II PERSONNEL

A. CHEMISTRY FACULTY

1. Procedures

a. The Peer Committee of the Department of Chemistry functions to evaluate Chemistry faculty, and is comprised of all faculty of the Department of Chemistry. The Peer Committee shall elect a Peer Committee Chair at its first meeting of the academic year: the Chair of the Department shall not be eligible for this position.

b. Faculty shall provide the Peer Committee with an updated Individual Reappointment Presentation at least one week prior to the scheduled Peer Committee meeting at which they will be evaluated.

c. When a member of the Department is to be considered for tenure, promotion, continuing contract, or post-tenure performance review, the Peer Committee will have access to the member's Personnel File in accordance with the University of Maine/AFUM Agreement. The Peer Committee Chair shall convene the Committee to insure that such administrative deadlines are met in a timely fashion.

d. Faculty being evaluated will orally summarize their Individual Reappointment, Tenure, or Promotion presentation; a question and answer session will follow the summary. The faculty member will then leave the room while the Committee deliberates upon the Presentation. Only those items listed under “Evaluation Criteria” will be discussed.
e. All Peer Committee present, except for that person being evaluated, shall vote on a motion to reappoint/promote/tenure/post-tenure review by written ballot; the votes will be tabulated and recorded by the Peer Committee Chair. An absentee ballot will be accepted from a Committee member on sabbatical who is not on campus, or who is absent because of University business, and from members on sick leave. An absentee ballot may be accompanied by a written evaluation of the candidate for presentation at the personnel meeting.

f. The Chair of the Peer Committee will poll the Committee Members regarding comments to be included in the Peer Committee letter of evaluation. The Chair of the Personnel Committee will write a draft of the evaluation letter, share it with each Committee member, and write a final letter that reflects the views of the Committee.

g. Each Committee member will sign the final copy of the letter; signing indicates that the letter is an accurate reflection of the Committee’s views.

h. The letter is sent to the Dean, CAS, to the faculty member being evaluated, and to each member of the Peer Committee.

i. The faculty member being evaluated may submit a responding letter to the Dean and to the Peer Committee Chair; the letter must be received by the Office of the Dean within one week of receipt of the evaluating letter by that person being evaluated.

j. The final report, with response, if any, shall be placed in the faculty member’s Personnel File by the custodian of the file. The official Personnel File resides in the CAS Dean’s office.

2. Evaluation

a. Teaching
Teaching is the primary mission of the Chemistry Department. Therefore, personnel evaluations must place major emphasis on judging teaching effectiveness. Labs and lectures in any chemistry course will be open for attendance by interested faculty upon prior notification, and with the consent of the instructor. In this way, some direct evidence of teaching effectiveness may be gained.

Teaching Criteria

1. For reappointment beyond the second year, the faculty member shall have begun to demonstrate a sustained pattern of effective teaching during the evaluation period. Effective teaching may be demonstrated through course preparation as evidenced through syllabi and course materials, class management as determined through one or more classroom or teaching lab visits, and student reception as evidenced by student evaluations.

2. For reappointment beyond the fourth year, the faculty member must demonstrate a sustained pattern of effective teaching and progress toward high quality teaching. High quality teaching is
evidenced by at least one of the following: excellent care in preparation, excellent student evaluations, and excellent development of courses, curricula, pedagogy, and assessment.

3. A recommendation of tenure and (or) promotion to Associate Professor presumes a sustained record of high quality teaching.

4. Promotion to the rank of Professor requires a sustained pattern of high quality teaching, as evidenced by at least two of the following: excellent care in preparation, excellent student evaluations, and excellent development of courses, curricula, pedagogy, and assessment.

Evaluation Materials

To facilitate this aspect of the evaluation, each Chemistry faculty member shall submit to the Peer Committee:

1. a copy of all instructional materials as described on the Provost’s website

2. a copy of representative teaching materials requested by the Peer Committee. Representative teaching materials may include exams, final exams, problem sets, or any other assessment tools used

3. representative syllabi and course policies

4. a statistical summary of student evaluations by question by semester

5. examples of new teaching materials and classroom activities produced for your classes

6. a summary of teaching experiences associated with the supervision of undergraduate research

b. Scholarship

Generation of scholarship is an important part of a faculty member's obligation to the department and the University. To obtain tenure and (or) promotion, faculty must have an active and productive scholarly agenda that is characterized by peer review of that scholarship.

Scholarship Criteria

1. For reappointment beyond the second year, the faculty member must submit evidence of implementing a research program.

2. For reappointment beyond the fourth year, the Peer Committee must be able to discern progress in scholarly activity and contributions to the candidate's field, as evidenced by scholarship published in refereed journals, presentations at professional scientific meetings,
submission and funding of peer-reviewed grant proposals, the publication of books, and successful applications for patents.

3. A recommendation of tenure and (or) promotion to Associate Professor requires a sustained record of substantial and quality scholarship and a clearly evident pattern of intellectual development and growth, as recognized by peers in the field. Evidence includes publication in refereed journals, presentations at professional scientific meetings, submission and funding of peer-reviewed grant proposals, the publication of books, and the successful application for patents.

4. Promotion to the rank of Professor presumes a significant contribution to the field of chemistry and a reputation beyond the local or regional. Such standing requires a substantial and distinguished body of scholarship, as recognized by peers in the field, which recognition could include publications in refereed journals, external funding for research, the publication of books, and the successful application for patents.

**Evaluation Materials**

To facilitate this aspect of the evaluation, each chemistry faculty member shall submit to the Peer Committee:

1. papers published, submitted, or in preparation
2. books published, submitted, or in preparation
3. grant proposals that are funded, submitted, or in preparation
4. panel and ad hoc reviews of grants submitted, if available
5. abstracts of proceedings of conference presentations
6. progress reports on all internal and external awards
7. patent applications and notification of patent status by the Patent Office

**c. Service**

Service is the third important component of faculty life. The proportion of a faculty member’s time devoted to service will vary throughout their career. Service at the departmental level is required. Because faculty members have different strengths and opportunities, additional service may take one or more of the following forms:

1. service to the college
2. service to the University

3. professional service to the discipline

4. professional service to the community

Service Criteria

1. For reappointment beyond the second year, the faculty member shall have participated in departmental affairs.

2. For reappointment beyond the fourth year, the faculty member must participate in service to the Department, and service to the college, the University, the discipline, or the community.

3. A recommendation of tenure and (or) promotion to Associate Professor requires evidence of continued service to the Department, the college, the University, the discipline, and the community.

4. Promotion to the rank of Professor requires an ongoing pattern of service to the Department, the college, the University, and to the profession.

Definition of satisfactory performance for post-tenure reviews

A faculty member’s performance will be judged to be satisfactory if he/she continues to satisfy the criteria previously explicated in this document.

Shared appointments

Evaluation of shared appointments will be based upon the faculty member’s appointment documents.

B. ADJUNCT FACULTY

1. Procedures

a. Candidates for adjunct status must be approved by a majority vote of the Chemistry faculty.

b. Adjunct faculty teaching lecture courses with a designation CHY 105 or above must have a PhD in Chemistry.

c. Adjunct faculty teaching at off-campus centers, or teaching chemistry courses at Lewiston-Auburn must be approved by the Department.

d. Adjunct faculty have no voting rights concerning departmental matters.