# By-Laws of the Department of Chemistry


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I. Preamble

1. Mission of the Department

The Department of Chemistry (hereinafter referred to as “Department”) subscribes to UConn’s mission and core values. The specific mission of the Department is to create new knowledge in chemical disciplines and communicate their discoveries to their academic peers and to the general public, to provide education in chemical disciplines at undergraduate and graduate levels, and to develop innovative ideas and methods in its research and educational activities.

We endorse the professional Code of Conduct and institutional Academic Responsibility standards.

2. Purpose of the By-Laws

The members of the Department established these departmental By-Laws to codify the form of organization by which the affairs of the Department will be carried out and to clarify their responsibilities, mutual obligations, rights, and prerogatives.

The Department endorses the principle of shared governance. The faculty shall be the policy-making body of the Department. Committees will represent the interests of the Faculty as a whole. The Head’s major decisions will be informed by discussions with all affected members of the Department, including faculty, students, and staff.

These By-Laws shall conform to, or be superseded by, all superior Federal, State, Bargaining Unit, UConn, or CLAS Laws, By-Laws, Policies, or Procedures, including: UConn By-Laws, Provost's Academic Policies, Policies Overseen by the Provost, CLAS College Policies and Guidelines.

For situations not anticipated in the By-Laws, the Head, in consultation with the Advisory Committee, shall make any necessary decisions.

3. Procedures for Adopting the Department By-Laws

This by-laws document shall be adopted if approved by at least 2/3 of the votes cast by members of the Full Voting Faculty after discussion at a faculty meeting.

II. Administrative Department Structure

1. Administrative Positions in the Department

1. The Dean will appoint the Department Head (Head) according to the CLAS Department Head Search policies and Article 15 of the AAUP contract.

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

b. The term of office of the Head is typically five years, and is renewable following a review. The review process is delineated in the CLAS Selection and Review of Department Heads policy and Article 15 of the AAUP contract.

c. The duties and responsibilities of the Head are described in the CLAS’s Department Head Manual. The Head, through direct action or delegation, and in consultation with the appropriate faculty committees:
   o Oversees Storrs and Regional Campus faculty and teaching programs
   o Formulates and implements policies and visions of the Department
2. The **Associate Department Head** is appointed by the Head
   a. Responsibilities as assigned by the Head
   b. Assists the Head in ongoing activities and new initiatives.
   c. Duties might be related to outreach, fund raising, department-industry partnerships, and public relations, and special events of the department.
   d. The Associate Department Head is *ex officio* member of the Advisory Committee and the Graduate Program Committees.

3. The **Undergraduate Program Director** is appointed by the Department Head
   a. Typical duties for the Undergraduate Program Director are the overall management of the academic aspects of the Department’s undergraduate program, in consultation with the Undergraduate Program Committee.
   b. The Undergraduate Program Director is typically an *ex officio* member of the PTR sub-committee evaluating the yearly ‘PTR’ report of the non-tenure track teaching faculty and the Advisory Committee.
   c. In close collaboration with the regional campus directors and/or the UConn Summer Program office, the Undergraduate Program Director organizes the departmental summer teaching schedule.

4. **Regional Campus Liaison** is appointed by the Department Head
   a. The Regional Campus Liaison is the liaison of the Department, Head, and the departmental committees to the departmental faculty and administration at the regional UConn campuses.
   b. The Regional Campus Liaison is typically an *ex officio* member of the hiring committees for regional campus faculty.

5. In consultation with the Advisory Committee, the Head may appoint additional positions with specified tasks and terms.

2. **Membership of the Faculty of the Department**

   Unless stated otherwise, all faculty holding full-time (9-month) academic appointments primarily in the Department (including the regional campuses) at all ranks shall be voting members of the faculty of the Department, when appropriate.
3. Meetings of the Department Faculty

1. The department head will schedule regular (typically monthly) Faculty Meetings during each academic year held at a day/time allowing as many of the faculty members to attend as is possible. Dates for the entire AY are circulated before the beginning of the Fall semester.

2. Privilege of attendance and of the floor at regular Faculty Meetings shall be extended to all members of the faculty of the Department.

3. Joint faculty, Research, Visiting and part-time (Adjunct) faculty members, etc. are welcome to attend faculty meetings but do not have voting rights.

4. The Head shall publish an agenda for each regular Faculty Meeting at least 24h in advance.

5. The Head, or designee, shall preside at each Faculty Meeting.

6. The Head should inform the Faculty about all important updates and developments that affect them.

7. The Head shall provide an opportunity for reports of all departmental standing committees and from the Department’s representatives college and university-wide committees.

8. Guests may be invited to Faculty Meetings by the Head or by a member of the Department faculty with concurrence of the Head.

9. Special Faculty Meetings for stated purposes may be called by the Head or shall be called by the Head upon the request of four members of the Advisory Committee, or the request of 30% of the Department faculty. Typically, 7+ days’ notice is required.

10. All votes on motions or committee selections are to be performed electronically, with an e-mail invite to the ballot going to all eligible members, with the ballots typically open for 7+ days.

11. Motions on procedural measures can be affirmed by a simple majority of those present at the faculty meeting.

12. Regular meeting opportunities for all regional campus members of the Department to discuss matters most closely related to their interests shall be provided.

III. Faculty

1. Divisions

1. The Department of Chemistry is organized into seven teaching units called Divisions. These seven divisions – Analytical, Biological, Environmental, Inorganic, Organic, Polymer, and Physical Chemistry Divisions – represent a coherent teaching and research specialization in chemistry. In addition, a General Chemistry Division is formed uniting all faculty teaching general chemistry classes.

2. A division is an educational unit responsible for organizing and delivering specialized teaching programs in that unit of specialization, including a determination of the divisional training requirements that lead to a PhD degree in Chemistry.

3. Faculty members may join one or more divisions of their choice. Those that qualify as voting faculty also qualify as voting faculty in their chosen division(s).

4. A Division Chair of each division is elected by the Division for one-year terms. Division Chairs will not serve more than two consecutive terms.

5. The Division Chair chairs the meetings of the division and sets the meeting agenda, with input from the division faculty.
6. Any faculty and staff member of the Department may make proposals to the Divisions in writing/e-mail to the Chair of the Division. Such proposals will normally be given consideration within 21 days.

7. The divisional guidelines developed are subject to departmental/University guidelines and are published in the on-line Student Handbook.

8. The Division Chair works with the faculty in the division to suggest division faculty teaching assignments for the upcoming academic year(s) to the Head.

2. Junior Faculty

1. Mentoring Committees for pre-tenure faculty are chosen along the policy document Appendix C.

3. Joint Appointments to the Department of Chemistry

1. Any individual faculty member or Division can propose an individual to be recommended as a Research Professor or Joint Faculty Appointee to the Department.

2. The requirements, rights, and process for the appointment and evaluation of Joint Faculty is governed by the PTR committee along the policies outlined in Appendix D.

3. Gratis Faculty Positions (Research Professorships) may be appointed by the Head for a 5-year term; their appointment will also be evaluated in 5-year intervals by the PTR committee, with a recommendation for renewal.

IV. Committees

1. Many executive functions carried out by the Head are on recommendations from departmental committees, as appropriate.

2. Service on departmental committees is a normal part of each faculty member duties.

3. Unless otherwise stated, committee members and chairs are appointed annually by the Head.

4. Unless otherwise stated, all committee members serve in a voting capacity.

5. Unless otherwise stated, all committees will establish their own procedures, provided that the following conditions are met:
   a. Committee meetings are held only with a majority of the voting committee members present.
   b. The agenda for each meeting will be determined by the committee chair in consultation with members.
   c. Members of the department concerned with a given matter should be afforded an opportunity to present their views.
   d. Any faculty and staff member of the Department may make proposals to any committee in writing/e-mail to the committee chair. Such proposals shall be given consideration within 21 days.
   e. Committees may receive and consider proposals from undergraduate/graduate students, as appropriate.
   f. Some committees may also include student representation. During discussion involving evaluation of students or faculty members, the student representatives will be excused.
   g. All decisions made by any committee will be communicated to the faculty as a whole.

The departmental standing committees are:
1. **Advisory Committee to the Head**
   1. Will be composed of three members chosen by a vote of entire faculty plus an additional three members appointed by the Head to strive toward even representation of all faculty.
   2. Advises the Head on matters of departmental policies and operations.
   3. Advises the Head on discretionary expenditures exceeding $5,000.

2. **Promotion, Tenure, Reappointment (PTR) Committee**
   1. The PTR Committee consists of six full professors who are elected by vote by the entire faculty to serve a three-year, staggered term: Two new members are elected each year to replace the two who rotate off. Once a member rotates off, they cannot be selected for at least the following year.
   2. In case of someone needing to be replaced on the PTR Committee (retirement, sabbatical, etc.), the third highest vote getter will be on the committee for the same duration as the person they are replacing or they need to be replaced.
   3. The PTR Committee advises the Head in all cases involving promotion, tenure, and reappointment, defines/curates departmental PTR standards, and executes external and internal PTR reviews. See Appendix E for the departmental PTR Procedures.
   4. Departmental standards used for promotion to Associate Professor with Tenure, see Appendix F.
   5. Departmental standards used for promotion to (Full) Professor, see Appendix G.

3. **Non-tenure Track Faculty Evaluation Committee**
   1. A PTR sub-committee is formed to evaluate yearly all 3rd year and beyond non-tenure track reappointments at Storrs and the regional campuses and makes recommendations to the Department Head for reappointment or promotion.
   2. The committee will be comprised of five members appointed on an annual basis:
      a. One member from the branch campuses of any rank and with greater than six years experience at UConn, elected by the faculty of the UConn Branches.
      b. One member from the non-tenure track faculty from the Storrs campus, elected by non-tenure track Storrs faculty.
      c. Three members appointed by the Department Head drawn from the chemistry department faculty from all the campuses and can include assistant, associate and full professors.
   3. Departmental standards for the reappointment and promotion of non-tenure track faculty is included as Appendix H.
   4. All 2nd year reappointments are at the discretion of the Head.
   5. In the event of non-renewal of a term appointment, the affected faculty member shall receive from the Head a written statement of the decision not to renew.

4. **Safety Committee**
   1. Next to the appointed faculty members, staff and graduate students may be part of this committee.
   2. Manages workplace safety compliance (e.g. reviews accident reports, assesses safety protocols).
   3. Organizes yearly safety instructions (at a minimum the safety instruction for all graduate students at the end of the summer orientation period)
   4. The organization or advisement of other (student-led) training initiatives is desirable.
5. Seminar Committee
   1. Traditionally, pre-tenure faculty are part (or all) of this committee.
   2. This Committee solicits, collects and approves seminar speaker requests, coordinates seminar schedule, publishes the seminar schedule at the latest by the 1st week of the semester.
   3. Administers the CHEM 5310 course according to standards coordinated with the Graduate Program Committee.

6. IT Committee
   1. Determines chemistry.uconn.edu on-line contents and other online resources.
   2. Coordinates the on-line contents and physical implementation of departmental website(s) (with help from office staff members).
   3. Assesses requests for department software purchases involving department-wide licenses.
   4. Assesses requests for non-standard/major departmental computing hardware purchases.

7. Graduate Admissions Committee
   1. Refines graduate admissions criteria.
   2. Recruits annual cohort of new graduate students, evaluates and ranks the applicants, and makes admission recommendations to the Head.
   3. Participates in graduate student orientation organization and events.
   4. Liaises with the Graduate School.

8. Graduate Program Committee
   1. Evaluates and refines graduate program and graduate student training.
   2. Tracks student progress and adherence to the general graduate program time line (see Appendix I).
   3. Evaluates the SETs of Teaching Assistants in a timely manner; makes recommendations to the Head for either disciplinary action or commendations.
   4. Participates in disciplinary actions (conversations with the student, etc.).
   5. Selects candidates for graduate awards and scholarships.
   6. Graduate students will be consulted (through, for instance, the GSAC) on matters involving the graduate program, as appropriate.

9. Undergraduate Committee
   1. The Undergraduate Program Director is a voting, ex officio member, and its Chair.
   2. The Undergraduate Program Administrator is a non-voting, ex officio member of this committee.
   3. Members advise second-semester sophomore-, junior-, and senior-level undergraduate chemistry majors.
   4. Defines and assesses the undergraduate program curriculum; evaluates new course requests and prepares them for presentation to the CLAS CCC.
   5. Selects candidates for undergraduate awards and scholarships.
   6. Prepares the ACS accreditation review.
   7. Organizes undergraduate student recruitment activities (representation at Open House events, etc.).
8. Undergraduates may be consulted (through the ChemClub, for example) on matters involving the undergraduate program.

10. Graduate Student Advisory Committee (GSAC)

1. A Graduate Student Advisory Committee (GSAC) is formed to increase graduate student participation, provide direct feedback to the Head of concern or of interest to the graduate students, and to build a stronger community spirit among the graduate students.

2. The graduate student body is asked to elect 5 students from each of the last 5 years of graduate admission. The Head will then appoint 4 additional students to balance the committee by discipline, gender, origin, etc. to assure an as much equitable representation of all graduate students as possible.

3. The Head, or designate, attends GSAC meetings upon request.

11. Search Committees

1. Search Committee dedicated to specific searches (faculty or staff) are appointed by the Head.

2. Priorities for all new faculty recruitment shall be discussed at a Faculty Meeting with input from all interest groups within the Department.

3. Application requirements commensurate with applicable HR/OIR policies are set by the Search Committee.

4. A recommendation as to the applicants to be invited to visit the Department for on-site interviews, if desired, is forwarded to the Head.

5. Hiring recommendations for new faculty are made by the Search Committee to the Head after all faculty were given a chance for input.

6. Before appointments to the Chemistry faculty through Institute hires etc. are made, faculty will get a chance for input.

12. Ad Hoc Committees

Include, but not limited to: Searches for both tenure and non-tenure track positions, administrative and technical staff, space or programmatic issues.

V. Instructional Matters

The Department shall follow University policies regarding grade appeals (Link). Complaints from undergraduate students shall be handled by the Undergraduate Program Director, the Chair of the Graduate Program Committee, or the Head, as appropriate.

VI. Faculty Workloads

1. Basic Expectations for tenured/tenure-track faculty positions are 50% research, 30% teaching and advising, and 20% service.

2. The standard course load is 3 courses per year for tenured/tenure-track faculty.
   a. The load for faculty members inactive in research is 6 courses per year. Inactivity in research is defined as one, or a combination of, the following: not maintaining an active research lab, not actively carrying out research projects, not interacting with students in research projects, not publishing over
a 3+ years period, or not attending meetings, as determined by the department head and approved by the chemistry advisory committee.

b. The course reduction for faculty members with at least 1 major grant is 1 course per year. A major grant is defined as one of at least a total of direct and indirect costs of $100,000 per year.

c. The course reduction for a department head leads to 1 course per year.

d. The course reduction for faculty members with at least 2 major grants is 2 courses per year.

e. In very rare circumstances the department head may grant a one course reduction to a faculty member for exceptional service to the department.

f. The course reduction for Assistant Professors is 1 course per year. Over the first 5 years, there is one semester where there is no teaching assignment.

3. Basic Expectations for non-tenure-track faculty positions are 80% teaching and advising and 20% service.

4. Salary Determination and performance review processes are in accordance with the AAUP contract.

VII. Merit

1. The Head determines the merit recommendation to the Dean for departmental faculty.

2. This policy shall be affirmed via email ballot of the full voting faculty each year at the beginning of the evaluation period.

3. Merit criteria for tenured/tenure-track and non-tenure-track faculty are governed by separate policy documents, see Appendices J and K, respectively.

4. The Head determines the merit recommendation to the Dean for departmental staff. Merit criteria for all staff are regulated by AAUP or UCPEA statutes.

VIII. Grievance Procedures

The Department follows the grievance procedures described in the AAUP contract and UConn’s By-Laws.

IX. Amendment of the By-Laws:

1. Any proposal to amend these By-Laws must be:
   a. Placed on the agenda of a Department faculty meeting.
   b. After discussion at a department meeting, the proposal, incorporating any revisions, must be circulated among the Full Voting Faculty.
   c. The proposed revision shall then be subject to an electronic ballot for all members of the voting Faculty (open for 7+ days) and be implemented only if it is approved by at least 2/3 of the votes cast.

2. This By-Laws document contains references to documents included as Appendices, pertaining to committees, policies, and procedures, some of which are voted upon separately. Revisions of all such policy documents that are not the prerogative of the Head shall be done as follows:
   a. Placed on the agenda of a Department faculty meeting.
   b. After discussion at a department meeting, the proposal, incorporating any revisions, must be circulated among the Full Voting Faculty.
   c. The revision/proposal shall then be subject to an electronic ballot for all members of the voting Faculty (open for 7+ days) and be implemented only if it is approved by at least 50% of the votes cast.
Appendix A: Departmental Organization Scheme

Department of Chemistry Organizational Chart 2019

- Nicholas Leadbeater
  Associate Dept. Head
- Mark Peczuh
  Associate Dept. Head
- Storrs Faculty (including Krenicki and Schwenk Chairs)
  Vitaliy Gorbatuk
  Acad. Asst., NMR Lab
- Adam Gaichen
  Acad. Asst.- Mass Spec Lab
- William Willis
  Acad. Asst. II, Surface Lab
- Charlene Fuller
  Supply Manager, UCP 7
- Regional Faculty at Avery Point, Hartford, Stamford and Waterbury Campuses
  Edward Neth
  Deputy Dept. Head-Regionals
- Tyler Cardinal
  Building Services Manager, UCP 6
- Daniel Daleb
  Sr. Machine Shop Engineer, UCP 8
- Emilie Hogrebe
  Program Coordinator, UCP 5
- Graduate Teaching Assistants
- Postdoctoral Fellows
- Graduate Students
- Undergraduate Students
- Visiting Faculty
- Eric Krantz
  Manager of Laboratory Services, UCP 7
  Sam R. Post
  Lab Tech I, UCP 3
  Lauri Pratt
  Lab Tech 1 UCP, 3
  Noreen Nkosana
  Lab Tech 3, UCP 5
- Holly Schipper
  Lab Tech 1, UCP 3
- Undergraduate Student Workers
  Ashley Orcutt
  Program Assistant 2, UCP 4
  Jill Grakowsky
  Academic Advisor, UCP 5
  Rachel Kahn
  Financial Assistant I, UCP 1
Appendix B: Representative Tasks of the Department Head (inspired by the CLAS Guide for Incoming Department Heads):

**University and College Activities**
- Represent the Department within the University
- Attend & participate in monthly CLAS Department Heads Meetings and the Provost’s Meeting with Department Heads
- Translate the CLAS and UConn goals & policies to the Department
- Advocate for the Department with the Dean’s Office
- Establish cooperative initiatives with other units—academic departments, Schools, Centers and Institutes, and support offices
- Serve on University/College committees
- Prepare annual reports, strategic plans, periodic self-studies, accreditations, and other documents as requested
- Maintain ties with alumni and potential donors and work with the CLAS Dean’s Office and the UConn Foundation to generate donations and steward donors

**Academic Leadership**
- Oversee Storrs faculty and teaching programs
- Oversee Regional Campus faculty and teaching programs
- Model and uphold ethical, civil and productive relationships among the faculty, staff, and students in the department
- Initiates the departmental PTR process (see details above and in Appendix) and makes promotion, tenure and reappointment recommendations to the Dean
- Make salary increase recommendations to the Dean
- Make merit recommendations to the Dean
- Make faculty hiring decisions
- Mentor junior faculty; acclimate newly hired faculty
- Establish professional development programs for all faculty
- Act as liaison with units that support the teaching and research mission
- Promote diversity
- Make service assignments
- Nominate faculty to Department, College, and University committees
- Nominate faculty members for awards/honors and encourage them to apply for external awards/honors
- Organize and host social and external public relations events for the Department
- Encourage and facilitate external research funding

**Planning**
- Assess the future direction, range, and mix of Department subfields
- Develop and implement departmental long-term visions, plans, and goals
- Plan resource distribution and faculty hiring according to field changes and strategic plans
- Enhance the Department’s image and reputation
- Strive to align the Department’s goals with those of CLAS/UConn (Academic Plans)

**Curriculum and Courses**
- Make teaching assignments/develop course schedules in concert with the scheduling office
- Project class seat availability and initiate solutions to shortages in coordination with the CLAS Dean’s Office
- Manage and assess the Department’s undergraduate and graduate programs
- Respond to student complaints appropriately
• Adjudicate the grade appeal process and oversee cases involving alleged academic misconduct
• Work with faculty and administration to award and honor students
• Participate in undergraduate/graduate student recruitment activities
• Collaborate with students’ organizations

**Space**
• Assign work (office and laboratory) space within the Department, and ensure that space is used productively and safely
• Oversee facilities and departmental equipment
• Represent the Department in any University building/design effort
• Address space problems with the Dean

**Administration**
• Hire and supervise staff: provide annual evaluations and merit recommendations; foster the growth and development of staff; discipline staff, if required
• Maintain proper personnel, academic, and financial records
• Oversee finances: CLAS and university funds, sponsored programs, and UConn Foundation funds
• Manage and distribute resources; develop budgets and additional resource requests; oversee grant development and management
• Safety
• Labor Laws
Appendix C: Mentoring Committee Policy for Pre-Tenure Faculty
(as per Motion approved on 12/11/03)

Establishment of Tenure-track Mentoring Committee.
Before the end of their first year of appointment in the Chemistry Department, each newly hired tenure track assistant professor will choose three faculty from the University community to serve on their personal mentoring committee. The names of the members of each committee will be communicated to the Department head before the end of the first year of employment. The chairperson of each committee will be a member of the Chemistry Department and will arrange for the mentoring committee to meet with the assistant professor twice a year to discuss and advise on progress towards tenure and promotion.
Appendix D: Departmental Policy for the Appointment & Evaluation of Joint Faculty
(as per Motion approved on 04/03/12)

Joint Appointments to the Department of Chemistry

The department of chemistry recognizes the value of having colleagues in other departments formalize natural alliances with the chemistry department via joint appointments. These appointments are expected to be mutually beneficial to both the appointee and the department, enhancing the reputation of each and supplementing the resources of both. The Department has established requirements and procedures for joint appointments in Chemistry.

Requirements:

- The appointee must be a member of the graduate faculty
- The appointee must be a tenure track faculty member

Procedures:

- The candidate will submit a CV and a letter of intent to the Chemistry Department Head outlining the motivation for seeking the joint appointment and how the candidate and the department will benefit. It would be helpful if the candidate delineates how they intend to participate in the department. (See below for sample means of participation.)
- The candidate will also fill out the required form from the CLAS Dean’s office.
- Candidates will be invited to give a departmental seminar and to meet with individual departmental faculty.
- As part of departmental policies, the PTR committee will review the application, seek general faculty input, and make a recommendation to the Department Head.

For maximum benefit to the joint appointee and to the department, we encourage joint appointees to participate actively in the department. Examples of material participation would include:

- Teaching or jointly teaching a course in the chemistry department
- Having joint grants with departmental faculty
- Submitting joint grant proposals with departmental faculty
- Participating in graduate student recruitment
- Serving on departmental committees (including graduate students’ advisory committees)
- Organizing/co-organizing events involving the Chemistry Department
- Carrying out collaborative research that leads to joint publications with departmental faculty

It is expected that the joint appointee will acknowledge his/her affiliation with the Chemistry Department in publications, proposals, conference proceedings, etc.

Please note:

1. Joint appointments are reviewed every five years, both at the departmental and Dean’s levels. Joint appointees are required to complete and submit by August 31 of every year the attached form summarizing activity related to the chemistry department. At the end of each five-year term, the joint appointee must express his/her interest in continuing the joint appointment in chemistry.

2. Departmental policy permits a joint appointee to be a major advisor to no more than two chemistry graduate students at a time. The major advisor will arrange for support of such students after the first semester.
JOINT APPOINTMENT TO THE DEPARTMENT OF CHEMISTRY – ANNUAL REPORT FORM

1. Name of the joint appointee:

2. Home department:

3. Year joint appointment to the chemistry department began:

4. Academic year of this report:

5. Date this report is submitted:

6. Summarize your participation with the chemistry department, which may include one of more of the following activities:
   - Teaching or jointly teaching a course in the chemistry department
   - Having joint grants with departmental faculty
   - Submitting joint grant proposals with departmental faculty
   - Participating in graduate student recruitment
   - Serving on departmental committees (including graduate students’ advisory committees)
   - Organizing/co-organizing events involving the Chemistry Department
   - Carrying out collaborative research that leads to joint publications with departmental faculty

7. Are you currently the major advisor of any graduate student(s) from the Chemistry Department?
   □ Yes □ No

   If yes, name of student(s):

8. List your publications from this academic year in which your affiliation with the Chemistry Department is indicated. Also, attach a pdf file of the publication.

   List of publications:
Appendix E: Departmental PTR Procedure

(Version Summer 2014)

I. General Process

*When and how is the department's PTR procedures document shared with candidates?*

Department does not have a separate PTR procedures document. Candidates seeking tenure or promotion directed to the Provost’s website in late May each year, and candidates for reappointment directed there in late June.

*What is the department’s PTR timeline?*

The department uses the timeline from the Provost’s website and deadlines set by CLAS to develop a timeline for the Departmental process. The general milestones with approximate dates are:

- **May:** Two new PTR Committee members selected by vote of tenure track faculty
- **Middle of May:** E-mail sent to faculty by Department Head (DH), asking that those who wish to go up for tenure/promotion notify DH by end of month (those who are required to go up for tenure do not have to let DH know).
- **End of May/Early June:** PTR Committee meets to elect chair
- **Early June:** All going up for tenure/promotion are contacted by Head of PTR committee to submit their dossier/external names by the end of June/early July
- **End of June:** Untenured faculty eligible for reappointment contacted by PTR Committee to submit their dossiers by end of July
- **Early to mid-July through end of July:** External referees are solicited for their willingness to submit evaluations
- **End of August/early September:** External evaluations are set to come in and committee begins meeting regularly, as needed. In cases of joint appointments, solicitation for input sent to relevant Institute/Center Directors.
- **Mid-September:** Note goes to all faculty offering them opportunity to provide written comments or to meet with the committee with regards to any of the candidates for reappointment/tenure/promotion (meeting with committee is also option for any candidate for reappointment/tenure/promotion)
- **~Sept. 20-24:** PTR Committee shares votes and written comments for all candidates (including those for reappointment) with DH (policy with regard to substantial negative findings is below; in these cases final votes are not given to the DH until after procedures outlined there are complete)
- **Towards end of September:** DH informs candidates of view and provides candidate opportunity to meet. DH discusses recommendation with PTR committee. Final recommendations of both DH and Committee shared with candidate.
- **Early October:** Written documentation sent to Dean’s office
In cases of tenure and promotion, who creates the list of letters for the department? How many letters are solicited?

- The PTR Committee and candidate are instructed that external letters from thesis advisors, postdoctoral mentors, and close collaborators forbidden. Both Committee and candidate are instructed that previous letter writers can be solicited.
- DH, in conjunction with chair of PTR committee, asks each candidate for tenure/promotion to submit list of at least 10 individuals as potential reviewers. For promotion to Full Professor, candidate asked to include 3-5 reviewers from outside US.
- PTR committee assembles another list of 8-12 reviewers for each candidate. This list will not include any reviewers proposed by the candidate.
- Chair of PTR committee contacts 5-10 individuals from candidate’s list and 5-10 from committee list by email and/or by phone with goal of obtaining a minimum of 2-4 reviewers from each list.
- Additional potential reviewers contacted if goal not met. Normally, a CV and executive summary sent as part of solicitation process.
- Once a reviewer has accepted the invitation, the total PTR package for that candidate is sent electronically or by mail, as requested by the reviewer, with a suggested return date that is determined by the timeline for submission of the final recommendation to the DH.
- Each reviewer asked to send letter to DH for distribution to PTR Committee.

How does the department head solicit input from regional campus directors?

Chemistry does not have any regional campus faculty who do not have tenure. The department is currently working out a policy for reappointments for APPIRs/lecturers at regional campuses.

How are Institute Directors involved in the department’s PTR process in cases involving joint appointments? Is the MOU honored?

Chair of PTR committee asks relevant Institute/Center Directors to provide written evaluation of candidate or to meet with Committee (their choice). MOU is provided to Committee where one is in place.

II. PTR Committee

Who is eligible to serve on the committee?

All full professors in the Department of Chemistry

How is the PTR committee selected?

The PTR Committee consists of six full professors elected to serve a three-year, staggered term. Two new members are elected each year to replace two who rotate off. Once a member rotates off, they cannot be selected for at least the following year. All tenure track faculty of the Department are eligible to vote by secret ballot for members of PTR Committee. The ballot consists of all full professors who are not currently serving on the Committee. The two individuals who receive the most votes are appointed to the PTR Committee. If an elected member cannot serve for full year, for any reason, the individual who has received third highest number of votes will serve for that year.

How is its chair selected?

All six members of the PTR committee meet and vote to elect the chair. In a typical year, the chair is elected from one of the two individuals who are in their third year of the three-year term, although this is not a requirement.
What procedures does the department have in place to address potential conflicts of interests between candidates and PTR committee members (e.g. co-authors, co-PI’s)?

Any members with a conflict of interest must recuse themselves from any discussions and do not vote on the final disposition of the candidate.

III. Committee procedures

What information does the committee consider?

The PTR file provided by the candidate, outside letters of recommendation, letters from Institute/Center Directors, input from Departmental faculty (including lecturers should they desire).

Do all candidates meet with the committee?

All candidates are offered the opportunity to meet with the committee. After a preliminary vote, these results are conveyed to the candidate by the DH. At that time, the candidate is given the opportunity to meet with the committee to discuss issues of his/her concern to the committee, and/or to present additional information for consideration.

What is the procedure for identifying "substantive negative findings" and raising them with the candidate?

Substantive negative findings relating to the items considered by the PTR committee are transmitted to the Department Head in a draft letter. If the candidate asks to meet with the committee, those items are elaborated and the candidate is given the opportunity to discuss/rebut these items and present additional information for consideration by the PTR Committee before a final vote is taken.

What is the procedure for voting on each PTR recommendation (e.g., PTR committee only, entire tenured faculty, secret ballot, etc.)?

After consideration of all information, the Committee takes a preliminary vote and those results are conveyed to the DH. The candidate is offered the opportunity to meet with the committee to discuss all findings. In these cases the entire faculty is offered to either meet with the committee or communicate in writing to the PTR committee to present information related to each candidate. Specifically, in the case of any non-unanimous preliminary vote by the PTR committee, a general meeting is advertised to faculty at a rank higher than the candidate to present information and discuss the candidate’s eligibility for tenure and/or promotion, but the PTR committee does not participate in the discussion or discuss their findings, and rather evaluates the information as fact finders. The PTR committee will meet afterwards to take a final vote, which is then transmitted to the DH in written form. The votes are not normally secret except in cases although the Committee Chair can use this option at this discretion.

How are dissenting opinions recorded and reported?

When the PTR committee records a mixed vote, the final written report contains discussion of both positive findings and negative findings. In both cases, the positive and negative attributes are enumerated and justification is provided. For tenure/promotion cases, if the Committee vote is split, the minority opinion will be included as a separate portion of the Committee letter, allowing specific delineation of a minority opinion case.

When and how is the PTR committee’s recommendation report shared with the DH?

The results of a preliminary vote are shared with the DH. After the final deliberation of the PTR committee, a written evaluation, containing the final vote, is prepared by the entire PTR committee, signed by the chair of the committee and formally transmitted to the Department Head.
When and how is it shared with the candidate?
The DH shares this with the candidate as soon as possible after receiving the decision of the PTR Committee so that the procedures outlined above can commence.

When and how is the department head's recommendation shared with the candidate?
Once the DH has received the Committee’s final recommendation, she/he evaluates and candidate and lets her/him know the final PTR Committee recommendation and what his/her recommendation is at that point (allowing for meeting with the candidate in cases of substantive negative findings.

Other notes:
- The candidate is made aware that access to his/her complete, un-redacted file is always available. All documents considered by the PTR committee are part of the file.
- In cases where the DH has a conflict of interest with a candidate (based on collaboration), the DH will provide written documentation of the nature of the conflict to the Dean/Associate Dean for Physical Sciences and the PTR committee so that appropriate action can be taken.
- The department does not seek outside letters for third year reviews.

Note added May 2019 (cb): The timeline may be adjusted as the Dean’s and Provost’s time lines change.
Appendix F: Dept. Standards for Promotion to Associate Professor with Tenure

Guidelines for Promotion to Associate Professor with Tenure in the UConn Department of Chemistry

The primary criteria for promotion to associate professor with tenure are a demonstration of excellence in research, teaching, and service. A major emphasis is given to the trajectory of the research accomplishments, and it is imperative that the candidate should have made contributions that have had an impact in their field.

**Research:** The candidate should have achieved recognition in their field comparable with newly promoted associate professors at peer institutions. In general, quality is more important than quantity, although the quantity must be sufficient to show a significant level of scholarly productivity. This assessment is made by a review of the candidate’s peer-reviewed and non-peer-reviewed publications, invited published commentaries or perspectives, invited conference presentations, and any research-related awards. The scholarship of the candidate will also be assessed in part through written evaluations from outside reviewers.

Since research funds are necessary, the level of research funding should be commensurate with the area of the candidate’s research. The candidate must have a record of multiple-year funding and adequate grant funds at the time of application to enable the continuation of their research program.

The Chemistry Department supports interdisciplinary and collaborative scholarship, and assistant professors are encouraged to pursue their scholarly interests in collaboration with other scientists both at UConn and elsewhere in academia or industry. However, it is expected that the candidate’s contribution should be original and significant.

**Teaching:** For promotion to associate professor, evidence of excellence in teaching and mentoring is expected. Teaching quality is assessed based on a number of factors. Reliable evidence can come from peer assessments, demonstration of students’ learning achievements, utilization of novel teaching methods, inspection of syllabi and class materials, student ratings from classes taught, and teaching awards and honors. As with other assessments, no single factor is sufficient, and the assessment involves an analysis of multiple factors, as appropriate.

**Service:** The candidate should have established a promising track record of service. Service may include participation at an appropriate level on departmental committees, review assignments for journals and federal, state, or other funding agencies (e.g., NIH, NSF, DOE, USDA, etc.), and contributions to appropriate professional organizations (such as the American Chemical Society, etc.). Service may also include outreach to broaden participation in chemistry (or STEM in general) for individuals from traditionally underrepresented groups, activities involving K-12 students and teachers, and/or the development of activities that communicate the value and impact of chemistry to the general public.

—END—
Appendix G: Departmental Standards for Promotion to (Full) Professor

Date: April, 2018 – Approved by ballot
Re: Guidelines for Promotion to Full Professor in the Department of Chemistry at UConn

The primary criteria for promotion to full professor are based on a high level of achievement in research, teaching, and service as expected in a R1 Research University. A major emphasis is given to the research accomplishments, and it is imperative that the candidate has made important contributions that have had a significant impact in his/her field. The complete body of work (both pre-tenure and post-tenure) should be examined to evaluate whether he or she will continue to produce high quality research at an appropriate output.

Scholarship: The candidate for full professor should have achieved recognition as an expert in his or her field at a national and international level. This work should be comparable in significance and impact to the work of newly promoted full professors at chemistry departments of peer and aspirant institutions working in similar fields. In general, quality is more important than quantity, although the quantity must be sufficient to show a significant level of scholarly productivity and impact. This assessment is done by examining the impact of the candidate’s peer-reviewed publications, as well as non-peer-reviewed book chapters, invited published commentaries, or perspectives. Additional factors may include invited conference presentations (e.g., plenary lectures), invitations to departmental seminars, receipt of research-related awards, patents, etc. Major services on review panels (e.g., NIH, NSF, DOE, USDA, etc.), to learned societies, or journal editorships etc. may also be considered as evidence of scholarship. The scholarship of the candidate will also be assessed through the evaluations from outside reviewers. Since research funds are necessary in most areas of chemistry, the level of research funding should be commensurate with the area of the candidate’s research. The candidate must have adequate grant funds at the time of application that would enable him/her continue the research program at the established level. The Chemistry Department supports interdisciplinary and collaborative scholarship. For candidates who collaborate extensively with other scientists, it is expected that the candidate’s contributions are original and significant.

Teaching: For promotion to full professor, evidence of excellence in teaching and mentoring of graduate students or postdoctoral fellows is expected. An assessment of teaching excellence involves an analysis of multiple factors, as appropriate, including peer assessments, demonstration of students’ learning achievements, utilization of novel teaching methods, inspection of syllabi and class materials, student ratings from classes taught, and teaching awards and honors.

Service: Candidates for full professor also have special responsibilities for mentoring junior faculty and for leadership in service and governance on the departmental, college, and university levels. Reviewing activities for journals and various federal, state, and private grant agencies, service on review panels, or service to learned societies (as, e.g., officers or organizers of meetings, or journal editorships), or consulting activities to private or public entities on a regular basis are also expected.

Time: After service here or elsewhere as an associate professor of at least five years, except when there is clear evidence of the candidate’s superior achievement as compared with other associate professors.

–END–

● Page 1
Appendix H: Departmental Standards for the Reappointment and Promotion of Non-Tenure Track Faculty

(Currently in Preparation)
Appendix I: Suggested Departmental Graduate Program Time Line

UCONN CHEMISTRY PROGRAM CHECKLIST

YEAR 1 & 2

Complete three semesters of CHEM 5210

Pass proficiency exam in CHEM:
- Analytical = 5336, 5337, or 5338
- Inorganic = 5324
- Organic = 5341 or 5343
- Physical = 5390

FIRST YEAR

SEVERMEST 1: Choose a major advisor
- Email in CHEM 5380 (1 credit seminar for faculty research presentation)
- Discuss research interests with at least 3 faculty
- Submit Proposed Advisor Interview Form
- Submit Change of Major Advisor Form

SEVERMEST 2: Choose an advisory committee
- Submit names of associate advisors with plan of study
- Advisory Committee Guidelines

YEAR 2 & 3

Complete divisional course requirements

SECOND YEAR

Complete second year progress report

YEAR 3

EXAMINATION

The General Examination Must Be Completed Within Five Years of the Beginning of Doctoral Study or Within Four Years If the Student Entered the Ph.D. Program with a Master’s Degree in the Same Field.

The Oral General Exam Must Be Announced in the Chemistry Department Weekly Newsletter

Pre-Examination
- Plan of Study Approved by Graduate School
- Request permission to take general exam from advisory committee
- Submit oral general exam details to newsletter

Complete the written general exam

Prepare dissertation prospectus and submit to the Graduate School

Give a departmental research presentation

YEAR 3 & 4

PREPARE DISSERTATION

- Prepare dissertation

YEAR 4+

FINAL DEFENSE

Announce final defense of dissertation

Submit dissertation to Graduate School

FOR A COMPLETE CHECKLIST OF REQUIRED STEPS VISIT:
WWW.GRAD.UCONN.EDU/CURRENT/STUDENTS/DOC/TOTAL-Degree/Program/Dissertation/Information

Apply for graduation

Defend dissertation & obtain signatures of advisory committee

CHEMISTRY.UCONN.EDU/GRADUATE/PHD-PROGRAM.HTML

THE GENERAL EXAMINATION MUST BE COMPLETED WITHIN FIVE YEARS OF THE BEGINNING OF DOCTORAL STUDY OR WITHIN FOUR YEARS IF THE STUDENT ENTERED THE PH.D. PROGRAM WITH A MASTER’S DEGREE IN THE SAME FIELD.

THE ORAL GENERAL EXAM MUST BE ANNOUNCED IN THE CHEMISTRY DEPARTMENT WEEKLY NEWS LETTER

THE GENERAL EXAMINATION MUST BE COMPLETED WITHIN FIVE YEARS OF THE BEGINNING OF DOCTORAL STUDY OR WITHIN FOUR YEARS IF THE STUDENT ENTERED THE PH.D. PROGRAM WITH A MASTER’S DEGREE IN THE SAME FIELD.

THE ORAL GENERAL EXAM MUST BE ANNOUNCED IN THE CHEMISTRY DEPARTMENT WEEKLY NEWS LETTER
Appendix J: Departmental Merit Criteria for Tenure-Track/Tenured Faculty

Merit Point System for Tenure-Track/Tenured Faculty

- Merit is awarded for meritorious professional activities, i.e., activities that are likely to increase the Department’s standing in the rankings among our peer and aspirant institutions or if intramural activities exceeded in quantity or quality the heuristic standards of the Department.

- Data are, except for expenditures and SETs, self-reported in writing by a given deadline in a document that is organized as per the metric system below used for the evaluation.

- Salary compression/inequity issues are not to be corrected through departmental merit (but can be included in Head’s recommendation to the Dean for the Dean’s/Provost’s merit).

- The merit pool coming to the Department will be split into two separate pools (for tenure-track/tenured and teaching-only faculty) based on the fraction each group contributed to the pool (data from Dean’s office); individual merit criteria for both pools will be applied.

- The point maxima are per AY evaluation period.

OVERALL WEIGHTING: Scholarship (50%), Teaching (20%), Service (20%), Discretionary (10%)

I. Scholarship
   a. Journal Publications (final publications with page numbers assigned within the evaluation period)
      i. Top Tier: Highest IF (> 10) journals, including review journals (10 pts)
      ii. Second Tier: Journals (typically multidisciplinary, review, and subject category journals) (7 pts)
      iii. Third Tier: Lower impact (< 3.0) journals (typically subject category or specialty journals of the main stream publishers, societies, etc.) (4 pts)
      iv. Fourth Tier: Non-refereed articles, papers by minor publishers (1 pts)
      v. External recognition – C&EN, etc. (2-6 pts)

   Note: A committee with input from the divisions will prepare a list of the top (A – Science, Nature, Chem. Rev., Chem. Soc. Rev.; B – JACS, etc.), second, and third tier journals (to cover ~90% of the publications of their members), and the associated point system. IF may serve as only secondary criteria for the second and third tiers.

   b. Books
      i. Monographs (10 pts, ranked by Press and volume)
      ii. Edited volumes (3-6 pts, ranked by Press and volume)
      iii. Book chapter (2-4 pts, ranked by Press and volume)
      iv. Textbooks, including published open source texts (5-10 pts, ranked by Press and volume)

   c. Patents
      Patents awarded (5 pts each)
d. Grant Activities
   i. Expenditures, as reported by the IMS and CLAS Business Offices (1 pt/$10k internal funds; 2 pt/$10k internal funds)
   ii. Award of particularly meritorious grant (CAREER grants, etc.) (10 pts)
   iii. Access to National labs, computation time at national facilities, etc. (3 pts)
   iv. External grant applications submitted (1 or 2 pts each, depending on co-PI or PI)

e. Other Scholarship (capped at 20 pts)
   i. Professional scholarship awards (5-10 pts, depending on whether internal/external, national/international, visibility)
   ii. Plenary talks at major national or international conferences (3-5 pts)
   iii. Invited talks, departmental seminars (3 pts)
   iv. Posters, contributed talks at major national or international conferences (2 pts)
   v. Posters, contributed talks at regional or departmental events (1 pts)

II. Teaching
   i. SET ratings that are above the department mean for courses at comparable levels (up to 5 pts)
   ii. Other evidence of teaching effectiveness beyond SETs (up to 5 pts)
   iii. Teaching large service courses (3-5 pts): General, Organic lecture or lab, PChem lecture or lab
   iv. MS/PhD student Major Advisor (1/3 per year per student per year in program); co-Advisor (2 pts)
   v. Advisor for Honors or University Scholar Thesis (1/3 pts for Associate Advisor/Advisor in the year of graduation or honor awarded)
   vi. Undergraduate Research Advisor (1 pt/credit per student; 10-week summer student 3 pts)
   vii. Teaching innovations (up to 15 pts per innovated course)
   viii. Campus/national teaching award (5/10 pts)

III. Service
   a. Departmental
      i. Chair of Departmental Committee (3-6 pts; Search, PTR, Graduate Admissions, Graduate Program, and Undergraduate Committees are high work load committees)
      ii. Active member of a committee (2-4 pts)
      iii. Member of a junior faculty mentoring committee (6 pts)

   b. CLAS, University, AAUP
      i. Chair of a committee or member of an Executive Committee (6-8 pts)
      ii. Member of a committee, including member of Faculty Senate, AAUP representative, etc. (3-6 pts)

   c. Professional (capped at 25 pts)
      i. Officer in a professional association (1-5 pts; range depending on factors such as national vs. regional, visibility and workload)
      ii. Editorships (capped at 10 pts)
      iii. Journal Editor or Associate Editor (6-10 pts, ranked along the publication metric)
      iv. Special Issue Journal Editor (4 pts)
      v. Other editorial positions (e.g., Editorial Board or Journal Scientific Advisory Board Member, etc.) (2 pts)
vi. Conference (Symposia) organizer (3-6 pts; range depending on national vs. regional, visibility)
vii. External reviewer journal articles (1 pts per review)
viii. External reviewer/evaluator of grant proposals, external theses, academic programs, external awards, etc. (3-6 pts, depending on work load)
ix. Outreach in community – must be related to professional expertise (1-10 pts, depending on extend)

IV. Discretionary
This captures, for example:
i. Exceptional willingness to help out teaching above and beyond the standard assignments
ii. Promotions
iii. Exceptional loads in search committees
iv. Exceptional success in undergraduate advising or mentorship successes (advised on successful pre-doctoral fellowships, awards, etc.)
v. Significant IP transfer funds that came to the department
Process for the Determination of the Basis for the % Attributions to the Total Merit

1. Tabulation of the sums of the merit pts per faculty per category:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARON FIELDS</td>
<td>205</td>
</tr>
<tr>
<td>ADITYA GOTT</td>
<td>140</td>
</tr>
<tr>
<td>BLAKE DONALDSON</td>
<td>58</td>
</tr>
<tr>
<td>CEDRIC MOSES</td>
<td>40</td>
</tr>
<tr>
<td>GODEWYN BIEBER</td>
<td>38</td>
</tr>
<tr>
<td>KATE CHEN</td>
<td>38</td>
</tr>
<tr>
<td>KELLI RAYMOND</td>
<td>35</td>
</tr>
<tr>
<td>MAY HERRMANN</td>
<td>35</td>
</tr>
<tr>
<td>MIN LANGLOIS</td>
<td>34</td>
</tr>
<tr>
<td>RANDAL BARR</td>
<td>30</td>
</tr>
<tr>
<td>TRISHA COOLEY</td>
<td>30</td>
</tr>
<tr>
<td>VICTOR WYNN</td>
<td>28</td>
</tr>
<tr>
<td>WILHELMINA SIMON</td>
<td>24</td>
</tr>
<tr>
<td>YEN BONNAY</td>
<td>14</td>
</tr>
<tr>
<td>ZAN OLIVER</td>
<td>10</td>
</tr>
</tbody>
</table>

2. The extremes at the top make any meaningful distinction of everyone else difficult. Thus, when above and beyond everyone else in any category, the maximum merit for this category will be assigned by default.

3. The top runner of the remaining faculty sets the basis for the maximum % attribution for this category.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Points</th>
<th>in a 50% category it contributes to the total, in %:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARON FIELDS</td>
<td>205</td>
<td>50.0%</td>
</tr>
<tr>
<td>ADITYA GOTT</td>
<td>140</td>
<td>50.0%</td>
</tr>
<tr>
<td>BLAKE DONALDSON</td>
<td>58</td>
<td>100% (= 58/58)</td>
</tr>
<tr>
<td>CEDRIC MOSES</td>
<td>40</td>
<td>69.0% (= 40/58)</td>
</tr>
<tr>
<td>GODEWYN BIEBER</td>
<td>38</td>
<td>65.5% (= 38/58)</td>
</tr>
<tr>
<td>KATE CHEN</td>
<td>38</td>
<td>65.5% (= 38/58)</td>
</tr>
<tr>
<td>KELLI RAYMOND</td>
<td>35</td>
<td>60.3% (= 35/58)</td>
</tr>
<tr>
<td>MAY HERRMANN</td>
<td>35</td>
<td>60.3% (= 35/58)</td>
</tr>
<tr>
<td>MIN LANGLOIS</td>
<td>34</td>
<td>58.6% (= 34/58)</td>
</tr>
<tr>
<td>RANDAL BARR</td>
<td>30</td>
<td>51.7% (= 30/58)</td>
</tr>
<tr>
<td>TRISHA COOLEY</td>
<td>30</td>
<td>50.1% (= 30/58)</td>
</tr>
<tr>
<td>VICTOR WYNN</td>
<td>28</td>
<td>48.3% (= 28/58)</td>
</tr>
<tr>
<td>WILHELMINA SIMON</td>
<td>24</td>
<td>41.4% (= 24/58)</td>
</tr>
<tr>
<td>YEN BONNAY</td>
<td>14</td>
<td>24.1% (= 14/58)</td>
</tr>
<tr>
<td>ZAN OLIVER</td>
<td>10</td>
<td>17.2% (= 10/58)</td>
</tr>
</tbody>
</table>

4. All category values are added, and a final ranking established. Merit amounts and cut-offs will be determined by the Head. All data will be made available to all faculty.
Appendix K: Departmental Merit Criteria for Non-Tenure-Track Faculty

Merit Point System for Non-Tenure-Track/Teaching-only Faculty

Merit is awarded for meritorious professional activities, i.e., activities that are likely to increase the teaching mission of the Department or if the activities exceed in quantity or quality the heuristic standards of the Department.

Data are, except for expenditures and SETs, self-reported in writing by a given deadline in a document that is organized as per the metric system used for the evaluation.

Weighting: Scholarship (10), Teaching (60), Service (20), Discretionary (10)

I. Scholarship
   a. Journal Publications (final publications with page numbers assigned within the evaluation period) (0-10 pts, depending on IF/visibility, and how closely related to the teaching mission)
   b. Textbooks, including published open source texts (5-10 pts, ranked by Press and volume)
   c. Grant Activities
      i. Grants awarded (1-10 pts, depending on internal/external, funding agency, size of grant, etc.)
      ii. External grant applications submitted (1 or 2 pts each, depending on co-PI or PI)
   d. Other Scholarship
      i. Professional scholarship awards (5-10 pts, depending on whether internal/external, national/international, visibility)
      ii. Talks/posters at intramural/regional/national/international conferences (2-5 pts, depending on venue, if invited or contributed, and how closely related to the teaching mission)

II. Teaching
   i. SET ratings that are above the department mean for 1000- or 2000-level courses, as appropriate (up to 5 pts)
   ii. Other evidence of teaching effectiveness beyond SETs (SET+) (up to 5 pts)
   iii. Major teaching innovation activities (up to 15 pts per innovated course, depending on workload)
   iv. Campus/national teaching award (5/10 pts)

III. Service
   a. Departmental
      i. Chair of Departmental Committee (3-6 pts, depending on workload; Search, Graduate Admissions, Graduate Program, and Undergraduate Committees are high work load committees)
      ii. Member of a committee (2-4 pts, depending on workload)
      iii. Undergraduate advising (2-10 pts, depending on workload)