

# Department of Chemistry and Physics Promotion and Tenure Requirements

Final Version  
Approved June 26, 2015

The Department of Chemistry and Physics establishes the following guidelines for Promotion and Tenure criteria. Descriptions of possible checkmark areas in Teaching, Service, and Scholarship/Professional Development are provided. The number of checkmarks required in each area is described at the end of this document.

Each bullet represents a single checkmark opportunity; thus a faculty member cannot receive two checks for outstanding work in one bulleted area but can receive two single checks in the two bulleted criteria that have the same content but a different number of required items.

## Teaching

All student evaluation data and comments must be submitted for all Fall and Spring semesters during the review period. Including Summer evaluations is optional, but if any Summer evaluations are included, all Summer evaluations must be included. Any patterns in negative comments on student evaluations need to be addressed in the cover letter to the portfolio.

The Teaching checkmark areas are:

- A student evaluation rating (the average of all applicable semesters of the review period) of at least 80% of the evaluation numbering system.
- A student evaluation rating (the average of all applicable semesters of the review period) of at least 90% of the evaluation numbering system.
- Development of 3-5 courses. This may include developing and teaching courses that are “new to you”, and/or significant updating of or revision to courses. A minimum of 50% of the course must be updated/revised for credit. Examples might include flipping a class, converting a traditional lecture course to online, introducing 6 (out of 12) new labs, etc. Labs count as courses.
- Development of 6 or more courses. This may include developing and teaching courses that are “new to you”, and/or significant updating of or revision to courses. A minimum of 50% of the course must be updated/revised for credit. Examples might include flipping a class, converting a traditional lecture course to online, introducing 6 (out of 12) new labs, etc. Labs count as courses.
- Contribution to program development (e.g. involvement in a new program proposal, development of new course proposals, etc.). Evidence must be provided.
- Lead/coordinator of program development (e.g. proposal of a new program).
- Peer/mentor evaluations of candidate’s teaching. An average of 1 evaluation per year of the review period. The evaluations must be completed on the approved department form.
- Direction of 4-7 individual student internship (on-campus) or research projects during the review period. Candidate must provide evidence that objectives of the project were met. Faculty members may receive credit for students not officially registered for an internship/research course as long as the student gives an individual poster or oral presentation at the end of the semester. Faculty members may receive credit for multiple semesters directing the same student if the student gives multiple poster/oral presentations.

- Direction of 8 or more individual student internship (on-campus) or research projects during the review period. Candidate must provide evidence that objectives of the project were met. Faculty members may receive credit for students not officially registered for an internship/research course as long as the student gives an individual poster or oral presentation at the end of the semester. Faculty members may receive credit for multiple semesters directing the same student if the student gives multiple poster/oral presentations.
- Collaboration with another faculty member (within the candidate's division) on development of one course (e.g. significantly updating course content, team-teaching a course, etc.)
- Collaboration with another faculty member (within the candidate's division) on development of two courses (e.g. significantly updating course content, team-teaching a course, etc.)
- Collaboration with another faculty member (from outside the candidate's division) on development of one course (e.g. significantly updating course content, team-teaching a course, etc.)
- Collaboration with another faculty member (from outside the candidate's division) on development of two courses (e.g. significantly updating course content, team-teaching a course, etc.)
- Program development in the K-12 school system (e.g. full program development)
- Nomination for or receipt of 1 teaching award from a committee, college, or professional organization after review of faculty credentials for the award (e.g. nomination by the College of Arts & Sciences Smith Award Committee).
- Nomination for or receipt of 2 or more teaching awards from a committee, college, or professional organization after review of faculty credentials for the award.
- Delivering 3-5 lectures in other classes. Proctoring an exam does not count for credit in this area.
- Delivering 6 or more lectures in other classes. Proctoring an exam does not count for credit in this area.
- Other teaching activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.

## Service

The Service checkmark areas are:

- Serve on 10-14 committees (any level). Evidence of service should be a letter from the committee chair outlining the accomplishments of the committee and the contributions of the faculty member. Each year on a committee counts as a separate committee. Serving as Chair of a committee counts as two committees. Evidence for service as chair should be letter(s) from committee member(s).
- Serve on 15 or more committees (any level). Evidence of service should be a letter from the committee chair outlining the accomplishments of the committee and the contributions of the faculty member. Each year on a committee counts as a separate committee. Serving as Chair of a committee counts as two committees. Evidence for service as chair should be meeting minutes or letter(s) from committee member(s).
- Serve as a mentor to 1 full- or part-time faculty member. Evidence of service should be a letter from the mentee outlining what was done by their mentor.
- Serve as a mentor to 2 or more full- or part-time faculty members. Evidence of service should be a letter from the mentee outlining what was done by their mentor.

- Advising or mentoring of students for professional or academic purposes. Supervision of Honor Student projects and coordination of the off-campus internship course is included in this area. This area does not include mentoring of internship or research students.
- Participation in 15-19 student organization events or campus activities (including open house and orientations, graduations, convocations, attending the CSU Academic Conference, organizing department research presentations, etc.).
- Participation in 20 or more student organization events or campus activities (including open house and orientations, graduations, convocations, attending the CSU Academic Conference, organizing department research presentations, etc.).
- Serving as Coordinator or Director of 1 department, school, college or university-wide program.
- Serving as Coordinator or Director of 2 or more department, school, college or university-wide programs.
- Coordinate (data compilation, report writing, etc.) for system or regional accreditation programs for 1 academic year. This must also include serving as the instructor of record and coordinating the Senior Evaluation (or other evaluation course, if one exists) for that program.
- Coordinate (data compilation, report writing, etc.) for system or regional accreditation programs for 2 or more academic years. This must also include serving as the instructor of record and coordinating the Senior Evaluation (or other evaluation course, if one exists) for that program.
- Participation in 5-9 community outreach events (science fair judging, K-12 class presentations, etc.)
- Participation in 10 or more community outreach events (science fair judging, K-12 class presentations, etc.)
- Participation in 2-3 service activities with professional societies (e.g. serving as an officer in a discipline-related organization, serving as a conference session chair, participating in grant reviews, etc.) These activities cannot be also counted in scholarship.
- Participation in 4 or more service activities with professional societies (e.g. serving as an officer in a discipline-related organization, serving as a conference session chair, participating in grant reviews, etc.) These activities cannot be also counted in scholarship.
- Nomination for or receipt of 1 service award from a committee, college, or professional organization after review of faculty credentials for the award (e.g. receipt of the College of Arts & Sciences Service of the Year award).
- Nomination for or receipt of 2 or more service awards from a committee, college, or professional organization after review of faculty credentials for the award.
- Other service activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.

## **Scholarship/Professional Development**

The Scholarship/Professional Development checkmarks are:

### Category 1

- Publication of 1 peer-reviewed book, journal article, communication, letter, etc. Letters to the editor of a newspaper do not count in this category.

### Category 2

- Publication of a second peer-reviewed book, journal article, communication, letter, etc. Letters to the editor of a newspaper do not count in this category.
- Publication of a third peer-reviewed book, journal article, communication, letter, etc. Letters to the editor of a newspaper do not count in this category.

- Award of 1 funded grant (any length, dollar amount, or course release time; internal or external)
- Award of 2 or more funded grants (any length, dollar amount, or course release time; internal or external)
- Presentation of 2-3 posters/oral talks before learned societies, professional organizations or public institutions
- Presentation of 4 or more posters/oral talks before learned societies, professional organizations or public institutions
- Approval of 1 provisional patent
- Approval of 2 or more provisional patents
- Approval of 1 full patent
- Approval of 2 or more full patents
- Serving as editor or joint editor of 1 book-length collection of articles, with authorship of an article or significant introduction
- Serving as editor or joint editor of 2 or more book-length collection of articles, with authorship of an article or significant introduction, or serving as editor of the first collection for a second year
- Other written scholarship activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.

### Category 3

- Approval of 1 professional license or certificate
- Approval of 2 or more professional licenses or certificates
- Membership in 5-9 professional societies. Each year in a society counts as a separate society.
- Membership in 10 or more professional societies. Each year in a society counts as a separate society.
- Participation in 1 consulting activity (using your academic expertise to aid the professional development of external entity)
- Participation in 2 or more consulting activities (using your academic expertise to aid the professional development of external entity)
- Participation in 20-29 professional development activities related to discipline (including training, webinars, conference attendance, etc.). Each day of conference attendance counts as a separate activity. Leading a professional development session counts as two activities.
- Participation in 30 or more professional development activities related to discipline (including training, webinars, conference attendance, etc.). Each day of conference attendance counts as a separate activity. Leading a professional development session counts as two activities.
- Serve as a reviewer for 4-5 items (grants, book chapters, journal articles, etc.)
- Serve as a reviewer for 6 or more items (grants, book chapters, journal articles, etc.)
- Serve a professional society 1 time as a committee member, officer, symposium chair, etc.
- Serve a professional society 2 or more times as a committee member, officer, symposium chair, etc.
- Nomination for or receipt of 1 scholarship award from a committee, college, or professional organization after review of faculty credentials for the award (e.g. receipt of the College of Arts & Sciences Scholar of the Year award).
- Nomination for or receipt of 2 or more scholarship awards from a committee, college, or professional organization after review of faculty credentials for the award.
- Other scholarship or professional development activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review

committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.

**Checkmarks needed in each area for Promotion and Tenure:**

In order to “meet expectations” a faculty member must earn the following number of checkmarks:

Level of Review	Checkmarks in Teaching	Checkmarks in Service	Checkmarks in Scholarship/Prof Dev.		
			Category 1	Category 2	Category 3
Promotion to Associate Professor	4	4	1	1	2
Promotion to Full Professor	5	5	1	2	2
Post-tenure review	4	4	1	1	2

In order to “exceed expectations” a faculty member must earn the following number of checkmarks:

Level of Review	Checkmarks in Teaching	Checkmarks in Service	Checkmarks in Scholarship/Prof Dev.			
			Category 1	Category 2	Category 3	Category 2 or 3*
Promotion to Associate Professor	5	5	1	1	2	1
Promotion to Full Professor	6	6	1	2	2	1

\*These additional required checkmarks could be from either Category 2 or Category 3

In order to be “exemplary” a faculty member must earn the following number of checkmarks:

Level of Review	Checkmarks in Teaching	Checkmarks in Service	Checkmarks in Scholarship/Prof Dev.			
			Category 1	Category 2	Category 3	Category 2 or 3*
Promotion to Associate Professor	6	6	1	1	2	2
Promotion to Full Professor	7	7	1	2	2	2

\*These additional required checkmarks could be from either Category 2 or Category 3