty member.
4. Although research is not included among the usual and customary employment expectations of teaching faculty, participation in related forms of scholarly activity is expected for promotion. As members of the faculty of the College of Arts and Sciences, teaching faculty share the task of contributing to the fund of knowledge essential to the School’s educational endeavor. Furthermore, submission of educational grants related to course and laboratory development and pedagogical development within the Department and/or College are encouraged. Teaching pedagogy, including development of new instructional methods or materials, and publishing and reviewing the scientific literature in chemical and science education are primary examples of these activities.
5. In addition to the more specifically developed norms in those areas which may constitute the employment expectations of teaching faculty (e.g. teaching, service), candidates for promotion are judged on the basis of collegiality. It is expected in a university setting that faculty work cooperatively with other faculty, with students, and with other members of the university community to achieve common goals and objectives.
6. Requirements pertaining to time-in-rank as specified in the Faculty Manual of Saint Louis University and which apply to promotion considerations for tenure-track faculty apply equally to continuing, non-tenure track faculty.
7. Responsibility for providing evidence of having satisfied norms for promotion rests with the candidate.
8. All NTT faculty members will demonstrate skill, knowledge, and a broad understanding of the chemical sciences. This includes a broad knowledge of the chemical literature. These abilities, as well as demonstrated capabilities in their application, are essential foundations for capable and successful chemistry teachers and mentors. Of course, the hiring process is used to identify candidates with these characteristics, but each faculty member will also demonstrate these skills and knowledge in their work at the University.

**Norms for Promotion to the Rank of Non-Tenure Track Assistant Professor**
Teaching, Scholarship, and Professional Development:
The Department of Chemistry views its primary mission to be the education and training of students at the baccalaureate, and masters and PhD levels in the Department of Chemistry. Consequently, a significant emphasis is placed on teaching. The means by which the department evaluates an individual’s teaching may include tenured faculty, peer, and Chair’s evaluations, course evaluations, class visitations, and the review of examinations, course syllabi, and other related materials. Each faculty member will have a teaching assignment that is governed by the department’s needs and the faculty member’s workload distribution as determined by the Chair on an annual basis. These assignments may include undergraduate and/or graduate courses. Some faculty member’s assignments may require development of new courses or modification of existing courses.

For promotion to NTT Assistant Professor or higher the candidate must possess a Ph.D. and have published in peer reviewed scientific journals, although not necessarily as a principal investigator. It is also optional for the faculty member to have scholarship in the form of instrument grants, research grants, research publications and presentation, and peer reviewed education publication and presentations.

NTT faculty members will be provided with professional development support, including funds for travel to conferences and workshops. Successful NTT faculty members should regularly attend conferences and workshops to maintain and build their expertise in chemistry. A plan for appropriate scholarly development and activity should be designed in cooperation with the Chemistry Department Chair.

Service:
All faculty members are expected to contribute to the Department, College, and University service as the need arises to promote the proper functioning of the community. Community service is also an expectation, this particularly important given the University’s Jesuit, Catholic mission. Service contributions are equally important for non-tenure track faculty members and are considered as part of their promotion. Promotion to NTT Assistant Professor requires demonstrated productive participation at the Department and College level and through community service participation.

Norms for Promotion to the Rank of Non-Tenure Track Associate Professor

Teaching:
For promotion for NTT Assistant to NTT Associate Professor the candidate will meet all of the criteria outlined for NTT Assistant Professors but will have expanded roles in teaching and scholarship. In particular, expanded teaching roles will include participation across the curriculum, including laboratory courses, lecture courses, and may include both graduate and undergraduate courses. The candidate will also demonstrate continued professional development. This can include attendance at professional conferences and workshops, submission of grant proposals, and publication in the peer reviewed literature.

Service:
For promotion to NTT Associate Professor the candidate will have demonstrated contributions to the Department, College, and University. They will have also have demonstrated community and professional service contributions.
Norms for Promotion to the Rank of Non-Tenure Track Professor

To be considered for promotion to the rank of teaching Professor, the faculty member must demonstrate continued development of those activities and qualities required for promotion to teaching Associate Professor, and must show evidence of heightened professional reputation in the areas of employment expectations, and wide recognition as an authority or leader in their field of endeavor. In the area of scholarship, the quality must be significantly higher than that required for promotion to the rank of associate teaching professor.

Usually, candidates considered for promotion to Full Professor have received honors and awards in teaching, achieved recognition for outstanding pedagogical development and supervision of courses, and received substantial extramural support for scholarly work with instruction, student development, course development, or training programs within Saint Louis University or between Saint Louis University and other institutions. The candidate will have served as principal investigator on extramural grants and have published in the peer-reviewed literature as corresponding author.

May 5, 2010