

**Florida Atlantic University  
Department of Chemistry and Biochemistry**

**PROMOTION AND TENURE CRITERIA**

The three primary missions of Florida Atlantic University are teaching, research and service. By incorporation, the primary missions of the Department of Chemistry and Biochemistry are the same as those of the university.

It is important to recognize that decisions concerning promotion and tenure must be approached very seriously and conscientiously as the faculty awarded tenure and/or promotion are likely to remain associated with this university for many years.

In general, high-quality research and teaching are the most important criteria, with evidence of valuable service to the department, college and university as well as public service as an additional criterion. Details on the criteria for evaluating teaching, research and service are given below.

**Promotion to the Rank of Professor**

The criteria for promotion to the rank of Professor are:

1. A notable record of teaching over several years as supported by teaching evaluations (see below), course diversity, implementation of innovative teaching techniques and evidence of self-improvement with time.
2. National or international status of the candidate in his/her discipline as evidenced by a sustained publication record in refereed scientific journals, published books or chapters in books, presentation of papers and lectures at scientific meetings and seminars at universities and scientific institutions, etc.
3. Continuing record of guidance of research of graduate and/or undergraduate students.
4. Continuing record of research support from external granting agencies or foundations or from the industry; research proposals.
5. Good record of service to the university, the candidate's profession or the community.

## **Promotion to the Rank of Associate Professor**

The criteria for promotion to the rank of Associate Professor are:

1. Evidence of scholarly activities in candidate's discipline, normally through refereed publications, book chapters, presentations, research grants and proposals while at FAU.
2. Guidance of research of graduate and/or undergraduate students.
3. An acceptable performance in teaching is based on evaluations such as annual evaluations by the Chair of the department and student evaluations.
4. Genuine commitment to service to the department, college, university, and the professional community.
5. Promotion to the rank of Associate Professor and a recommendation for tenure are usually, but not always, linked. However, the votes are separate with the promotion vote coming first. Promotion to Associate Professor is not sufficient for a recommendation of tenure. Promotion is based on the judgment of the faculty about the likelihood that the candidate will continue to make valuable contributions to his/her area of expertise and to the institution.

### **Evaluation Criteria**

In general, the evaluation criteria for scholarly activities, teaching and service will correspond to the annual evaluation criteria given by the department chair. Since the decisions on promotion and tenure within the department control the quality of all the functions of the department, they ought to be taken very seriously. The evaluation of the promotion portfolios must be **objective** (see processing document below). The performance of a candidate should be evaluated on a case-by-case basis, commensurate with his/her rank. The accomplishments of a candidate will be balanced with respect to the resources provided to the individual (start-up funds, space, teaching loads) and relative to the main discipline of the candidate.

In the case of the assistant professors, a third-year review addressing progress toward promotion and tenure will be carried out by the Department Chair, who will consider the three-year performance of the candidate.

## **I. Evaluation of Scholarly Activities**

Suggestions for appraising an individual's performance in this area include but are not limited to.

1. Articles in refereed journals, scientific publications, books authored, book chapters authored.
2. Grants awarded and research proposals submitted.
3. Graduate and undergraduate students directed. The participation of students as co-authors in publications and scientific presentations is highly encouraged.
4. Collaborative research with scientists that would improve the quality of the research or would encourage and stimulate the research activities at FAU, including interaction with National laboratories or facilities.
5. Presentation in scientific meetings. Invited seminars. Symposia chaired. Organization of scientific meetings. Citations by colleagues and in articles of high impact and visibility.
6. Activities as a reviewer or referee (research proposals, scientific manuscripts, external evaluations for promotion/tenure decisions, program evaluations, etc.).
7. Involvement in professional organizations (e.g., American Chemical Society, etc.).
8. Awards and prizes.

### **Processing Document**

Candidates for promotion will prepare a portfolio that includes all items that regard their performance in scholarly activities, teaching and service.

It is expected that the preparation of the candidate's portfolio will require a considerable amount of time and effort. Additionally, letters of recommendation from experts in the field are expected to be part of the portfolio. Therefore, before a candidate considers formally applying for promotion, the candidate will undergo an informal consultation process with the members of the department that vote in the specific

promotion case (see below). This process will be different depending on the rank for which the candidate is applying in the following way:

### **Promotion to the Rank of Professor**

There are no time frame limitations on when to apply for a promotion to the rank of Professor and demonstrated merit, not years of service, is the primary factor in determining the case for promotion to Professor. However, normally a promotion to the rank of Professor may be considered no earlier than after five years in the rank of Associate Professor from the year that the promotion became effective. The faculty eligible for promotion to the rank of Professor shall be apprised of their progress at least every three years but may request more frequent appraisals. Prior to preparing a promotion portfolio, the candidate will consult with members of the Department that hold the rank of Professor on the feasibility of his/her case on obtaining a favorable recommendation by the Department for promotion. This process will be triggered by the candidate, with participation of the Chair of the Department (or the Chair's designee, in the case where the Chair is a candidate for promotion).

The purpose of this consultation is to obtain constructive feedback or criticism on the status of the candidate in his/her progression toward promotion. It is recommended that the candidate undergoes this process with sufficient time to allow the candidate to react to the feedback given by the Department.

This is an informal process intended to help the candidate, and it is not meant to be an instrument for discouragement. Unfavorable feedback will not preclude the consideration of a formal application; nor will favorable feedback assure a recommendation for promotion.

### **Promotion to the Rank of Associate Professor and Tenure**

Candidates shall be considered for tenure during their sixth year of continuous service unless the candidate's letter of offer contains prior service credit. Any request for earlier consideration requires support from the Chair and the Dean and approval by the Provost. Promotion to the rank of Associate Professor is considered separately, with the promotion vote coming first. These time constraints require a close evaluation of the progress of the candidate toward these goals.

A critical yearly evaluation of the candidate's progress toward his/her promotion to Associate Professor will be performed. This evaluation/consultation will be carried out by the Department Chair. This evaluation/consultation process is intended to be a two-way dialog where the members of the panel give the candidate comments on his/her accomplishments, planned course of action and methods for achieving high levels of performance in various academic activities. This yearly consultation process also allows

candidates to express their concerns regarding any issues that might represent obstacles in achieving high levels of performance. The Department will make every reasonable effort to address these concerns. Again, this process is meant to provide encouragement and to help junior faculty members in their pursuit of tenure and promotion.

The candidate's portfolio will be evaluated by the appropriate members of the Department who vote in the given promotion case:

**For promotion to the Rank of Professor:**

All full professors of the Department with at least 50% academic appointments in the Department will vote.

**For promotion to the Rank of Associate Professor and Tenure:**

All tenured faculty holding the rank of Associate Professor and higher will vote.

Promotion portfolios should include the following items:

Annual faculty evaluations.

Candidate's summary of his/her accomplishments.

Comments from experts in the candidate's field (recommendation letters).

**Non-Tenure Track (NTT) Promotions**

**Eligibility**

Candidates will be eligible to apply for promotion to Senior Instructor (from Instructor), Associate Scientist (from Assistant Scientist), or Associate Research Professor (from Assistant Research Professor) at the beginning of their sixth year of full-time continuous service or thereafter. Candidates may bring in prior years of service from another institution but must have at least three years of continuous service at FAU. Prior service credit must be approved by the Dean and Provost prior to applying for the promotion.

Candidates will be eligible to apply for promotion to University Instructor (from Senior Instructor), Scientist (from Associate Scientist), or Research Professor (from Associate Research Professor) at the beginning of their sixth year of full-time continuous service as a Senior Instructor/Associate Scientist/Associate Research Professor at FAU or thereafter.

Instructors/Scientists/Research Professors at any rank are not required to apply for promotion.

## **Criteria**

### **Promotion to Senior Instructor**

Candidates for promotion to Senior Instructor must demonstrate a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations of teaching, student evaluations of teaching, peer evaluations of teaching, examples of successful student learning outcomes, demonstration of leadership and rigor in teaching, curricular development, assessment activities, community engagement and departmental collegiality. Additional contributions to the department/school, college, or university should be included in the promotion application along with any pedagogical publications, or professional presentations, discipline publications and/or creative activities, classroom and laboratory innovations, or performance in other areas of assigned duties.

Promotion from Instructor to Senior Instructor shall be voted on by Senior Instructors and University Instructors, Associate Scientists and Scientists, Associate Professors and Professors with at least 50% academic appointments in the Department through secret ballot.

### **Promotion to University Instructor**

Candidates for promotion to University Instructor must first attain promotion to Senior Instructor. Additionally, consistency of teaching success, evidence of teaching quality enhancement, and leadership contributions to the university and the profession are expected. Promotion to University Instructor carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Promotion from Senior Instructor to University Instructor shall be voted on by University Instructors, (full) Scientists, and (full) Professors with at least 50% academic appointments in the Department through secret ballot.

### **Promotion to Associate Scientist/Associate Research Professor**

Candidates for promotion to Associate Scientist/Associate Research Professor must demonstrate a consistent record of excellence in assigned duties. Evidence of excellence may include annual evaluations of research, scholarship and creative activities, demonstration of leadership in the discipline, and departmental collegiality. Additional contributions to the department/school, college, or university should be included in the promotion application along with any publications, patents, research awards, grants, contracts, professional presentations, or performance in other areas of assigned duties.

Promotion from Assistant Scientist/Assistant Research Professor to Associate Scientist/Associate Research Professor shall be voted on by all Associate and full Scientists, Research Professors, and Professors with at least 50% academic appointments in the Department through secret ballot.

## **Promotion to Scientist/Research Professor**

Candidates for promotion to Scientist/Research Professor must first attain promotion to Associate Scientist/Associate Research Professor. Substantial contributions of a continuing nature in research, scholarship and creative activity, and leadership contributions to the university and the profession are expected. Promotion to this rank denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. Promotion to Scientist/Research Professor carries an expectation of notably consistent, increasingly high levels of performance and career achievement.

Promotion from Associate Scientist/Associate Research Professor to (full) Scientist/Research Professor shall be voted on by all (full) Scientists, Research Professors, and Professors with at least 50% academic appointments in the Department through secret ballot.

## **Processing Document**

The promotion portfolio submitted by the applicant shall be fully compliant with the Provost's memorandum "Non-Tenure-Track ePortfolio Guidelines" updated for the year in which the applicant is applying for the promotion.