

Department of Chemistry, T/TT Promotion Guidelines, Rev. April 7, 2021

Based on Revision dated May 8, 2019. Revised by Personnel Committee (Drs. Garry Grubbs, Thomas Schuman, and Risheng Wang), March 12, 2021 and approved by Dept. of Chem. faculty unanimously in Faculty Meeting on April 7, 2021.

Missouri S&T Department of Chemistry: Rules and Procedures for Promotion and Tenure for Tenure-track and Tenured Faculty

I. General

Rules and procedures for promotion and/or tenure shall comply with the principles, policies and procedures set forth in the University of Missouri Collected Rules and Regulations Sections **310.020 Regulations Governing Application of Tenure** (https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.020_Regulations_Governing_Application_of_Tenure) and **320.035 Policy and Procedures for Promotion and Tenure** (https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.020_Regulations_Governing_Application_of_Tenure), the **Missouri S&T Promotion and/or Tenure Procedures** (<https://provost.mst.edu/media/administrative/provost/documents/promotionandtenure/PROMOTION%20AND%20TENURE%20PROCEDURES%20revised%20Nov%202017.pdf>), and **Policy Memorandum No. II-10 - Qualifications for Professorial Academic Ranks** (<https://chancellor.mst.edu/media/administrative/chancellor/documents/policy/II-10.pdf>).

II. General Departmental Expectations for Promotion and Tenure

(a) In the department of chemistry, promotion from the rank of Associate Professor to Professor is made in recognition of maturity and excellence as a scholar with a national and international reputation for high quality research, as measured by publications, grants, and other scholarly activity. Recognition by professional peers as an authority in the candidate's field of specialization and a sustained record of external research support is required for promotion to this top level of the professional academic ranks. In addition, continuing excellence in teaching of graduate and undergraduate courses, and participation in departmental and campus-wide committees and other service are important credentials for promotion to the rank of Professor.

(b) In the department of chemistry, promotion from the rank of Assistant Professor to Associate Professor with tenure is made in recognition of excellence and outstanding promise as a scholar with a national reputation for high quality research, as evidenced by publications, grants, and other scholarly activity. Effective and conscientious teaching of undergraduate and graduate courses should be clearly demonstrated, through student and peer evaluations, and any additional information provided by the candidate. In addition, good faith participation in departmental and campus-wide committees and related activities is expected. Recognition by professional peers as an authority in the candidate's field of specialization should also be evident.

III. Description of Promotion and Tenure Committee and Procedure

(a) The Promotion and Tenure Committee is composed of all tenured faculty of the Department of Chemistry who are eligible to vote on the candidate. Hence, the Promotion and Tenure Committee

Department of Chemistry, T/TT Promotion Guidelines, Rev. April 7, 2021

for promotion from the rank of Associate Professor to Professor is composed of all Faculty at the rank of Professor, whereas the corresponding committee for promotion from the rank of Assistant or Associate Professor without tenure to Associate Professor with tenure is composed of all tenured faculty.

(b) By May 15, the appropriate Promotion and Tenure Committee shall select a Chair other than the Chair or Assistant/Associate/Interim Chair of the Chemistry Department. It shall also select a subcommittee (P&T subcommittee) composed of three members, to gather information, analyze the case, and prepare documents as noted below. The P&T subcommittee shall include at least one, but not more than two, members from the candidate's field of research or, if none is available, from closely related fields.

(c) The initiative for tenure and/or promotion rests with the faculty member, who may submit credentials at any time, provided that the procedural and mandatory deadlines are met. As soon as the candidacy is established, the Chair of the Department should provide the present document (Departmental P&T rules and procedures) to the candidate. It is advisable that candidates who intend to seek tenure and/or promotion in less than five years served since the previous appointment discuss the prospect of their application with the Chair of the Chemistry Department.

(d) By May 15, candidates for tenure and/or promotion should provide initial credentials (at a minimum, a resume detailing record of publications, grants and contracts, teaching and service contributions). This material is collected by the P&T subcommittee.

(e) By May 30, the P&T subcommittee will prepare a brief narrative summarizing the merits of the P&T application, and forwards this document to the P&T committee and the Chair of the Chemistry Department for the purpose of early advising of the candidate by the Chair.

(f) By June 15, the P&T subcommittee shall put together a list of independent external reviewers in collaboration and agreement with the Promotion and Tenure Committee and pass it to the Chair of the Department to solicit letters of evaluation. In addition, the P&T subcommittee shall obtain from the P&T candidate a list of reviewers in support of their application as well as a list of independent reviewers preferred by the P&T candidate. The candidate should refrain from contacting these reviewers with respect to P&T matters. It is highly recommended that the dossier includes *ten* or more independent external letters of assessment. At least half of them should be from the list provided by the P&T subcommittee. Letters from advisors and collaborators can only be included as supporting letters. The solicitation should include the initial credentials provided by the candidate (as noted in (d) above) and specify a deadline (August 15) for submitting sections of the Dossier (as detailed below) to the reviewer. The reviewer should be given a deadline (September 15) for submitting the letter of evaluation.

(g) By August 1, the candidate should provide the following sections of the Dossier (including instructions) to be forwarded to the reviewers: (i) Resume; (ii) Scholarly Activities; (iii) Graduate Faculty Activities; (iv) Teaching (excluding extensive documentation); (v) Service; and (vi) Extension. Moreover, copies of representative publications should be included, with emphasis on publications since the previous appointment. Although the final electronic version of the Dossier may not be due until approximately September 1 (as stipulated by the Provost's office), the candidate should make an effort to provide Dossier material for the reviewers' perusal as close as possible to the final version.

(h) By September 22, and after a careful review of the candidate's credentials and letters of evaluation, the P&T subcommittee prepares a narrative that provides (i) a detailed and balanced analysis of the candidate's performance in the areas of scholarship, teaching, and service; (ii) a summary of the salient points/comments included in the letters of evaluations, without revealing the identity of the reviewers; and (iii) a concluding statement weighing the positive and negative aspects of the case for the prospect of promotion and/or tenure. The narrative is provided to the Promotion and Tenure Committee, the Chair and the candidate, but is not included in the dossier. The candidate will be given a week to respond to the narrative before the Promotion and Tenure Committee concludes the review.

(i) By September 30, the Promotion and Tenure Committee will then make the final review of all available material (dossier, P&T subcommittee narrative, candidate's response if provided), take a secret ballot, and prepare the final narrative that will be included in the candidate's dossier along with the registered results of the vote. Once a quorum has been reached, positive decisions on tenure and/or promotion require affirmation by at least 2/3 of those who have voted among the members of the appropriate Promotion and Tenure Committee. A quorum is at least 80% of the eligible chemistry faculty participating in the P&T committee. Absentee voting can occur via email. If the 2/3 and/or 80% minimum requirements are not integers, the first integer above these minimum values would apply. The vote and its positive/negative interpretation are recorded in the narrative of the P&T committee. The Chair shall provide the narrative of the P&T committee to the candidate. Upon receiving this narrative, the candidate may submit a written response within 14 calendar days. If the recommendation is against promotion, continuous appointment or both, the candidate's response may also request a reconsideration, which should include reasoning(s) for why the reconsideration is requested with evidence of the error(s) in the evaluation and/or its process. In the event of a request for reconsideration, the P&T committee will consider the response of the candidate, issue a written recommendation that addresses the request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be added to the dossier and forwarded to the next level of review by October 21.

IV. Independent Recommendation by the Chair of the Chemistry Department

By the first business day of November, or at least three weeks prior the Provost's deadline for forwarding the Dossier to the Provost's office, the Chair of the Chemistry Department should review all available material (Dossier, Promotion and Tenure Committee narrative, candidate's response to the P&T subcommittee's review if provided) and provide an independent narrative and recommendation to be included in the Dossier. The Chair shall provide, in writing, the narrative and recommendation to the candidate, and offer to discuss it with the candidate. The candidate may submit a written response within 14 calendar days to the Chair. If the recommendation is against promotion, continuous appointment or both, the candidate's response may also request a reconsideration. In the event of a request for reconsideration, the department chair will consider the response of the candidate, issue a written recommendation that addresses the reconsideration request, and provide a copy to the candidate. The initial written recommendation, any response submitted by the candidate, and any additional written recommendation addressing a request for reconsideration will be added to the dossier and forwarded to the next level of review by the Provost's deadline.