

# Texas A&M Department of Chemistry

## Bylaws

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**POLICIES AND PROCEDURES FOR  
THE DEPARTMENT OF CHEMISTRY  
TEXAS A&M UNIVERSITY**

**ISSUED BY: OFFICE OF THE DEPARTMENT HEAD  
September 12, 2019**

## **Introduction**

This statement sets forth policies and procedures for conducting the affairs of the faculty of the Department of Chemistry, Texas A&M University. It conforms to the superior documents on Policies and Procedures for Texas A&M University.

## **1. Faculty Organization**

### **1.1. Membership of the Faculty of the Department of Chemistry**

- 1.1.1.** All persons holding half-time or greater academic appointments wholly or primarily in the Department of Chemistry and with titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructional Professor, Instructional Associate Professor, Instructional Assistant Professor, Senior Lecturer, or Lecturer shall be voting members of the faculty of the Department of Chemistry (hereinafter, Department). A full-time appointment is defined as 100% time during the nine academic months.
- 1.1.2.** Faculty holding Full Joint appointments within the Department and College of Science (hereinafter, College) shall be voting members of the faculty. Associate Joint membership does not include the right to vote, but faculty holding Full Joint appointments may vote on all matters. Temporary or part-time faculty are welcome to attend faculty meetings but cannot vote. Votes on tenure and promotion matters are restricted to appointments to be made at an equivalent or lower rank than the voting faculty member.

### **1.2. Meetings of the Department Faculty**

- 1.2.1.** At least four regular meetings of the Department faculty will be scheduled during each academic year. Regular meetings shall be held at approximately equal intervals. The Department Head shall publish an agenda for each regular meeting at least two days in advance.
- 1.2.2.** At each regular meeting of the Department faculty, the Department Head shall report on the actions and recommendations of the Executive Committee that have occurred since the previous regularly scheduled faculty meeting.
- 1.2.3.** The Department Head shall provide for reports at meetings of the Department faculty from the Department standing committees and from the Department's

representatives on the Faculty Senate, Faculty Advisory Council, Executive Committee of the Faculty of Science, Executive Committee of Distinguished Professors, and related bodies, as needed.

- 1.2.4.** Special meetings of the Department faculty for stated purposes may be called by the Department Head and shall be called by the Head upon the request of four members of the Executive Committee or the request of thirty percent of the Department faculty. Seven days' notice is required.
- 1.2.5.** The Department Head, or designee, shall preside at each meeting of the Department faculty.
- 1.2.6.** Privilege of attendance and of the floor at regular meetings of the Department faculty also shall be extended to visiting and part-time faculty members in the Department and to one representative from each departmental student organization that is recognized by the Academic Operations Council.
- 1.2.7.** Guests may be invited to meetings of the Department faculty by the Department or by a member of the Department faculty, with concurrence of the Department Head. State of Texas Law on open meetings allows the presence of non-participating visitors.

### **1.3. Administrative Positions in the Department**

#### **1.3.1. Department Head**

The Department Head is the administrative and executive officer of the department and its spokesperson to the University administration and communities outside the University.

##### **1.3.1.1. Term of Office**

The term of office of the Department Head shall be four years and is renewable. The Department Head shall be reviewed in the third year of each term according to the procedures established by the Dean for all College Science department heads.

##### **1.3.1.2. Procedures for Selection of the Department Head**

**1.3.1.2.1.** The Dean will establish a search committee following consultation with the faculty of the Department and will appoint the chair of the committee. A majority of the committee members should be elected by the faculty of the Department. The Dean may also appoint additional members. Faculty from outside the Department may be

included on the search committee but may not chair the committee.

**1.3.1.2.2.** The search committee will advertise the position, will review all applications and nominations, and will make recommendations to the faculty of the department regarding their preferred candidate(s). Pursuant to the Texas Open Records Act, all non-confidential material pertinent to applications and nominations will be available to the entire faculty for review.

**1.3.1.2.3.** Following a written or electronic vote of the faculty, the candidate(s) receiving a majority affirmative support will be recommended to the Dean, ranked if the faculty or search committee so desires. If the vote of the faculty as a whole differs from the opinion of the search committee, that information also will be reported to the Dean. Candidates who do not receive a majority of faculty support by written ballot also will be reported to the dean, along with the vote recorded. The Dean will select and appoint the Department Head.

### **1.3.1.3. Duties of the Department Head**

**1.3.1.3.1.** The Department Head, through direct action or delegation,

**1.3.1.3.1.1.** in consultation with the Executive Committee and appropriate Department committees, formulates and implements policies of the Department;

**1.3.1.3.1.2.** consults regularly with departmental committee chairs, division chairs, and research interest groups (p. 8);

**1.3.1.3.1.3.** presides at departmental faculty meetings and ensures that accurate minutes are kept, and that a summary of the minutes is distributed;

**1.3.1.3.1.4.** formulates and manages the departmental budget;

**1.3.1.3.1.5.** manages office operations;

**1.3.1.3.1.6.** evaluates faculty and reviews staff evaluations;

**1.3.1.3.1.7.** encourages and promotes faculty development;

**1.3.1.3.1.8.** assigns teaching loads and class schedules;

**1.3.1.3.1.9.** carries on departmental correspondence;

**1.3.1.3.1.10.** resolves student complaints and other potential conflicts;

**1.3.1.3.1.11.** seeks advice from individual faculty members, from committees, and from the faculty as a whole;

**1.3.1.3.1.12.** is an *ex officio* member of all duly constituted department committees.

#### **1.3.1.4. Authority of the Department Head**

**1.3.1.4.1.** The Department Head, in consultation with the Executive Committee, appoints all committee chairs, except for the Promotion and Tenure Committee (p. 21). The Department Head makes other appointments to fill unexpired terms on committees and to assist in the daily operation of the Department.

**1.3.1.4.2.** It is expected that the Department Head will usually support the decisions of the committees and the faculty. If the Department Head is unable to support a recommendation made through usual procedures, he or she should, give a written explanation to the faculty or to the appropriate committee. In cases of disagreement, the Department Head should include relevant votes of committees and the vote of the faculty when reporting to the College and the University.

**1.3.1.4.3.** The Department Head, serving as principal financial officer of the Department, shall:

**1.3.1.4.3.1.** Supervise receipt and expenditure of all monies;

**1.3.1.4.3.2.** Prepare an annual operating budget and previous year-end financial report.

**1.3.1.4.4.** The Department Head, in conjunction with appropriate faculty committees, shall supervise and coordinate the recruiting of new faculty members.



**1.3.1.4.5.** The Department Head shall make recommendations for faculty salaries to the Dean of the College of Science.

**1.3.1.4.6.** The Department Head shall be responsible for initiating meetings of the Promotion and Tenure Committee in order to ensure timely recommendations for promotion and tenure and post-tenure review decisions in the Department and at the College level.

### **1.3.2. Associate Department Head**

**1.3.2.1.** The appointment of the Associate Head is recommended to the Dean by the Department Head, in consultation with the Executive Committee.

**1.3.2.2.** The term of office of the Associate Head shall be four years, renewable at the discretion of the Department Head and Dean.

**1.3.2.3.** The duties of the Associate Head include:

**1.3.2.3.1.** Serving in the capacity of the Department Head whenever the Department Head is unavailable.

**1.3.2.3.2.** Serving as a member of the Academic Operations Council.

**1.3.2.3.3.** Functioning in the capacity of Department Head in all matters delegated by the Department Head.

### **1.3.3. Assistant Department Head**

**1.3.3.1.** The appointment of the Assistant Department Head is recommended to the Dean by the Department Head, in consultation with the Executive Committee.

**1.3.3.2.** The term of office of the Assistant Department Head shall be four years, renewable at the discretion of the Department Head and Dean.

**1.3.3.3.** The duties of the Assistant Department Head include:

**1.3.3.3.1.** Functioning in the capacity of Department Head in all matters delegated by the Department Head.

## 1.3.4. Other Administrative Positions and Units

### 1.3.4.1. Graduate Advisor

**1.3.4.1.1.** Appointed by the Department Head for an initial term of three years. The appointment is renewable.

**1.3.4.1.2.** Serves on the Academic Operations Council.

**1.3.4.1.3.** Chairs the Faculty/Graduate Student Working Group and the Graduate Curriculum Committee. Administrates functions involving graduate academic affairs. Some (but not all) of these duties include:

**1.3.4.1.3.1.** graduate student advising;

**1.3.4.1.3.2.** administration of teaching and research assistantships and fellowships;

**1.3.4.1.3.3.** administration of cumulative examinations and seminar programs of graduate students;

**1.3.4.1.3.4.** coordination of research advisor selection, committee formation, and degree completion procedures for graduate students;

**1.3.4.1.3.5.** coordination of industrial recruiting schedules;

**1.3.4.1.4.** Functions in the capacity of the Department Head in all matters delegated by the Department Head.

**1.3.4.1.5.** Depending upon departmental needs, an *Associate Graduate Advisor* may be appointed by the Head with duties and terms of office commensurate with those of the Graduate Advisor.

### 1.3.4.2. Coordinator of Graduate Recruiting, Admissions, and Review

**1.3.4.2.1.** Appointed by the Department Head for an initial term of three years. The appointment is renewable.

**1.3.4.2.2.** Serves as an alternate to the Graduate Advisor on the Academic Operations Council.

**1.3.4.2.3.** Chairs the Graduate Admissions and Review Committee.

**1.3.4.2.4.** Is responsible for all aspects of the admissions and graduate recruiting process.

### **1.3.4.3. Undergraduate Advisor**

**1.3.4.3.1.** Appointed by the Department Head for an initial term of three years. The appointment is renewable.

**1.3.4.3.2.** Serves on the Academic Operations Council.

**1.3.4.3.3.** Administers functions involving undergraduate academic programs.

**1.3.4.3.4.** Functions in the capacity of the Department Head in all matters delegated by the Department Head.

**1.3.4.3.5.** Depending upon departmental needs, an *Associate Undergraduate Advisor* may be appointed by the Department Head with duties and terms of office commensurate with those of the Undergraduate Advisor.

### **1.3.4.4. First-Year Program Director**

The First-Year Program is an instructional unit comprised of a Director and an Associate Director, (if needed, and), both appointed by the Head, and those faculty involved in teaching 100-level chemistry courses. The directors and associated faculty, which vary from semester to semester, are responsible for coordinating the lecture and laboratory content in, primarily, CHEM 119 and 120, and laboratory content in CHEM 117. They also work, as needed, with the instructors of CHEM 119 and 120 sections that are devoted to “Chemistry majors” and honors students. These specialized sections typically function more autonomously than the other sections of CHEM 119 and 120 because they involve a smaller number of instructors and a much smaller number of students.

### **1.3.4.5. Departmental Divisions**

The Department of Chemistry is organized into five research and teaching units called Divisions. These five divisions, viz., **Analytical, Biological, Inorganic, Organic, and Physical/Nuclear** Chemistry, represent broadly coherent specializations in chemistry, including graduate training in that division leading to a Ph.D. degree in Chemistry. Faculty members may join a division of their choice upon

approval from the Department Head. Those that qualify as voting faculty in the Department also qualify as voting faculty in their chosen division. Voting privileges of joint and visiting faculty shall be the same as for regular faculty meetings.

All faculty may affiliate with only one division for purposes of election as that division's Chair or representative on department committees but may affiliate as associate members with more than one division or research interest group for other purpose.

**A Division is:**

an educational unit responsible for organizing and delivering specialized research and teaching programs in the division's broad area of specialization. Chemistry degrees may be completed using the guidelines developed by a division. Some departmental guidelines apply as well.

A **Chair** of each division is elected by the Division for an initial term of two years. Elections, when needed, are typically held at the beginning of the Fall semester. Division Chairs will serve not more than four consecutive terms. The Division Chair:

- 1.3.4.5.1.** Chairs the meetings of the division, and sets the meeting agendas;
- 1.3.4.5.2.** serves as the division's representative on the Academic Operations Council;
- 1.3.4.5.3.** is responsible for the administrative and educational functions of the division, such as seminar, colloquium and Frontiers speaker schedules;
- 1.3.4.5.4.** works with the faculty in the division to suggest teaching duties of division faculty to the Department Head and to provide divisional representatives to committees responsible for student affairs.

**1.3.4.6. Research Interest Groups**

Faculty with common interests in an area of research that is not represented by one of the five divisions are encouraged to form coalitions to foster research efforts in the area.

*Examples of Designated Research Interest Groups include:*

Environmental Chemistry  
Materials Chemistry  
Nuclear Chemistry  
Surface Science and Catalysis  
Undergraduate Chemical Education

## **2. Faculty**

### **2.1. New Faculty**

- 2.1.1.** Priorities for new faculty recruitment shall be discussed by the Executive Committee, with input both from the five divisions and from research interest groups within the Department.
- 2.1.2.** Prospective tenure-track faculty positions shall be advertised nationally. Applicants shall be requested to supply a professional vita, along with a statement of research interests, research proposals, and at least three letters of recommendation. All applications received shall be considered by the Department Head and shall be made available for consideration by the Department faculty. The Department Head shall consult with Department faculty members, who are especially competent to evaluate the qualifications of the applicants, and shall then select, with the concurrence of the Executive Committee, those applicants to be invited to visit the Department.
- 2.1.3.** Divisions may recommend new faculty appointments of any rank to the Department Head. The Executive Committee will discuss all offers at ranks above the Assistant Professor level before they are extended. The Promotion and Tenure Committee must make recommendations on appointments above the rank of Lecturer and Assistant Professor. A written or electronic faculty vote follows.
- 2.1.4.** Appointments at the rank of Lecturer may be made by the Department Head, with the concurrence of the Executive Committee. Such appointments are subject to annual renewal, with concurrence by the Department Head, but shall not lead to future consideration of tenure.

### **2.2. Renewal of Term Appointments**

- 2.2.1.** Departmental recommendation for renewal of a term appointment shall require the approval of the Department Head and a favorable recommendation from the appropriate division or first-year program director.
- 2.2.2.** In the event of non-renewal of a term appointment, the affected faculty member shall receive from the Department Head, upon request, a verbal explanation of

the decision not to renew.

## **2.3. Joint Faculty**

Joint appointments in the Department of faculty from other TAMU departments are intended to promote outreach, teaching, or research collaborations between members of the Department and others with strong research and/or teaching interests in Chemistry. Such collaborations will strengthen both primary and joint appointments by encouraging interactions among faculty members with similar interests across departmental boundaries.

### **2.3.1. Full and Associate Joint Faculty Appointments and Criteria for Consideration**

In general, the qualifications required for an appointment with Full Joint Membership will be the same as those required of candidates for primary appointment at the equivalent rank, in addition to a demonstrated commitment to involvement in the Department.

Appointments with Full Joint Membership will be offered only to individuals with well-established reputations in areas that are generally recognized as Chemistry. Specific criteria which must be met for each type of appointment are:

#### **2.3.1.1. Full Joint Faculty Appointments**

- 2.3.1.1.1.** An internationally recognized research program in chemistry.
- 2.3.1.1.2.** Ongoing interactions with members of the Department. Examples of such interactions are collaboration in research or teaching, service on graduate student advisory committees, and involvement in recruitment of graduate students.
- 2.3.1.1.3.** A tenured appointment in another department at Texas A&M University.

Rights and Privileges of Joint Appointments: Faculty with Full Joint Membership in the Department may serve as the Chair of graduate student advisory committees in Chemistry and vote in faculty meetings on all issues except those specifically dealing with joint membership. Full Joint Faculty will be included in Departmental recruiting materials and will have full access to Chemistry graduate students.

### **2.3.1.2. Associate Joint Faculty Appointments**

**2.3.1.2.1.** A nationally competitive research program in chemistry.

**2.3.1.2.2.** Initiated or ongoing interactions with members of the Department. Examples of such interactions are collaboration in research or teaching, service on graduate student advisory committees, and involvement in recruitment of students.

**2.3.1.2.3.** A tenured or tenure-track appointment at one of the Texas A&M University System campuses, or a leadership position at an industrial or government laboratory.

Associate Joint Membership may be offered to individuals who meet some, but not all, of the criteria for Full Joint Membership in the Department. Associate membership does not include the right to vote in faculty meetings, nor to serve as the Chair of chemistry graduate student committees.

### **2.3.2. Application for a Joint Appointment**

Applications for joint appointments should be made to the Department Head. The application must include a statement indicating how such an appointment would benefit the Department and an explanation of the applicant's qualifications as a chemist. The Department Head will solicit an evaluation from the primary division with which the applicant would be associated. Upon recommendation, the Executive Committee will consider individuals for joint appointment. In initial appointments, the Promotion and Tenure Committee will review the recommendation, the candidate's CV, and any other relevant information. Upon a favorable vote by the Promotion and Tenure Committee, the applicant will be invited to present a seminar in the Department, and the recommendation for a joint appointment will then be brought forward for consideration at a faculty meeting. After discussion at a faculty meeting, a written or electronic vote will be taken. If the nomination receives a majority affirmative vote of the faculty, joint membership will be recommended to the Department Head.

### **2.3.3. Responsibilities of Faculty with Joint Appointments**

**2.3.3.1.** Attendance at faculty meetings and seminars in the Department.

**2.3.3.2.** Service on departmental committees.

**2.3.3.3.** Participation in teaching Chemistry courses.

**2.3.3.4.** Participation in recruiting and “outreach” activities.

**2.3.3.5.** Continuing collaboration with members of the Department.

#### **2.3.4. Term of Joint Appointments**

Joint Appointments will be awarded for an initial period of five years. If the faculty member wishes to renew the appointment without interruption, a new request letter must be submitted to the Department Head at least 60 days prior to the end of the initial five-year term. The letter should include a description of how the applicant has fulfilled the responsibilities stated above and a summary of the benefits to the Department of the initial appointment. Upon the Department Head’s request, the Executive Committee will review the continuation or renewal of this new application. After the Executive Committee’s decision, the Promotion and Tenure Committee will consider the decision of the Executive Committee and the past record of the joint appointee and make a formal recommendation to the Department Head regarding the renewal of the joint appointment. In the absence of a new application, the joint appointment will terminate automatically at the end of the five-year term.

#### **2.3.5. Visiting Faculty Appointments**

**2.3.5.1.** The Department may recommend the appointment of visiting faculty members in Chemistry at the rank of Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor. The purpose of such appointments shall be to bring within the Department for a limited period, chemical scientists whose interactions with the faculty, students, and programs of the Department are expected to substantially benefit the Department.

**2.3.5.2.** Visiting faculty appointments in Chemistry shall be for a period of no more than one year.

**2.3.5.3.** Visiting faculty appointments in Chemistry shall not lead to future consideration of tenure.

**2.3.5.4.** The terms of visiting faculty appointments in Chemistry shall be determined by the Department Head with the concurrence of the Executive Committee.



## 2.4. APT Faculty

APT (Academic Professional Track) faculty are non-tenure track faculty members whose primary function is classroom teaching. Appointment as a Lecturer, Senior Lecturer, Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor is generally restricted to persons who have an earned Ph.D. in chemistry or its equivalent. The initial term of appointment is one year; subsequent one-year appointments may be offered. Lecturers will be recruited, to the extent possible, by an open announcement of the position. An Ad Hoc committee will review the applications, schedule candidate interviews, and recommend candidates for employment. Interviews will include an open departmental lecture or seminar by the candidate.

### 2.4.1. Contract Terms

- 2.4.1.1. The title of Senior Lecturer is used for faculty who meet the criteria, for Lecturer, and who have at least three years of experience as a full-time Lecturer or its equivalent. Initial appointment to the rank of Senior Lecturer requires a recommendation of the Promotion and Tenure Committee, the division or teaching unit, the Department Head, and approval by the Dean.
- 2.4.1.2. The title of Assistant Instructional Professor shall apply to faculty with the teaching experience typical of a Senior Lecturer and who have met requirements for this rank as outlined in the “Promotion and Tenure Committee” section of these Bylaws.
- 2.4.1.3. The term of appointment of a faculty member with the rank of Lecturer, Senior Lecturer, Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor who has held any faculty position other than Assistant Lecturer for five or more academic years of full-time service, will be three years. Such faculty shall receive one-year’s advance notice if it is the intention of the Department not to renew the appointment.
- 2.4.1.4. A Lecturer or Instructional Professor, of any rank, with one to four academic years of full-time service will be notified by March 15 if it is the intention of the Department not to renew the appointment for the following academic year.
- 2.4.1.5. One-year of unpaid leave may be granted to Senior Lecturers or Instructional Professors, of any rank, upon application to the Department Head.

## **2.4.2. Status, Expectations, and Professional Development**

- 2.4.2.1.** APT faculty are members of the Department faculty and will be accorded status comparable to that of tenured and tenure track faculty.
- 2.4.2.2.** APT faculty will be included in all departmental academic affairs including faculty meetings, division meetings, committee service, and curriculum development.
- 2.4.2.3.** APT faculty will be provided office space and the computer facilities necessary to fulfill their teaching responsibilities.
- 2.4.2.4.** APT faculty will be encouraged to initiate and/or participate in scholarly activities associated with all aspects of chemical education.
- 2.4.2.5.** APT faculty will be encouraged to participate, when possible, in the research activities of tenure-track faculty in the Department. Such participation, however, must not detract from APT faculty member's primary teaching function.
- 2.4.2.6.** APT faculty may apply for associate membership on the graduate faculty in accordance with University Office of Graduate Studies guidelines. When an APT faculty member serves on a chemistry graduate student's advisory committee, it must be as an additional member of the committee and not as a replacement for one of the tenure-track committee members.

## **2.4.3. Annual Review**

- 2.4.3.1.** Performances of all APT faculty will be reviewed annually by the Department Head.
- 2.4.3.2.** Performance criteria will be based primarily on teaching and related activities, with additional recognition given, where appropriate, to research participation, publications, and service.

## **2.5. Graduate Faculty Appointments**

All tenured and tenure-track faculty members with a primary appointment in Chemistry will be automatically appointed to the graduate faculty with full membership status. All other requests will be considered on a case-by-case basis in accordance with University rules. Nomination for full, associate, or adjunct membership on the Graduate Faculty will be initiated by the Department Head and will be reviewed by the Promotion and Tenure Committee. Upon a favorable vote by the P&T Committee, the nomination for membership on the Graduate Faculty will be brought forward for consideration at a faculty meeting. After discussion at a faculty meeting, a vote will be

taken by written ballot. If the nomination receives a majority affirmative vote of the faculty, associate membership will be recommended to the Department Head. When an associate or adjunct member of the graduate faculty serves on a chemistry graduate student's advisory committee, it must be as an additional member of the committee and not as a replacement for one of the tenure-track Department members.

## **2.6. Faculty Leave of Absence**

- 2.6.1.** Applications for sabbatical leaves shall ordinarily be submitted to the Department Head not later than nine months before the proposed leave.
- 2.6.2.** Faculty will be granted leave in accordance with the Family and Medical Leave Act of 1993 or any currently applicable federal law.

## **3. Teaching**

### **3.1. Academic Year Teaching Assignments**

- 3.1.1.** The Department Head shall solicit recommendations for teaching assignments from the Division Chairs and from the First-Year Program Director. Teaching assignments shall be made by the Department Head in consultation with the Academic Operations Council, Division Chairs, and with the individual faculty members concerned.
- 3.1.2.** Teaching assignments should be made in a manner that provides an equitable distribution of teaching loads among all faculty, with the possibility for occasional periods of teaching relief in individual cases.
- 3.1.3.** To facilitate the transfer of teaching responsibilities among faculty members, teaching assignments shall normally be determined more than one semester in advance (excl. the summer).

### **3.2. Summer Teaching Appointments**

- 3.2.1.** Prospective summer teaching positions shall be advertised to the Department faculty by the Department Head.
- 3.2.2.** Department faculty members shall apply for summer teaching appointments in writing to the Department Head, in accordance with a time schedule announced by the Department Head.
- 3.2.3.** Summer teaching appointments shall be made by the Department Head. Highest priority for summer teaching opportunities will be given to tenure-track departmental faculty.
- 3.2.4.** Certain activities that normally take place during the academic year, such as

administration of graduate examinations, may occasionally require faculty participation during the summer months. Faculty members who can comply without serious inconvenience may be called upon to perform such minor duties without additional compensation.

## **4. Research**

### **4.1. Selection of Graduate Research Advisors**

#### **4.1.1. Process**

- 4.1.1.1.** An orientation event will be held before the beginning of each fall semester, typically during the two weeks before classes start, for the purpose of introducing incoming graduate students to departmental research programs. The event includes the presentation of departmental research opportunities by faculty in a suitable format. The orientation event will be organized by the Graduate advisor.
- 4.1.1.2.** Students are encouraged to attend the group meetings of faculty in their areas of possible interest and to interact with the group members.
- 4.1.1.3.** All graduate students entering in the fall semester must interview a minimum of five faculty members as potential research advisors by October 15. Students who enter in the spring semester must complete interviews prior to March 15.

Prior to the formal advisor selection process, a student may start work in a research group. A first-year graduate student who was on payroll in a departmental research group by August 1 may request permission to be allowed to continue working in that group. Upon approval by the graduate advisor, the student will be allowed to have a desk, office keys, and conduct research in the respective laboratory during the fall semester. The student will still be required to interview at least five faculty members.

- 4.1.1.4.** The department will adopt an advisor selection process based on students' rank-ordered lists.
  - 4.1.1.4.1.** When a student has completed five faculty interviews, signatures of those faculty members are provided to the Graduate Student Office (GSO). The GSO provides the student with a form requesting a rank-ordered list of choices for research advisor. Students must submit this list to the GSO by October 15.

**4.1.1.4.2.** Upon receiving the rank-ordered lists, the Graduate Advisor notifies each faculty member named as a first choice. If a faculty member declines to accept a student, the Graduate Advisor notifies the next choice faculty member. This process continues until all students have been placed in a research group.

**4.1.1.4.3.** The graduate advisor will resolve problems and conflicts that may arise during the advisor selection process. Pairing will remain the product of mutual consent by the student and the faculty member. Under no circumstances will a student be placed in a group without the student's or faculty member's consent.

The Admissions and Review Committee will adjudicate any disagreements that may arise between the faculty and students, with respect to advisor selection.

#### **4.1.2. Change of Advisor**

**4.1.2.1.** Selection of a research advisor is an important decision, and usually it is expected that a student will remain with his/her chosen advisor for the duration of the degree program. However, provision is made for cases in which a student may wish to change to another advisor. After approval by the new advisor and upon notification by the student to the Graduate Advisor, a student may change research group.

**4.1.2.2.** Faculty no longer willing to serve as the advisor for a student who is in good standing with the graduate school shall inform the student and request in writing to the Graduate Advisor that the student seek a new advisor within a specified period. The student is expected to select a new advisor, with approval by the Graduate Advisor, prior to the start of the following semester. If the student is supported as a Graduate Assistant Research at the time of the request, it is expected that the current faculty advisor will continue to support the student for a minimum of an additional 30 days or until the student has been accepted by another advisor. In return, the student is expected to make a smooth and orderly transition.

#### **4.2. Postdoctoral Appointments**

All appointments to staff positions at the postdoctoral level must be approved by the Department Head, regardless of the source of salary funds. This requirement is normally satisfied by the employment documents which bear the Department Head's

signature. Beginning and ending dates of appointments must be stated clearly on the appropriate employment documents.

### **4.3. Assignment of Faculty Research Facilities**

- 4.3.1.** Allocation of research space shall be the responsibility of the Department Head.
- 4.3.2.** Negotiations concerning facilities and space will be the explicit responsibility of the Department Head.

## **5. Committees**

### **5.1. General Procedures**

- 5.1.1.** Service on departmental committees is an expected component of each faculty member's responsibilities. All faculty members are encouraged to raise issues to be considered by any committee. Meetings of committees will be held only when a majority of the voting members of the committee is present. Unless otherwise specified, all committee members serve in a voting capacity. A committee may choose to hold a closed meeting by a majority vote of the members present. However, all decisions made, and all votes taken by any committee will be communicated through appropriate channels to all faculty members.
- 5.1.2.** The agenda for each meeting will be determined by the committee chair in consultation with committee members.
- 5.1.3.** Except as otherwise noted, all committees will establish their own procedures, provided that the following conditions are met:
  - 5.1.3.1.** Members of the Department concerned with a given matter should be afforded an opportunity to present their views.
  - 5.1.3.2.** Any faculty or staff member of the Department may make proposals to the committee in writing. Such proposals will normally be given consideration within 45 days.
  - 5.1.3.3.** Each committee will establish procedures for receiving and considering proposals from undergraduate and graduate students, as appropriate.
  - 5.1.3.4.** Some committees include student representation. During discussions involving the evaluation of particular students or faculty members, the student representatives will be excused.

## 5.2. Operational Committees

Unless explicitly stated below, membership on departmental committees will be determined by the Department Head, with the proviso that at least one member shall serve a two-year term to provide continuity.

### *Active Departmental Committees:*

***Academic Operations Council*** – (Elected and Appointed) Advises the Head and serves as his or her resource for long range planning and policy issues relevant to the academic operations of the Department.

***ACS Student Affiliate Chapter*** – Provides support and guidance to officers and members of the local ACS Student Affiliate Chapter. Advises and encourages the dissemination of general understanding of chemistry to the community. Provides information about career opportunities in the field of Chemistry and professional development of members.

***Diversity/Climate Committee*** – Designs, implements, and evaluates programs and initiatives that enhance departmental climate, diversity, and equity for all.

***Executive Committee*** – (Elected) The purpose of the Executive Committee is to review major departmental actions and make recommendations to the Department Head, and to serve as a resource for long-range planning and policy issues. Reviews faculty requests for space and advises the Department Head on Space Allocations. Advises Department Head on faculty recruiting activities.

***Faculty & Staff Teaching/Service Awards Committee*** – Solicits and reviews nominations of Chemistry faculty and staff members for internal, College and University- administered awards.

***Faculty Research Awards Committee*** – Solicits and reviews nominations of Chemistry faculty members for awards from external professional societies.

***Faculty/Graduate Student Working Group*** – Provides a forum for all graduate students, via their elected GSAC representatives, to voice their concerns and opinions regarding issues of interest to graduate students. Provides information flow from Chemistry Department Administration to the graduate students.

***Graduate Admissions and Review Committee*** – Establishes and periodically reviews departmental standards for admission of prospective graduate students; reviews academic records and qualifications of marginal applicants and makes appropriate recommendations to the Graduate Advisor; reviews progress of probationary graduate students and makes recommendations to the Office of Graduate Studies.

***Graduate Awards Committee*** – Reviews and identifies nominees from among departmental graduate students for various awards, fellowships, and honors.

***Graduate Curriculum Committee*** – Establishes and reviews departmental standards related to graduate instructional programs; periodically reviews departmental policies regarding cumulative examinations, degree programs, student research proposals, and course requirements; reviews faculty proposals for new graduate courses.

***Industrial Outreach Committee*** – Serves to establish and nurture mutually beneficial relationships between the Department and private industry. These relationships span the range from sponsored research to engaging former departmental students in industrial positions, student support, and internships.

***Information & Communications Technology Committee (ICTC)*** – Serves as an advisory panel to formulate departmental policies of information and communications technology.

***Library Liaison*** – Solicits, reviews, and expedites chemistry-related Acquisitions by University and Libraries.

***Promotion and Tenure*** – (Elected) Reviews instructional and research performances and professional activities of departmental APT faculty and tenure-track faculty members; advises Department Head on promotion, tenure, emeriti, and appointment recommendations.

***Research Infrastructure Committee*** – Provides guidance to the Head regarding existing research infrastructure as well as develops plans for future needs.

***Safety Committee*** - Promotes a culture of safety in the Department; engages faculty in safety issues associated with both research and teaching labs.

***Seminar Committee*** – Organizes, coordinates, and supervises all colloquium and seminar requests.

***Staff Advisory Committee*** – Serves the Head in an advisory capacity on a regular basis; represents the staff in the governance of the Department. Serves as a communication link between the staff, faculty, and Department administration. Member elections and appointments are self-governed.

***Undergraduate Awards Committee*** – Reviews and identifies nominees from among undergraduate chemistry majors for various awards, scholarships, and honors.

***Undergraduate Curriculum Committee*** – Reviews curricula and requirements of undergraduate B.A. and B.S. chemistry majors; plans program modifications and improvements.



*Website Committee* – Manages and maintains all matters pertaining to the departmental web site; content, design and overall functionality.

### **5.3. User Groups**

Faculty organized to develop policy and procedures regarding specialized departmental equipment and instrumentation. Recommendations are presented to the Department Head.

EPR Users Group

CMSL Users Group (Chemistry Mass Spectrometry Laboratory)

NMR Users Group

SQUID Users Group

X-ray Users Group

Each User Group selects its own Chair, and typically meets at least once each semester, or as needed.

### **5.4. Executive Committee (EC)**

#### **5.4.1. Structure and Membership**

The committee shall be chaired by the Department Head and include seven tenured faculty members administratively located in the Department. The committee members will be elected by majority vote by ballot of the tenure-track faculty 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 at the same time. Three-year terms begin January 1 each year and are staggered to avoid complete replacement of the committee in a single year. No member may be re-elected to the committee until at least one year has elapsed since a previous term of service. As soon as possible following the resignation of a committee member, an election to replace that member will be held. The newly elected member will serve only the remaining portion of the departed member's term. A quorum of any five members can act on all matters before the committee.

#### **5.4.2. Meetings and Agendas**

The Executive Committee will meet at the pleasure of the Department Head, but at least four times per year. The agenda for meetings will be determined by the Department Head, with input from the members. Minutes will be distributed to the departmental faculty after each meeting, giving members prior opportunity to correct the minutes, but aiming for distribution to all departmental faculty

within two weeks. The agreement of any two members, shall be, sufficient to put a topic on the agenda or to bring a proposition to a vote. Votes shall be recorded in the minutes, as shall any recommendations over-ruled by the Department Head. If necessary, minutes distributed to the faculty may contain sections that are redacted because sensitive information was discussed. The presence of redacted material will be noted in the minutes with a general heading indicating the nature of the redacted text (*e.g.*, "start-up offer to Dr. X", "plans for retention of Dr. Y", etc.).

### **5.4.3. Responsibilities**

The purpose of the Executive Committee is to review major departmental actions and make recommendations to the Department Head, and to serve as a resource for long range planning and policy issues related to teaching and research activities within the Department. The Executive Committee will represent the Department, as a whole in, facilitating meeting the missions of the Department, including its teaching mission. As part of these responsibilities, the Executive Committee shall:

- 5.4.3.1.** Review recommendations by the Department Head concerning annual tenure-track faculty salaries.
- 5.4.3.2.** Review each year's annual departmental budget recommended by the Department Head.
- 5.4.3.3.** Make recommendations regarding areas for faculty recruiting. If the Executive Committee does not approve a particular recruitment effort, a faculty group proposing the effort may petition the faculty as a whole to get approval for the hiring plan in question. Faculty recruitment proposals that fail to get the approval of either the Executive Committee or the faculty as a whole will not proceed.
- 5.4.3.4.** Formulate a vision for the Department that leads toward excellence in both research and teaching and communicate this vision to the department. This recommendation should include the overall hiring, space, and infrastructure priorities that are guiding the committee and Department Head in making decisions.
- 5.4.3.5.** Make recommendations regarding faculty start-up and retention packages. It is understood that the Department Head may act unilaterally when rapid action is required.
- 5.4.3.6.** Make recommendations regarding graduate student recruitment and remuneration policies.

- 5.4.3.7. Advise the Department Head on space allocations in the Department.
- 5.4.3.8. Review recommendations by the Department Head for major administrative assignments.
- 5.4.3.9. Make recommendations on new initiatives, such as centers.
- 5.4.3.10. Review and assess programs and infrastructure issues.
- 5.4.3.11. Perform post-tenure reviews of tenured faculty, as required.
- 5.4.3.12. Make recommendations to the Department Head on research-related departmental committees and memberships.
- 5.4.3.13. Review requests for research grant matching funds and support requests at the discretion of the Department Head.

## **5.5. Academic Operations Council (AOC)**

### **5.5.1. Structure and Membership**

The AOC shall be composed of the five Division Chairs, plus the Director of First-Year Programs, Organic Laboratory Coordinator, the Graduate Advisor, the Undergraduate Advisor, the Associate Head, a Senior Lecturer elected to a three-year term by the non-tenure track faculty, and the Department Head. The Department Head, or designee, shall chair the meetings of the AOC.

### **5.5.2. Meetings and Agendas**

The AOC will establish a regular time for its meetings but will meet at least once every two months. The agendas for these meetings will be determined by the Department Head, with input by the members, and will be distributed prior to the meeting to all departmental faculty. The agreement of any two members shall be sufficient to put a topic on the agenda or to bring a proposition to a vote. Votes shall be recorded in the minutes, as shall any recommendations, overruled by the Department Head. Minutes of each meeting will be distributed to the departmental faculty, after giving committee members the opportunity to correct the minutes but aiming for faculty distribution within two weeks. It is expected that special AOC meetings may be called by the Head. For voting purposes, six or more members shall constitute a quorum.

### **5.5.3. Responsibilities**

The purpose of the AOC is to advise the Head and to serve as a resource for long range planning and policy issues regarding the academic operations of the

Department. As part of these responsibilities, the AOC shall offer advice or make recommendations regarding:

- 5.5.3.1.** The undergraduate and graduate curricula. The AOC does not displace the undergraduate or graduate curricula committees, but it can suggest issues for study by those committees and review recommendations by those committees.
- 5.5.3.2.** Funding for academic operations and teaching
- 5.5.3.3.** Controversial or disputed teaching assignments
- 5.5.3.4.** Improving instruction
- 5.5.3.5.** All committee actions that have major academic implications for the faculty and Department
- 5.5.3.6.** Staff and personnel issues related to academic operations
- 5.5.3.7.** Recommendations on teaching-related departmental committees and membership

## **5.6. Promotion and Tenure Committee**

### **5.6.1. Structure and Membership**

The committee consists of seven members elected from the ranks of tenured full-time, full professors administratively located in the Department. Committee members are elected by a majority, written or electronic vote, of the tenure-track assistant, associate, and full professors administratively located in the Department. One representative is elected from each of the five divisions (analytical, chemical biology, inorganic, organic, and physical/nuclear), and two representatives are elected to “at-large” positions. No more than two members from any division may serve on the committee at the same time. Elections are held during the first week of November. Three-year terms begin January 1st each year and are staggered to avoid complete replacement of the committee membership in a single year. No member may be re-elected to the committee until at least one year has elapsed since a previous term of service.

As soon as possible following the resignation of a committee member, an election will be held to replace that member. The newly elected member will serve only the remaining portion of the departed member’s term. If an elected committee member is temporarily unable to serve, the Department Head can

appoint a temporary replacement until the elected member can return or a special election is held. Committee members elect the chair and the vice-chair at the first meeting each year. No member may serve more than one year as chair 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, unless one or more committee members has a conflict of interest.

### **5.6.2. Responsibilities**

The P&T Committee gives the Department Head its advice and recommendations on the granting of tenure and promotions. The committee also provides the Department Head and faculty with annual performance reviews of assistant and associate professor tenure track faculty and makes recommendations on joint appointments and emeritus status. The committee also performs mid-term reviews of tenure track assistant and associate professors.

### **5.6.3. Mode of Operation**

The P&T Committee meets, as required, throughout the year. It reviews the annual reports of assistant and associate professors, the files of all proposed appointments with tenure and promotions, 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.

### **5.6.4. Operating Procedures**

#### **5.6.4.1. Procedures for Annual Review of Tenure Track Faculty below the rank of Full Professor**

Each spring, the P&T Committee prepares an annual review of the progress of each of the faculty members in tenure-track positions who are below the rank of full professor. These annual reviews are based primarily upon updated annual reports solicited from the faculty members and written appraisals of teaching by the appropriate division chair or a tenured faculty member appointed by the division chair. The committee does not discuss the annual reviews with the faculty member being evaluated and prepares the recommendation without the Department Head's input. The Department Head later shares the P&T evaluations with the faculty member being evaluated and meets individually with each of these faculty and reviews their P&T Committee's evaluations with them. Although the Department Head may provide his or her own written recommendation, the committee's

verbatim written recommendations will be provided to the faculty member. This review occurs in the spring semester of each year. The material that faculty are required to provide to the P&T committee for their evaluation includes a complete annual report prepared according to the Department Head guidelines as well as an up dated CV. In addition, a list of courses taught, with the number of students enrolled, and the numbers of As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws) listed in a tabular format. If the letter grade distribution or number of Qs for a particular course is unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.

#### **5.6.4.2. Procedures for Annual Review of Academic Professional Track Faculty**

Each spring the P&T Committee prepares an annual review of the progress of each of the APT faculty members in non-tenure track positions. These annual reviews are based primarily upon updated annual reports solicited from the faculty members. The Department Head provides these written reviews to the APT faculty members and meets with each of them to discuss the P&T Committee's annual review. This review should occur in the spring semester of each year. The Department Head does not participate in writing the annual review, and the P&T committee does not discuss the annual reviews with the faculty members.

#### **5.6.4.3. Mid-term Reviews of Un-tenured Tenure Track Faculty**

The timing of a candidate's mid-term evaluation is determined by the candidate's initial appointment letter. In general, the mid-term review will be completed at the end of the candidate's third year for candidates whose initial appointment was at the assistant professor level. Candidates can, however, request a one-time delay of one year in their mid-term review, 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 work weeks 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.

For mid-term reviews, candidates are required to supply the same items of information as those that will later be required for consideration of

promotion and tenure. This information should follow the same suggested format as that used for the faculty member's departmental file, and should include:

**5.6.4.3.1.** A copy of a curriculum vitae, which should include a record of publications, oral presentations, seminars, research grants, graduate students, postdoctoral students, visiting scholars, teaching, and service.

**5.6.4.3.2.** A complete set of reprints of the most recent and important publications (up to six) as an independent scientist.

**5.6.4.3.3.** A tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws). If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.

**5.6.4.3.4.** A narrative statement of up to three pages in length, which describes the candidate's major accomplishments in teaching, research, and service. One member of the committee will be responsible for assembling a complete file for the candidate that contains all relevant information about the candidate's research, teaching, and service performance. Relevant information may vary with the individual, but can include the candidate's:

**5.6.4.3.4.1.** curriculum vitae

**5.6.4.3.4.2.** previous annual reviews by the P&T Committee

**5.6.4.3.4.3.** solicited and unsolicited evaluations from internal and external referees

**5.6.4.3.4.4.** evaluation of teaching and performance, based on student surveys and faculty comments, including ones derived from classroom observation

**5.6.4.3.4.5.** material published or submitted for publication by the candidate

**5.6.4.3.4.6.** 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. The completed file is sent to all committee members for their individual review prior to consideration by the entire committee. A recommendation is prepared, discussed, and modified until the committee reaches a general consensus. 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.

### **5.6.5. Generating a Recommendation for Tenure**

The timing of a candidate's tenure evaluation is determined by the candidate's initial appointment letter. In general, the tenure review will begin at the end of the candidate's fifth year, for candidates whose initial appointment was at the 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. Such requests may be approved by a simple majority vote of the P&T Committee. If the candidate has missed eight or more work weeks because of reasons enumerated in the Family and Medical Leave Act, the Department specifically encourages the request for a one-year extension and will automatically support such a 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:

- 5.6.5.1.** A curriculum vitae which should include a record of publications, oral presentations, seminars, research grants, graduate students, postdoctoral students, visiting scholars, teaching, and service.
- 5.6.5.2.** A complete set of the most recent and important publications (up to six reprints/preprints of original contributions to the referred literature).
- 5.6.5.3.** A list of six suggested external referees who are qualified to evaluate the candidate's research. These referees should be distinguished, active research leaders in the candidate's field, but may not include collaborators or previous mentors or supervisors.
- 5.6.5.4.** A tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws). If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered



unusual.

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

**5.6.5.5.1.** Letters are solicited from at least three of the candidate's suggested external reviewers, 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.

**5.6.5.5.2.** One committee member will 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:

**5.6.5.5.2.1.** curriculum vitae

**5.6.5.5.2.2.** previous annual reviews by the P&T Committee

**5.6.5.5.2.3.** solicited and unsolicited evaluations from internal and external referees

**5.6.5.5.2.4.** evaluation of teaching performance, based on student surveys and faculty comments, including ones derived from classroom observation by peers

**5.6.5.5.2.5.** material published or submitted for publication by the candidate

**5.6.5.5.2.6.** other material considered relevant and reliable by the committee

If desired, the candidate may submit to the committee other materials that are considered relevant or may 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.

**5.6.5.5.3.** The complete file is sent to all committee members for their individual review prior to consideration by the entire committee. A recommendation is prepared, discussed, and modified until a consensus is reached. A vote is then taken by secret ballot and the resulting recommendation is transmitted to the Department Head by the committee chair.

The Department Head does not participate in the committee's evaluation of faculty.

If a committee member believes that they may have a conflict of interest because of a personal, familial, or financial relationship with a candidate being evaluated, they must recuse themselves from the P&T committee's evaluation process.

#### **5.6.6. Promotion to Associate Professor**

Promotion to associate professor normally is considered concurrently with the tenure decision, and one will not usually be awarded without the other. File materials for associate professors for annual reviews include a complete annual report prepared according to the Department Head guidelines as well as an updated curriculum vitae. In addition, a tabular list of courses taught, their initial enrollments, GPA, As, Bs, Cs, Ds, Fs, Qs, and other grades (Is or Ws) must be provided. If the letter grade distribution or number of Qs is considered unusual, the faculty member should provide a short, written explanation of whatever is considered unusual.

##### **5.6.6.1. 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<sup>st</sup> of the sixth year of the candidate's probationary period. After final action is taken by the administration (in the 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.

#### **5.6.7. Promotion to Full Professor**

Eligible associate professors are reviewed annually for possible promotion. Recommendations for promotion to Professor are made based on the 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, associate professors are sent a memorandum by the Department Head that requests that their files be updated. When a candidate is to be considered for promotion, the file is reviewed, and letters are solicited from individuals external to the university 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, with the exception that a departmental

seminar is not required. The deadline for a recommendation for a promotion usually occurs in mid-October in any given year.

#### **5.6.8. Tenure Recommendation for New Faculty Hired at the Associate or Full Professor Level**

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

#### **5.6.9. Guidelines for Promotion of APT Faculty**

##### **5.6.9.1. Evaluation of Lecturers**

The P&T committee does not evaluate Lecturers and Senior Lecturers on an annual basis. That evaluation is performed by the Department Head with input from the First-Year Program Coordinator or the relevant Division Chair. Although the P&T Committee does not evaluate Lecturers and Senior Lectures on an annual basis, the Department Head or the Executive Committee may ask the P&T committee to perform an evaluation of Lecturers or Senior Lecturer on an *ad hoc* basis. Such an evaluation requires that the person being evaluated provide an updated curriculum vitae which typically includes reviews of student evaluations, peer evaluations, instructional materials, and any outside activities related to teaching, research (if any), and service. The P&T committee in such cases provides the Department Head and Executive Committee with a written response that is shared with the person being evaluated, who may then comment on any questions raised by the Department Head or the Executive Committee.

##### **5.6.9.2. Promotion from Lecturer to Senior Lecturer or Senior Lecturer to Instructional Assistant Professor**

Evaluation by the P&T committee is part of the promotion process and involves a recommendation procedure that is equivalent to that outlined for granting tenure.

Candidates for promotion from Lecturer to Senior Lecturer or Senior Lecturer to Instructional Assistant Professor should provide the P&T committee with the same materials described above for consideration of tenure and promotion to associate professor, with the exception that the focus of the evaluation is on classroom teaching and service. Research

activity may be considered but is not a primary criterion for these promotions. Outside letters are not required for promotion to Senior Lecturer or to Instructional Assistant Professor.

#### **5.6.9.3 Promotion to Instructional Associate Professors**

The P&T committee advises the Department Head on all promotions to Instructional Associate Professor. The materials to be provided by the candidate are equivalent to the materials described above for consideration of tenure and promotion to associate professor with the exception that the focus of the evaluation is on classroom teaching and service. Research activity may be considered but is not a primary criterion for these promotions. Letters from individuals outside the Chemistry Department or external to Texas A&M University are required for promotion to the rank of Instructional Associate Professor.

#### **5.6.9.4. Promotion to the Rank of Instructional Full Professors**

The committee advises the Department Head on all promotions to Instructional Full Professor. The materials to be provided by the candidate are equivalent to those described above for consideration of tenure and promotion to full professor with the exception that the focus of the evaluation is on classroom teaching and service. Research activity may be considered but is not a primary criterion for these promotions. Letters from individuals outside the Chemistry Department or external to Texas A&M University are required for promotion to the rank of Instructional Full Professor.

### **5.7. Undergraduate Curriculum Committee**

#### **5.7.1. Composition**

The Undergraduate Curriculum Committee shall be composed of three to five members appointed by the Department Head from among those faculty who are actively involved in teaching the major undergraduate course offerings of the Department. The committee chair is appointed by the Department Head.

#### **5.7.2. Meetings and Agendas**

The committee shall meet as often as necessary to carry out its functions and responsibilities, but at least once each semester. The agenda for these meetings will be set by the chair, in response to requests by one or more committee

members or by any other faculty members of the Department. For voting purposes, four or more members shall constitute a quorum.

### **5.7.3. Function**

The purpose of the Undergraduate Curriculum Committee is to oversee matters relating to the conduct of the Department's undergraduate teaching program. This committee will periodically review the department's undergraduate curricula and recommend to the Department Head and faculty ways of making the program better serve the needs of the students. It will continuously monitor new developments in innovative teaching methods, techniques, and equipment and act as an information resource for the faculty.

### **5.7.4. Responsibilities**

**5.7.4.1.** Reviewing all proposed changes to the undergraduate curricula, including major modifications of current courses and additions of new courses.

**5.7.4.2.** Formulating and recommending new initiatives related to the undergraduate teaching program.

**5.7.4.3.** Advising the Department Head on ways to motivate, evaluate, and reward excellence in teaching of undergraduate courses.

**5.7.4.4.** Providing liaison with the College of Science Undergraduate Curriculum Committee and with the Undergraduate Advisors in other departments within the university through the Undergraduate Advisor.

## **5.8. Faculty/Graduate Student Working Group**

The purpose of the Faculty/Graduate Student Working Group is to maintain effective lines of communication between graduate students and faculty members.

### **5.8.1. Charge**

The Working Group has two principal missions:

**5.8.1.1.** To provide a forum for departmental graduate students, via their elected GSAC representatives, to voice their concerns and opinions regarding issues of interest to Graduate Students;

**5.8.1.2.** To provide a direct conduit for information flow from the Chemistry Department administration to the graduate students.

**5.8.1.3.**

## **5.8.2. Composition**

The Working Group shall be comprised of all duly elected officers of the Graduate Student Association Chemistry (GSAC), the Department Head, the Graduate Advisor, the Associate Graduate Advisor (optional), and four additional members of the Chemistry Graduate Faculty. These four faculty members, each representing a different sub-discipline within the Chemistry Department, will be nominated by GSAC and approved by the Department Head. The Graduate Advisor will serve as the chair of the Working Group. In the absence of the Graduate Advisor, the Associate Graduate Advisor will assume the duties of chair.

### **5.8.2.1. Term of Membership**

The terms of all appointments shall be one year, commencing on October 1<sup>st</sup>, each year.

### **5.8.2.2. Meetings**

At least two meetings of the Working Group will be held per year; one each during the Fall and Spring semesters.

## **5.9. Ad Hoc Review Committees**

**5.9.1.** From time to time the Department Head, upon consultation with the Academic Operations Council, may appoint small committees to review various aspects of departmental activities. These performance reviews may evaluate academic programs as well as operational efforts involving shops, facilities, and support groups. Written reports shall be reviewed by the Head prior to distribution to the faculty.

**5.9.2.** Individual administrative performance will be reviewed periodically as required, consistent with re-appointment schedules for faculty and with periods no longer than four years for staff. The committee reviewing the performance of the department Head will be appointed by the Dean and contain, a majority of persons elected to represent the Department.

## **5.10. Appointments to Committees**

**5.10.1** The Department Head, with the concurrence of the Academic Operations Council, shall appoint the members of the Undergraduate Curriculum Committee, the Graduate and Undergraduate Awards Committee, and the Graduate Curriculum Committee to one-year terms commencing in May.

**5.10.2.** The Department Head, with the concurrence of the Executive Committee, shall appoint the members of the Faculty Awards Committees, Facilities

Committees, and the Colloquium and Seminar Committee.

- 5.10.3** It is recommended that no faculty member shall serve simultaneously as chair of more than one standing committee and that no faculty member shall serve as chair of a standing committee for more than three consecutive years.

### **5.11. Appointments to Endowed Chairs and Professorships**

Certain faculty in the Department, normally holding the rank of Full Professor, are holders of endowed Chairs and Professorships. Appointments to these positions are at the discretion of the Department Head, with advisory input from a subset of existing Chair and Professorship holders. As required by the Dean of Faculties, appointments to such positions are for an initial period of five years and are renewable at the discretion of the Department Head for additional periods of five years.

## **6. Amendment of the Bylaws**

Amendments to the Department of Chemistry Bylaws shall require a favorable recommendation by the Executive Committee and a majority affirmative written or electronic vote of the faculty.

## **7. 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.

## **Graduate Students: Family and Medical Leave**

In recognition of the fact that situations arise where students will, because of childbirth, adoption, or illness, be necessarily unable to meet their obligations to the Department and University, guidelines for the acceptable procedures to be followed are outlined below. The fundamental principle behind these guidelines is that the Department of Chemistry is committed to maintaining the student's viability as a contributing member to the research and educational mission of the Department. It is hoped that these procedures will assure a secure environment which will minimize disruption by and the impact of such momentous personal events. No set of guidelines will cover all exigencies. In all cases, communication between student, research mentor, instructors, and the Department officials will be necessary for flexible responses to unique situations.

***Childbirth Policy.*** The following applies to a full-time female graduate student. It is expected that a typical leave period following childbirth will be on the order of six weeks. Salary and benefit payment during this time will continue irrespective of the source unless strictly forbidden by a granting agency. In the latter case, the Department, through the Graduate Student Office will provide the salary and benefits at the level of a Departmental RA or TA.

The graduate student is strongly encouraged to inform her mentor of her pregnancy status as early as possible, and no later than five months prior to anticipated childbirth. Such a planning period is necessary for careful joint consideration, by the student, her mentor, and the Department, of adjustments to be made in research, timing of research reports and seminars, preliminary examinations, and advisability of TA/RA assignments. During the months preceding childbirth, it is to be expected that the pregnant student will be transferred from any laboratory position where potential exists for exposure to hazardous chemicals or solvents. A decision regarding the advisability of the student's complete removal from the laboratory for the remainder of her pregnancy should be made by the student and her mentor, in consultation with the student's physician. Faculty are expected to modify research programs, as needed, to provide a work environment appropriate to the capabilities of the student.

***Family Leave:*** The following applies to a full-time graduate student who is the parent of a newborn child or adopted child. Under normal circumstances it is expected that the father will be granted a short term leave as typically associated with vacation leave days. Longer terms and salary continuances may be requested on a case-by-case basis and negotiated between the student, their mentor, and an official of the Department as designated by the Head of the Department.

***Medical Leave:*** The following applies to all full-time graduate students and applies to both childbirth and medical emergencies. Normally, such events will halt the academic and research clocks, with regard to coursework assignments, reports due, and program hurdles, such as cumulative examinations, seminars, and oral examinations. Faculty are expected and encouraged to make individual arrangements with students for completion of requirements, and the removal of any grades of "I" when the student returns.

**GUIDELINES ADOPTED BY CHEMISTRY FACULTY: 5/21/2015**