DEPARTMENT OF CHEMISTRY

TENURE AND PROMOTION GUIDELINES

F. Promotion and Tenure Committee

1. Structure and Membership

The committee consists of seven (7) members from the ranks of tenured, full-time, full professors administratively located (ADLOC) in the department. Committee members are elected by ballot by majority vote of the tenure-track assistant, associate, and full professors administratively located in the Chemistry Department, with one representative elected from each division (analytical, biological, inorganic, organic, physical-nuclear), and two representatives elected “at-large.” No more than two members from any division may serve on the committee. Elections are held during the first week of November. Three-year terms begin January 1 and are staggered to avoid complete replacement of the committee in a single year. No one can be re-elected to the committee until one full year has expired since a previous term of service. As soon as possible following the resignation of a committee member, a special election will be held. The newly elected member will serve only the remaining portion of the term. Committee members elect the chair, vice-chair, and secretary. No member may serve more than one year as chairman in any three-year term on the committee. A quorum of any five members can act on all matters, except promotion and tenure, at any meeting of the committee. A vote of all seven members is required for promotion and tenure decisions.

2. Responsibilities

The Chemistry P&T Committee gives the Department Head its advice and recommendations on the granting of tenure, promotions, and appropriate rank for chemistry faculty. The committee also makes recommendations on chairs, joint appointments, visiting faculty, Emeritus status, and honorary degrees.

3. Mode of Operation

The P&T Committee meets as required throughout the year. It reviews the files of all proposed tenure-track appointments and advises the Department Head on the solicitation of evaluations by off-campus professionals and other needed documentation of teaching, research, and university and public service. Records are kept of the final disposition of committee recommendations.

4. Operating Procedures

a. Procedures for Annual Review of Non-tenured Faculty

   i. Each spring the P&T Committee prepares a written evaluation of the progress of each of the non-tenured faculty members in tenure-track positions. These
evaluations are based primarily upon updated vitae solicited from the faculty members and written appraisals by the appropriate division chair. The Department Head meets with each of the untenured faculty members and reviews the P&T Committee’s evaluation. This review should occur in the spring semester of each year.

The Department Head does not participate in making the written evaluation. The committee does not discuss the written evaluation with the faculty.

b. Generating Recommendations

i. Tenure

(a) The timing of a candidate’s tenure evaluation will be determined by the candidate’s initial offer letter. In general, the tenure review will begin at the end of the candidate’s fifth year for candidates whose initial appointment is at an assistant professor level. Candidates can, however, request a one-time delay of one year in their consideration based on personal considerations. This request must be made to the Department Head before the time when an evaluation is scheduled to begin. Requests may be approved by a simple majority vote of the P&T Committee. If the candidate has missed eight or more workweeks due to reasons enumerated in the Family and Medical Leave Act, the department specifically encourages the request for a one-year extension and will automatically support this request. To be considered for tenure, a candidate is required to supply all information relevant to the tenure decision before the tenure evaluation begins. This information should consist of the following and should follow the same suggested format as used for his/her departmental file:

1. Ten copies of his/her curriculum vitae which should include a record of publications, research, presentations, seminars, research grants, graduate students, postdoctorals, visiting scholars, teaching and service.

2. Ten complete sets of his/her most recent and important publications (up to six reprints/preprints of original contributions to the refereed literature).

3. A list of six outside referees who are qualified to evaluate the candidate’s research; these referees should be distinguished, active research leaders in the candidate’s field, but not previous mentors or supervisors.

4. A narrative statement of up to three pages in length, which describes the candidate’s major accomplishments in teaching, research, and service.

   (a) Letters are solicited from at least three of the suggested referees, plus others selected by the committee. The letters of recommendation will be held in confidence as permitted under a ruling by the Attorney General of the State of Texas.

   (b) One committee member is selected to be responsible for assembling a complete file that contains all relevant information about a candidate’s research, teaching, and service performance. Relevant information may vary with the individual, but can include the candidate’s (i) departmental
vitae, (ii) past annual reviews by the P&T Committee, (iii) solicited and unsolicited evaluations from internal and external referees, (iv) evaluation of teaching and performance from student surveys and faculty comments, including ones derived from classroom observation, (v) material published or submitted for publication by the candidate, and (vi) other material considered relevant and reliable by the committee. If desired, the candidate may submit other materials to the committee or discuss procedures with the Department Head. The candidate is also required to give a departmental seminar. The committee does not meet with faculty members under evaluation.

(c) The complete file is circulated to the committee for their individual review prior to consideration by the committee. A recommendation is prepared, discussed, and modified until a general consensus on wording is reached. A vote is then taken by secret ballot and the resulting recommendation is transmitted to the Department Head by the committee chairman. The Department Head does not participate in the committee’s evaluation of faculty.

ii. Promotion to Associate Professor

Promotion to associate professor normally is considered concurrently with the tenure decision, and one will not normally be awarded without the other.

iii. Recognition of AAUP Tenure Probation Period

The timing of the recommendations of the committee is set so that the Department Head receives them before October 1 of the sixth year of the candidate’s probationary period. After final action is taken by the Administration (spring of the sixth year), the candidate is notified so that the decision is known before the beginning of the seventh year. Thus, an evaluation must begin in the spring of a candidate’s fifth year of service.

iv. Promotion to Full Professor

Eligible associate professors are reviewed annually. Recommendations for promotion to Professor are made on the basis of criteria set forth in the Department of Chemistry P&T guidelines. The first complete evaluation for promotion to full professor will be made no later than the year after a faculty member has served in the associate professor rank for four years. Each year the associate professors are sent a memorandum that requests that their files be updated. When a candidate is to be considered for promotion, the file is reviewed and outside letters are solicited to evaluate the quality of the candidate’s research. The details for the review procedures, evaluation, and vote are the same as for the tenure recommendation procedure. The deadline for a recommendation for a regularized promotion usually occurs in mid-October in any given year.
v. Tenure Recommendation for New Faculty Hired at the Associate and Full Prof Level

The committee advises the Department Head on all appointments which involve the granting of tenure. The committee participates in an evaluation and recommendation procedure that is equivalent to that outlined for granting of tenure.

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