

Annual Review Guidelines

Department of Chemistry, Texas A&M University

Promotion and Tenure Committee

Structure and Membership

The Department of Chemistry Promotion and Tenure (P&T) 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.

Responsibilities

The 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, honorary degrees, and appointments to the rank of Distinguished Professor.

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.

Annual Reviews

Full Professors

In the spring of each calendar year the department head will request the following from each faculty member:

1. A copy of the annual report information
2. A copy of any supplemental teaching and/or service report the faculty member chooses to submit
3. A summary statement (limited to no more than one page) of the faculty member's own assessment of his/her most important contributions to the department, college and university during the past year.

The department head will annually evaluate all tenured faculty members within the department to determine if their current activities constitute a level of performance that is appropriate and desirable for a chemistry department of our stature within the academic community. Research, teaching and service are to be considered. Evaluations of research, teaching-learning, and engagement will incorporate, as appropriate, interdisciplinary/multidisciplinary collaboration, work that enhances diversity, and international activities. In general, a faculty member should demonstrate satisfactory performance in two areas, but inadequate activity in a given area is not sufficient reason, in and of itself, to merit an unsatisfactory rating since it is understood that some tenured faculty may have responsibilities within the department which focus their efforts in certain of these areas.

Each faculty member will be judged to have performed at either a Satisfactory or Unsatisfactory level by departmental standards. The head will look at the overall contributions of the faculty member and is not expected to assign a separate rating to each of the three areas of research, teaching and service. The head, in consultation with the department P&T Committee, will make suggestions for improvement mechanisms for any faculty member who receives an unsatisfactory review in a given year in an effort to obviate a full-blown professional development review as outlined below for persistent unsatisfactory performance.

When a tenured faculty member receives three consecutive unsatisfactory annual reviews, a professional review will be initiated as outlined in the document Texas A&M University Rule on Post-Tenure Review.

Assistant/Associate Professors

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 P&T Committee then prepares a written summary and submits it to the department head. The department head then meets with each faculty member to discuss his/her performance during the previous calendar year.

Lecturers/Senior Lecturers

The performance of all Lecturers will be reviewed by the Department Head annually. Performance criteria will be based primarily on teaching and related activities, with additional recognition given to research participation, publications, and service.

Generating Recommendations

Tenure

The Chemistry Department adheres to the Submission Guidelines for Tenure and Promotion Packages as outlined on the Dean of Faculties website.

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

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.

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.

Promotion to Distinguished Professor

Upon recommendation of the P&T committee, a faculty member may be considered for promotion to the rank of Distinguished Professor. Upon consultation with each Distinguished Professor in the Department, a document will be prepared which demonstrates that the candidate is in the upper 5% of his or her sub-discipline of chemistry and that the candidate has made at least one seminal contribution which has redirected the thought of his or her field of investigation. Letters will be solicited from prominent individuals world-wide for inclusion in the nomination package. Support by the departmental Distinguished Professors is required to submit the nomination through the College Dean to the Dean of Faculties.

Tenure Recommendation for New Faculty Hired at the Associate and Full Professor 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.

Conflict between the Department of Chemistry Bylaws and other Regulations

Should any part of these Bylaws be in conflict with regulations of the College of Science, Texas A&M University or the State of Texas, those regulations take precedence over the Chemistry Department Bylaws.

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