

**GUIDELINES FOR REAPPOINTMENT AND PROMOTION OF PROFESSIONAL FACULTY
DEPARTMENT OF CHEMISTRY
UNIVERSITY OF NORTH TEXAS**

I. Departmental Mission and Goals

The mission of the Chemistry Department of the University of North Texas is to provide quality education in science and the scientific method to both its undergraduate and graduate students using chemistry as the medium.

A significant aspect of this mission is the training of future chemists in the graduate program. This training is accomplished through research programs that increase our knowledge and understanding of both basic and applied areas of chemistry.

The department strives to increase scientific literacy in the general populace through its service courses and service activities.

The products of these activities, namely, informed citizens, scientists, and knowledge, benefit the North Texas area, the State, and the Nation.

The goals of the Chemistry Department in the three areas of teaching, research, and service are integrally correlated and cannot be separated into distinct subdivisions. For example, a major component of the department's teaching responsibility is the freshman chemistry program that serves as part of the university and the college core. This program represents a predominantly **service** activity for the department that is vitally related to its **teaching** function.

The **research** component of the department's mission is also a **teaching** function because its primary product is scientific problem solvers. These individuals, as a result of their studies, generate new knowledge or applications that will **serve** humankind. At the same time, **research** and **service** by the faculty, in basic or applied areas of chemistry, in chemical education, or in consulting activities, serves to provide the department's students with a faculty who can better fulfill their **teaching** function.

Professional Faculty can play important roles in the functioning of the department through specific contributions in the areas of teaching, service, and research. This policy sets out reappointment and promotion procedures within the Chemistry Department for Professional Faculty positions.

II. Introduction

The Chemistry Department adheres to university policy as outlined in UNT Policy 06.005 (Professional Faculty Reappointment and Promotion) and the UNT College of Science Guidelines for Documentation of Promotion and/or Tenure Cases.*

The reappointment and promotion processes represent important decisions in the development of an outstanding faculty member within the Professional Faculty ranks. They are selective processes that recognize and reward faculty members for continued and sustained outstanding performance in their assigned duties. As such, these processes require active and serious participation by the departmental faculty, as described in the following policies and procedures.

This policy covers reappointment and promotion for the following classes of Professional Faculty:

Lecturer-Track Faculty (Lecturers, Senior Lecturers, and Principal Lecturers): Faculty in the Lecturer track are expected to make most of their contributions in the area of teaching, and this is primary area of evaluation for reappointment and promotion. Lecturer-track faculty are also expected to actively participate in departmental service, and this is considered more important in the higher ranks.

Clinical Faculty (Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor): Clinical faculty are Professional Faculty with expertise in specific areas of teaching and/or research, whose workload typically reflects this specific expertise. Clinical faculty may be assigned a combination of teaching, service, and research duties.

Research Faculty (Assistant Research Professor, Associate Research Professor, Research Professor): Research faculty are Professional Faculty with few or no teaching responsibilities, who are funded by external grants and are expected to make their primary contributions in the area of research.

Instructors: Instructors are Professional Faculty who have not completed their terminal (doctoral) degree. Instructors are expected to make contributions in the areas of teaching, service, and possibly research. There are no higher ranks within this track, but an Instructor may be hired into other faculty track after completion of their doctorate.

Visiting Faculty (Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor): Visiting faculty are Professional Faculty members with fixed term appointments to carry out instructional and/or research duties within the department. Visiting faculty are not eligible for promotion, but they may be reappointed after completion of their term upon approval by the department and the Provost.

III. Initial Appointment and Reappointment

III.A. Initial Term of Appointment. Faculty at the ranks of Lecturer, Clinical Assistant Professor, and Research Assistant Professor may be appointed for initial terms of up to three years. Faculty initially hired in the higher ranks of the Lecturer, Clinical Faculty, and Research Faculty tracks may be appointed for initial terms of up to five years. Initial multi-year

appointments are considered probationary, and faculty are subject to a reappointment review with the possibility of nonrenewal each year within the initial term.

Visiting faculty may have initial appointments of up to two years, and these are subject to a yearly reappointment review with possibility of nonrenewal.

Instructors are appointed for one-year terms. Instructors may be reappointed once for a second one-year term upon approval by the chemistry faculty.

III.B. Continuing Term of Appointment. Upon completion of the initial term of appointment, faculty in the Lecturer, Clinical Faculty, and Research Faculty tracks may be reappointed for a continuing multi-year term. A continuing term appointment is not subject to annual reappointment review, and may only be terminated for reasons described in UNT Policy 06.005. Continuing term appointments may be for up to three years for Lecturers, Clinical Assistant Professors, and Research Assistant Professors, and up to five years for faculty in the higher ranks of the Lecturer, Clinical Faculty, and Research Faculty tracks.

III.C. Reappointment Procedure within the Initial Term. The basis for the annual reappointment review for a Professional Faculty member in their initial term, as well as for those on renewable one-year appointments, shall be the Faculty Annual Review process conducted by the Chemistry Department Personnel Affairs Committee (PAC) and the Department Chair. The PAC Chair and Department Chair will provide annual review letters for the Professional Faculty member to the appropriate Professional Faculty Promotion/Reappointment Committee (see Section IV) after completion of the annual review process. The Professional Faculty Promotion Committee will then meet to review and discuss the faculty member's performance and accomplishments over the review period, focusing primarily on the preceding year. The faculty member's Promotion/Reappointment Subcommittee Chair will present a summary of the faculty member's record in each area of their assigned workload (i.e., teaching, service, and research). After discussion, the Professional Faculty Promotion Committee will vote whether to recommend the faculty member for reappointment. A simple majority affirmative vote of all voting members of the Professional Faculty Promotion/Reappointment Committee is required for the faculty member to receive a positive recommendation for reappointment for another year of probationary service. The Committee will forward its recommendation to the Department Chair, who will make a final reappointment decision to be transmitted to the faculty member and the Dean. In the event of a decision not to reappoint the faculty member, the faculty member must receive written notice from the Chair two months prior to the end of the current year of appointment (typically, by April 1st).

III.D. Reappointment Procedure at the End of an Initial or Continuing Term. In the final year of a Professional Faculty member's initial term of appointment or in the final year of a continuing term appointment, unless the faculty member has applied for promotion in that academic year, a similar reappointment review to that described in Section III.C will be conducted. This end-of-term review will also be based on the PAC and Chair's Annual Review letters, but it will involve a more exhaustive review of accomplishments over the entire appointment period. The faculty member should meet with their Promotion/Reappointment

Subcommittee Chair prior to the reappointment review meeting, and if deemed necessary, they may be asked to provide additional supporting information (see the list under Section VI) to support their case for reappointment. After the faculty member's Promotion/Reappointment Subcommittee Chair presents the faculty member's record, the Professional Faculty Promotion Committee will vote whether to recommend the faculty member for reappointment for a multi-year continuing term. The Department Chair will review the faculty member's record and will make a final decision on reappointment and, if the decision is positive, on the length of the continuing term. In the event of a decision not to reappoint the faculty member, the faculty member must receive written notice from the Chair two months prior to the end of the current year of appointment (typically, by April 1st).

If the final year of a Professional Faculty member's initial or continuing term coincides with the year they choose to apply for promotion to a higher rank, the Promotion Review will take the place of the Annual Review as the basis for the reappointment decision. A positive recommendation for promotion will automatically include a recommendation for reappointment to a continuing term, for a period to be decided by the Department Chair and Dean. In the event of a negative promotion decision, the Professional Faculty Promotion/Reappointment Committee may still recommend reappointment of the faculty member for a continuing term at the current rank. The Department Chair will make the final decision regarding reappointment.

III.E. Nonreappointment of Research Faculty Due to Funding. Because Research Faculty appointments are funded through external grants, these appointments may be terminated or reduced to part-time prior to the end of a contract term based on the availability of external funding.

IV. Professional Faculty Promotion/Reappointment Committee

Reappointment and Promotion reviews for all Professional Faculty will be conducted by a departmental Professional Faculty Promotion/Reappointment Committee consisting of all full-time, tenured members of the Chemistry Faculty, plus any voting-eligible Professional Faculty at or above the rank being sought by the candidate. Only Professional Faculty within the same faculty class may be on the committee. For example, the Professional Faculty Promotion/Reappointment Committee for a Lecturer seeking promotion to Senior Lecturer may include Senior and Principal Lecturers, but not Research Associate Professors. The Department Chair is a non-voting, ex-officio member of each Professional Faculty Promotion/Reappointment Committee. Each Professional Faculty Promotion/Reappointment Committee shall elect a chair as early as feasible in the academic year. Note that there may be more than one such committee if there are faculty in different Professional Faculty tracks (e.g. Lecturer, Research Faculty). The same faculty member may simultaneously serve as Chair of the Professional Faculty Promotion/Reappointment Committee(s), the Tenure Committee, and/or the Promotion Committee, if desired by the faculty. Each Professional Faculty Promotion/Reappointment Committee shall evaluate any Professional Faculty who have applied for promotion at the appropriate time as established by the Professional Faculty promotion calendar published by the Provost's office each academic year.

In the Professional Faculty member's first semester of appointment, the Chair of the cognizant Professional Faculty Promotion/Reappointment Committee shall appoint (in consultation with the faculty member) a sponsoring Promotion/Reappointment Subcommittee which shall consist of two members of the Professional Faculty Promotion/Reappointment Committee. The appointment shall be for the duration of the candidate's service at their initial faculty rank. If either sponsor is unable to serve at any time, the Committee Chair shall appoint a replacement.

The Promotion/Reappointment Subcommittee members will counsel the candidate on their progress towards reappointment and promotion and aid the candidate in preparing a promotion dossier for review by the Professional Faculty Promotion/Reappointment Committee. The Subcommittee members will also present a brief summary of progress by the faculty member to the Professional Faculty Promotion/Reappointment Committee prior to each reappointment and promotion vote by the Committee.

V. Criteria for Promotion

V.A. Promotion from Lecturer to Senior Lecturer. To be eligible for the rank of Senior Lecturer, the faculty member must have a record of sustained excellence in teaching and must have served at least three consecutive years (six long semesters of full-time teaching) at the rank of Lecturer in a college-level position, or have equivalent prior teaching experience. Candidates for promotion to Senior Lecturer must demonstrate the quality of their teaching through student evaluations, annual peer visitations, and other appropriate evidence of teaching effectiveness. In addition, a candidate for Senior Lecturer must provide evidence of professional growth and development as an instructor and as a member of the academic profession. This includes but is not limited to new course development, mentoring other instructional faculty, student advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. A candidate for promotion to Senior Lecturer must also demonstrate sustained effectiveness in the area of service. Examples of significant service activities include membership in departmental, college, and university committees, special assignments (e.g. Undergraduate Affairs Committee Chair, Assistant Chair), and participation in Faculty Senate or other forms of faculty governance. Service outside the university—for example, acting as a peer reviewer for journals and funding agencies, chairing sessions at professional meetings, and election to offices in professional organizations—will also be reviewed as part of the service record of the candidate.

V.B. Promotion from Senior Lecturer to Principal Lecturer. To be eligible for the rank of Principal Lecturer, the faculty member must have a record of sustained excellence in teaching and must have served at least five consecutive years (ten long semesters of full time teaching) in a college-level teaching position, including at least three years at the Senior Lecturer rank, or have equivalent prior teaching experience. Candidates for promotion to Principal Lecturer must demonstrate the excellence of their teaching through student evaluations, annual peer visitations, and other appropriate evidence of teaching effectiveness. In addition, a candidate for Principal Lecturer must provide evidence of their

leadership and professional development within the university and as a member of the academic profession. This includes but is not limited to coordination of courses or curriculum areas, new course development, mentoring other instructional faculty, student advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Candidates for promotion to Principal Lecturer must also demonstrate sustained excellence in the area of service. Examples of significant service activities include membership in departmental, college, and university committees, special assignments (e.g. Undergraduate Affairs Committee Chair, Assistant Chair), and participation in Faculty Senate or other forms of faculty governance. Service outside the university—for example, acting as a peer reviewer for journals and funding agencies, chairing sessions at professional meetings, and election to offices in professional organizations—will also be reviewed as part of the service record of the candidate.

V.C. Promotion from Clinical Assistant Professor to Clinical Associate Professor. To be eligible for the rank of Clinical Associate Professor, the faculty member must have served at least five consecutive years at the rank of Clinical Assistant Professor or have equivalent prior experience. Promotion to the rank of Clinical Associate Professor requires evidence of excellence in the primary area of responsibility and sustained effectiveness in the other areas.

V.D. Promotion from Clinical Associate Professor to Clinical Professor. To be eligible for the rank of Clinical Professor, the faculty member must have served at least five consecutive years in college-level clinical, professional, or practicum assignments, including at least three years at the rank of Clinical Associate Professor, or have equivalent prior experience. Promotion to the rank of Clinical Professor requires evidence of sustained excellence in the primary area of responsibility and in any other workload assignments.

V.E. Promotion from Research Assistant Professor to Research Associate Professor. To be eligible for the rank of Research Associate Professor, the faculty member must have served at least five consecutive years at the rank of Research Assistant Professor or have equivalent prior experience. Promotion to the rank of Research Associate Professor requires evidence of sustained excellence based on university and departmental expectations for research activity, including sustained output of peer-reviewed publications and continued success in obtaining external funding. When applicable, excellence in graduate student advising and departmental service is also expected.

V.F. Promotion from Research Associate Professor to Research Professor. To be eligible for the rank of Research Professor, the faculty member must have served at least five consecutive years at the rank of Research Associate Professor or have equivalent prior experience. Promotion to the rank of Research Professor requires evidence of sustained excellence based on university and departmental expectations for research activity, including outstanding output of peer-reviewed publications and continued success in obtaining external funding. When applicable, excellence in graduate student advising and departmental service is also expected.

VI. Promotion Procedures

Professional faculty who would like to be considered for promotion to a higher rank should consult with the Department Chair and members of their Promotion/Reappointment Subcommittee prior to beginning the promotion process, to discuss whether their record of accomplishments warrants promotion. It is important to note that simply completing the minimum required time in rank (e.g., three years as Lecturer) is not in itself sufficient justification for seeking promotion. The Department Chair and the Chair of the cognizant Professional Faculty Promotion/Reappointment Committee will be responsible for informing the candidate of all relevant university and departmental deadlines related to the promotion process.

The candidate for Professional Faculty promotion will be responsible for assembling a dossier containing the required documentation, in consultation with the Department Chair and the candidate's sponsoring Promotion/Reappointment Subcommittee. The types of evidence submitted should be consistent with guidelines for Professional Track faculty promotion stated elsewhere in this document, and in accordance with the relevant College of Science and University policies in force at the time.*

The following is a non-exclusive list of items that should be included in dossiers for Professional Faculty promotion:

1. A complete, current CV
2. A self-evaluation/personal narrative (maximum 750 words)
3. For faculty in the Lecturer and Clinical Faculty tracks, compilations of numerical results and student comments from student teaching evaluations.
4. For faculty in the Lecturer and Clinical Faculty tracks, other evidence of teaching effectiveness. These may include, but are not limited to: peer evaluations, a teaching portfolio, publications and conference presentations related to teaching and learning, instructional grants, teaching awards, learning outcomes, and documentation of course redesigns or new course developments. Up to five written testimonials from former students may also be included. At a minimum, the candidate must include peer teaching evaluations from two faculty members: one chosen by the candidate, and one chosen by the chair of the Professional Faculty Promotion/Reappointment Committee.
5. Documentation of service activities
6. Documentation of research activity, including lists of peer-reviewed publications and external grants received, if research is part of the faculty member's assigned duties.
7. Results of faculty annual evaluations for the time in rank, or for the last five years, whichever is shorter

It is recognized that evaluation of teaching is a difficult and subjective task; however, it is essential that evaluations be performed for Professional Faculty who have teaching as part

of their assigned duties. Inputs used will include the nature of the courses taught and numerical ratings and written comments on the student evaluations administered by both the department and the university near the end of each semester. All promotion dossiers for Professional Faculty must contain other evidence of teaching effectiveness in addition to student evaluations. These may include, but are not limited to: peer evaluations, published scholarship of teaching and learning, instructional grants, teaching awards, and learning outcomes. The Department of Chemistry considers effective teaching to be of paramount importance in the career development of Professional Faculty.

The candidate's dossier shall be available for examination by members of the cognizant Professional Faculty Promotion/Reappointment Committee at least two weeks prior to the meeting at which promotion is to be discussed.

All proceedings of the Professional Faculty Promotion/Reappointment Committee shall be held in executive session. The consideration of each candidate shall be opened with a presentation of the candidate's performance and record of accomplishments, followed by questions and discussion by the committee. A vote shall be taken by the committee to determine if the candidate is to be recommended for promotion. An affirmative vote by a simple majority of all voting members of the Professional Faculty Promotion/Reappointment Committee is required for the candidate to receive a positive committee recommendation regarding promotion. The promotion vote shall be by secret ballot or via a secure electronic voting method. To the extent possible, a consensus shall be reached by the Committee concerning specific points to be covered in the statement of evaluation that is sent to the Department Chair. Following the vote and discussion, the draft of the evaluation letter containing the results of the vote and points raised during the course of the Committee's deliberations will be prepared and circulated to all committee members for comments and revisions prior to its transmittal by the Professional Faculty Promotion/Reappointment Committee Chair to the Department Chair. The Committee Chair shall ensure that the written evaluation reflects the collective judgment of the Professional Faculty Promotion/Reappointment Committee. Committee members who disagree with the majority opinion may choose to submit a minority opinion statement, which should be included by the Committee Chair in the document.

The Department Chair will provide an independent evaluation of the candidate's promotion dossier. The Department Chair's recommendation will be added after the candidate and the Professional Faculty Promotion/Reappointment Committee submit the dossier to the Chair and before the dossier and supporting materials are forwarded to the College of Science Personnel Affairs Committee and the Dean. The Dean has the final decision on all Professional Faculty promotion cases.

Faculty promoted to higher ranks within the Lecturer, Clinical Faculty, and Research Faculty tracks will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins, in accordance with university and/or college guidelines.

VII. Procedures for Negative Decisions

VII.A. Negative Reappointment Decisions. If the decision of the Department Chair is not to reappoint a Professional Faculty member, the chair must notify the faculty member in writing, stating the reasons for the decision. The faculty member may appeal the decision by following Faculty Grievance procedures established by the department, the College of Science, and the university (see UNT Policy 06.051: Faculty Grievance).

VII.B. Negative Promotion Decisions. If the initial vote of the Professional Faculty Promotion/Reappointment Committee is not favorable, the committee will notify the candidate in writing that the committee is considering a negative recommendation and will provide a written summary of the committee's concerns. The candidate has the right to request a meeting with the Chair of the Professional Faculty Promotion/Reappointment Committee within 5 business days of this notification. The candidate has the right to submit a rebuttal of any negative recommendation by the Committee.

Upon review of the Promotion dossier, the Department Chair must notify the candidate in writing if a negative recommendation is being considered, providing a written summary of the Chair's concerns. The candidate has the right to request a meeting with the Department Chair within 5 business days of this notification. The candidate has the right to submit a rebuttal of a negative recommendation by the Chair.

If the decision of the Dean is not to promote the Professional Faculty member, the Dean will notify the faculty member in writing, stating the reasons for the decision. The faculty member may appeal the decision by following Faculty Grievance procedures established by the College of Science and the university (see UNT Policy 06.051: Faculty Grievance).

VIII. Amendments

This policy is an Appendix of the By-Laws of the Department of Chemistry. A 2/3 affirmative vote of the voting-eligible faculty will be required for the policy to be amended.

*The Chemistry Department will follow the University and College of Science guidelines in force at the time that the non-tenured faculty candidate is being considered for promotion. In the event that departmental or college policies for promotion differ from the university Professional Faculty Reappointment and Promotion policy (06.005), the university policy will take precedence.