

NON-TENURE TRACK PROMOTIONAL GUIDELINES

Terminal Degree Track

Department of Chemistry and Biochemistry
The University of Southern Mississippi

I. Departmental Mission Statement

The mission of the Department of Chemistry and Biochemistry is to achieve distinction in providing research, teaching, and service of the highest possible quality to its broad constituency: the people of Mississippi, the Gulf South, and the nation. The teaching mission has two crucial aspects. The first is the education of students in the scientific method through the medium of chemistry, thereby contributing to the evolution of a populace able to make rational decisions in a world increasingly dominated by science and technology. The second is the education and training of professional chemists and biochemists to the highest standards of competence and integrity at the levels of the bachelors, masters, and doctoral degrees. This includes specialized instruction for chemists preparing to teach at the secondary school level as well as the in-service professional development of chemistry teachers at all levels. The research mission is to expand our fundamental knowledge of the synthesis, analysis, and dynamics of both inanimate and animate chemical systems and, whenever feasible, to apply this knowledge to solving problems of societal interest. The teaching and research missions are inseparable parts of the whole. Research is an important part of undergraduate education and it is the major component of learning at the graduate level. The service mission is both intra- and extramural. The former mainly consists of contributions of faculty and staff expertise to the development and operation of the university. The latter includes acting as a resource for the community, state, and nation on chemistry and biochemistry related matters including work with professional societies and facilitating economic development through interactions with industry.

II. Departmental Criteria for Promotion

The Department of Chemistry and Biochemistry is a Ph.D.-granting department at a research intensive university. In addition, the department serves many other departments and majors with its large, survey-style chemistry courses. The non-tenure track faculty, who mostly teach these courses, are rewarded for instructional excellence through a promotional track. This document outlines the standards of the Department of Chemistry and Biochemistry for promotion of non-tenure track faculty holding a terminal degree from Assistant Teaching Professor to Associate Teaching Professor and from Associate Teaching Professor to Teaching Professor, as set forth in the 2016 Faculty Handbook. According to the College of Science and Technology (CoST) Bylaws, Appendix I, III.C. 2.c.: *“It is the duty of the candidate, with the assistance of the departmental chair, to present evidence of the candidate’s competence”*.

A. Expectations for Promotion to Associate Teaching Professor

Candidates for promotion to Associate Teaching Professor must demonstrate a continuous record of excellent and innovative teaching coupled with contributions in service and notable scholarly activities.

1. Teaching Expectations

A faculty member qualifying for promotion to Associate Teaching Professor must be an effective and innovative classroom teacher.

Any of the following criteria will be considered:

a. Effective classroom teaching:

- i. Demonstration of versatility by number of courses and different course preps taught.
- ii. Development of new courses and/or new course delivery platforms.
- iii. Contributions to laboratory instruction.
- iv. Evidence of effective teaching in student evaluations, taking particular note of questions related to good teaching.
- v. Meeting of good teaching practices checklist items.
- vi. National ACS standardized exam and/or common final exam scores compared to departmental mean for course.

b. Innovative classroom teaching:

- i. Improvement of curriculum by ensuring current courses include up-to-date course material and appropriate methods of teaching.
- ii. Demonstrated record of novel ideas in the classroom

Other contributions toward teaching can be considered that are not listed above (see the College of Science and Technology Promotion and Tenure Guidelines).

2. Service Expectations

A faculty member qualifying for promotion to Associate Teaching Professor must provide professional service within the university. In addition, service to professional organizations and in the community is desirable.

Any of the following criteria will be considered:

- a. Service on departmental committees and through direct assignment as coordinator, liaison etc., with evidence of significant contributions and of leadership.
- b. Student recruitment and retention efforts.
- c. Effective undergraduate student advisement (if applicable) and assistance in the professional development of students (e.g. through letters of recommendation).
- d. Service to relevant professional organizations within his/her area of expertise.
- e. Service on college and/or university committees.
- f. Participation in and/or initiation of outreach programs that increase the visibility of the department in the public eye (e.g. high schools, local news, etc.).

- g. Initiation of and participation in departmental programs that contribute to the common good.

Additional evidence of service productivity can be considered that is not listed above (see the College of Science Promotion and Tenure Guidelines).

3. Scholarly Activity Expectations

A faculty member qualifying for promotion to Associate Teaching Professor is expected to engage in notable scholarly activities.

Any of the following criteria will be considered:

- a. Presentation(s) at local, regional, national, and international meetings.
- b. Publication(s) in refereed journals consistent in number, quality, and scope with others in this area of research.
- c. Professional development (e.g. workshops, webinars, reading groups, and/or conferences).
- d. Pursuit of externally funded research through grant writing.
- e. Books or chapters in books.
- f. Patents - granted and applications.
- g. Non-refereed publications.
- h. Honors and awards.
- i. Contributions to teaching infrastructure.
- j. Invited seminars.

B. Expectations for Promotion to Teaching Professor

Candidates for promotion to Teaching Professor have met the criteria for Associate Teaching Professor and demonstrate a continuing record of excellent and innovative teaching coupled with notable service and scholarly activities.

1. Teaching Expectations

A faculty member qualifying for promotion to Teaching Professor must be an effective and innovative classroom teacher. As an effective classroom teacher, the faculty member must exert a leadership role in curriculum development and have a teaching record that reflects a sustained effort towards improvement in teaching.

Any of the following criteria under effective and innovative teaching will be considered:

- a. **Effective classroom teaching and leadership in curriculum development:**
 - i. Demonstration of versatility by number of courses and different course preps taught.

- ii. Improvement of curriculum by development of new courses and/or course delivery platforms.
- iii. Active involvement in faculty curricular committees.
- iv. Contributions to laboratory instruction.
- v. Mentoring of new faculty teaching.
- vi. Student evaluations compared to departmental mean for similar courses, taking particular note of questions related to good teaching.
- vii. Meeting of good teaching practices checklist items.
- viii. National ACS standardized exam and/or common final exam scores compared to departmental mean for course.

c. Innovative classroom teaching:

- i. Improvement of curriculum by ensuring current courses include up-to-date course material and appropriate methods of teaching.
- ii. Demonstrated record of novel ideas in the classroom
- iii. Development of course materials to improve instruction, (course demonstrations, textbook(s), laboratory manual(s), multimedia teaching materials).

Other contributions toward teaching can be considered that are not listed above (see the College of Science and Technology Promotion and Tenure Guidelines).

2. Service Expectations

The faculty member qualifying for promotion to Teaching Professor is expected to provide professional service within the university, to professional organizations and the community. An increased level of service activities compared to those required for promotion to Associate Teaching Professor is expected.

Any of the following criteria will be considered:

- a. Extended service and increased leadership within the department by chairing departmental committees and serving as coordinator, liaison, etc.
- b. Sustained student recruitment and retention efforts.
- c. Continued effective undergraduate student advisement, and assistance in their professional development as well as their placement in appropriate positions.
- d. Service on college and/or university committees.
- e. Extended service to the candidate's discipline in leadership roles, such as chairing or organization of meetings/meeting sessions, review of proposals, service on review panels, peer review of manuscripts, editorial work for journals, and service as rotator at funding agencies.

- f. Participation in and/or initiation of outreach programs that increase the visibility of the department in the public eye (e.g. high schools, local news, etc.).
- g. Initiation of and participation in departmental programs that contribute to the common good.
- h. Service as official mentor to junior colleagues.

Additional evidence of service productivity can be considered that is not listed above (see the College of Science Promotion and Tenure Guidelines).

3. Scholarly Activity Expectations

A faculty member qualifying for promotion to Teaching Professor must demonstrate notable scholarly activities in his/her field.

Any of the following criteria will be considered:

- a. Presentation(s) at local, regional, national, and international meetings.
- b. Publication(s) in refereed journals.
- c. Professional development (e.g. workshops, webinars, reading groups, and/or conferences).
- d. Pursuit of externally funded research through grant writing.
- e. Books or chapters in books.
- f. Patents - granted and applications.
- g. Non-refereed publications.
- h. Honors and awards.
- i. Contributions to teaching infrastructure.
- j. Invited seminars.

III. Departmental Procedures for Evaluation of Faculty for Promotion

A faculty member in the Department of Chemistry and Biochemistry who is applying for promotion must follow the guidelines and policies of the Institutes of High Learning (IHL) Board (<http://www.ihl.state.ms.us/admin/downloads/policiesandbylaws.pdf>), the University of Southern Mississippi (http://www.usm.edu/provost/Faculty_Handbook.pdf), the College of Science and Technology (http://www.usm.edu/cost/cost_bylaws_070104.doc), and the Department of Chemistry and Biochemistry. The policies of the department are written to be consistent with all other higher authorities as of 2017. In any conflict with policies of the higher authorities, the department defers to the higher authority. The timeline for consideration of a candidate's eligibility for promotion must follow the guidelines stated in the most current version of the CoST Bylaws (Appendix I, III.C.1.). The candidate may provide the departmental chair

with a list of potential external evaluators of at least equal professional rank who can speak to the significance of the candidate's research/scholarly activities and to the candidate's appropriateness for promotion to the next academic rank. The process faculty must follow at the departmental level if they wish to be considered for promotion is outlined in the following paragraphs.

1. Faculty who apply for promotion shall prepare their dossier in accordance with the format set by the Provost, taking into account any additional departmental and/or college guidelines that must be met.
2. The faculty dossier for promotion to Lecturer shall be submitted to the department at least one month before the department's deadline for submitting its decision to the CoST Dean.
3. The faculty dossier for promotion to Senior Lecturer shall be submitted to the department at least three months before the department's deadline for submitting its decision to the Cost Dean. This allows sufficient time for the department to send the dossier out for external evaluation by faculty at other institutions of similar stature to that of the University of Southern Mississippi.
4. For promotion, a personnel committee of faculty members within the department who have the same professorial rank or higher as that requested by the applicant meet to evaluate the applicant.
5. The personnel committee elects a chair for the committee, evaluates the applicant's dossier, and then prepares a letter listing the committee's perceived strengths and weaknesses of the applicant.
6. The applicant receives the committee's preliminary evaluation and is given one week in which to respond in writing. The applicant is not under obligation to respond but must notify the committee in writing if he/she will not submit a response.
7. The personnel committee then meets again to consider any response the applicant submitted and votes on the applicant's request for promotion. In consultation with the committee members the committee chair prepares a letter that expresses the findings of the committee and the result of the vote.
8. The letter is signed by all committee members and included in the applicant's dossier.
9. The department chair prepares a separate evaluation letter that is also placed in the candidate's dossier. The department chair then forwards the complete dossier to the Dean, provides copies of both evaluation letters to the candidate, and for the departmental file.