

**Criteria for Promotion and Tenure**  
Department of Chemistry and Biochemistry  
College of Arts and Sciences  
Texas Woman's University

Faculty seeking promotion and tenure in the Department of Chemistry and Biochemistry must have a documented record of progress towards and establishment of excellence in the areas of teaching, scholarship and service. In addition to the University standards, the Department has established the following guidelines to delineate its expectations for the attainment of excellence. Each section has a list of recommended activities.

Although not expected to complete all recommended activities, candidates should be aware that some activities are weighted more than others in the evaluation process. The following is a summary of the more important criteria.

1. Teaching: a) attaining positive ratings on student evaluations; b) fostering scholarly development in students; c) mentoring students in research; and, d) keeping current with course content.
2. Scholarship: a) developing and maintaining a program of research; b) publishing in peer review journals; c) seeking and obtaining external funding; and d) establishing national recognition as a scholar.
3. Service: a) maintaining memberships in professional organizations; b) participating on departmental, college and university committees; and c) taking an active role in community service.

In addition, promotion to Professor demands not only the continuation of the recommended activities but also the assumption of leadership roles in those activities.

The guidelines refer to the attainment of a national recognition as a scholar. National recognition can be attained by documented activities such as: publishing in national or international peer reviewed journals; obtaining funding from external funding sources; presenting papers and posters at national and international science conferences; refereeing submitted manuscripts for national or international peer reviewed journals; refereeing proposals submitted to national funding sources; serving as editor or on editorial boards for national peer reviewed journals.

The guidelines also refer to the establishment of collegial relationships. Collegiality can be demonstrated by activities such as the ability to share ideas, work cooperatively, and participate in shared decision making with faculty in departmental meetings and committees, committee members on students advising and research committees, and other faculty. It also includes providing other faculty with professional support to carry out their work and to develop professionally.

**TEXAS WOMAN'S UNIVERSITY**  
**Promotion and Tenure Track Requirements**  
**University Standards and Department of Chemistry and Biochemistry Criteria**

**University Standards (General) (See Board of Regents Policy 5.06 for complete requirements)**

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> <li>• Completion of appropriate terminal academic degree or its equivalent as defined by the academic unit.</li> <li>• Demonstration of current capability and desire for excellence in teaching, scholarship and service</li> <li>• Demonstrated potential for significant accomplishments in these three areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Normally, candidate will have served full time a minimum of 6 years at the rank of Assistant Professor at the college or university level and at least 2 years at TWU in that rank.</li> <li>• Demonstrated significant contributions in teaching, advising or other instructional activities; scholarship, research and/or other creative activities; and university, professional and public service.</li> </ul>	<ul style="list-style-type: none"> <li>• Normally, candidate will have completed at least 6 years as Associate Professor at the college or university level and served full time at least 4 years at TWU as Associate Professor.</li> <li>• Demonstration of continuous and sustained meritorious achievements beyond the level of Associate in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; and professional, university and public service.</li> <li>• Sustained records of exceptional quality will be demonstrated. Promotion to the rank of Professor is in recognition of attainment rather than <i>length of service</i>.</li> </ul>

**Department of Chemistry and Physics Criteria – Tenure Track Faculty General Requirements**

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Have a doctorate in chemistry, biochemistry, physics or related science;</li> <li>• Demonstrate capability and desire for excellence in teaching, scholarship and service;</li> <li>• Demonstrate potential for significant accomplishments in all three areas.</li> <li>• Demonstrate potential for attainment of</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Demonstrate significant progress toward attainment of national recognition<sup>a</sup> in scholarship and demonstrate excellence in teaching, research, advising and service.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>• Attain national recognition<sup>a</sup> in scholarship and demonstrate continuous and sustained meritorious achievements beyond the level of Associate Professor in the areas of teaching, advising or other instructional activities; research; professional, university and public service. Promotion to the rank of Professor is in recognition of attainment rather than length of service.</li> </ul>

Department of Chemistry and Biochemistry

national recognition <sup>a</sup> as a scholar.		
---	--	--

**University Standards for Teaching (See Board of Regents Policy 5.06 for complete requirements)**

Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> <li>Candidate should demonstrate a current capability and desire for excellence in teaching, as well as potential for significant accomplishments in this area.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate excellence in all aspects of teaching;</li> <li>Participate effectively in course development and evaluation;</li> <li>Obtain membership on the Graduate Faculty, in components with graduate programs.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate excellence in all aspects of teaching;</li> <li>Demonstrate leadership in the development of academic programs;</li> <li>Maintain full membership on the Graduate Faculty, in components with graduate programs;</li> <li>Serve as a resource to other faculty.</li> </ul>

**Department of Chemistry and Biochemistry Criteria – Tenure Track Faculty Teaching Requirements**

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate the potential and desire for excellence in all aspects of teaching;</li> <li>Demonstrate a commitment to fostering scholarly development of students;</li> <li>Be competent and current in subject matter for teaching.</li> </ul>	<p>Candidate must demonstrate significant progress toward attaining excellence in teaching through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Attaining consistently good ratings on student evaluations of teaching effectiveness;</li> <li>Obtaining and maintaining, at a minimum, Associate Graduate Faculty status;</li> <li>Successfully fostering scholarly development of students;</li> <li>Keeping course content current;</li> <li>Participating in course development, course enhancement/modification, and/or on-going program evaluation;</li> <li>Setting a clear direction in student research projects;</li> <li>Attending professional meetings, conferences, seminars, symposia on teaching;</li> <li>Establishing collegial<sup>b</sup> and interdisciplinary</li> </ul>	<p>Candidate must demonstrate excellence in teaching and leadership in fostering educational excellence through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Attaining consistently very good ratings on student evaluations of teaching effectiveness;</li> <li>Maintaining full membership on the Graduate Faculty;</li> <li>Assuming a leadership role in fostering scholarly development of students; for example, the establishment of a documented record of innovation in teaching or exceptional effectiveness in teaching, frequent and significant contributions to development of innovation in the curriculum, participation in the development of professional workshops, being requested by students to teach a specific course;</li> <li>Guiding students in original research through publication/presentation of their results;</li> <li>Presenting at professional meetings, conferences, seminars, or symposia on teaching;</li> <li>Serving as a resource and/or mentor to junior faculty.</li> </ul>

Department of Chemistry and Biochemistry

	relationships to strengthen teaching.	<ul style="list-style-type: none"> <li>Assuming a leadership role in establishing collegial<sup>b</sup> and interdisciplinary relationships to strengthen teaching.</li> </ul>
--	---------------------------------------	--

**University Standards for Scholarship & Other Creative Activities (See Board of Regents Policy 5.06 for complete requirements)**

Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate excellence in research and creative activities;</li> <li>Share the results of the scholarly work in peer reviewed forums;</li> <li>Seek internal or external funding, as appropriate to the field.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Document a program of research and/or creative activities;</li> <li>Serve as a research/creative mentor to colleagues/graduate students;</li> <li>Seek and/or secure internal or external funding, as appropriate to the field;</li> <li>Disseminate the results of scholarly work in peer reviewed forums.</li> </ul>

**Department of Chemistry and Physics Criteria – Tenure Track Faculty Scholarship Requirements**

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate a potential and desire for initiating a program of scholarly inquiry appropriate to the discipline that has the potential to lead to national recognition<sup>a</sup>.</li> </ul>	<p>Candidate must demonstrate significant progress toward attainment of national recognition<sup>a</sup> as a scholar through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Developing a program of research as evidenced by, for example, publishing in peer reviewed journals, seeking and/or securing internal funding or local, regional, and external funding; presenting findings at regional and national conferences, and presenting invited seminars at other institutions.</li> <li>Exhibiting other scholarly activities; for example, publishing books, media, or computer programs that have acceptance by the TWU community, publishing in books or</li> </ul>	<p>Candidate must demonstrate the attainment of national recognition<sup>a</sup> and leadership as a scholar through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Maintaining an established program of research through publication in peer reviewed journals; attainment of funding; dissemination of findings at national and/or international conferences; and presentation of invited seminars at other institutions;</li> <li>Making significant contributions to knowledge in the field as demonstrated through other achievements; for example, authorship of major articles, chapters of books or books; significant contributions to theory development in the field; publishing books, media, or computer programs that have acceptance outside the TWU community.</li> <li>Assuming a leadership role in establishing collegial and interdisciplinary relationships to strengthen scholarship.</li> </ul>

	journals that are not peer-reviewed, contributing chapters to edited books; etc. <ul style="list-style-type: none"> <li>Establishing collegial<sup>b</sup> and interdisciplinary relationships to strengthen scholarship.</li> </ul>	
--	--	--

**University Standards for Service (See Board of Regents Policy 5.06 for complete requirements.)**

Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in service as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Contribute in a positive way to the mission of the component, college and university;</li> <li>Demonstrate leadership within the component and college;</li> <li>Participate in recruitment, advising, and mentoring of students;</li> <li>Demonstrate active involvement in professional and/or community organizations.</li> </ul>	<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Contribute in a positive way to the mission of the component, college and university;</li> <li>Demonstrate leadership within the university;</li> <li>Demonstrate leadership within professional and/or community organizations;</li> <li>Serve as a mentor to students/student organizations.</li> </ul>

**Department of Chemistry and Biochemistry Criteria – Tenure Track Faculty Service Requirements**

Assistant Professor	Associate Professor	Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> <li>Demonstrate the potential and desire for making a positive contribution to the department, college, university and profession through service.</li> </ul>	<p>Candidate must demonstrate a positive contribution in service to the department, college and profession through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Maintaining professional organization memberships;</li> <li>Participating in recruitment, advising, and mentoring of students;</li> <li>Serving on departmental and college committees;</li> <li>Serving as a mentor to students/student organizations;</li> <li>Being actively involved in professional and/or</li> </ul>	<p>Candidate must demonstrate a positive contribution and leadership in service to the department, college, university and profession through documented activities. Recommended activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Maintaining professional organization memberships and seeking leadership positions;</li> <li>Providing leadership in recruitment, advising, and mentoring of students;</li> <li>Serving on departmental, college, and university committees and serving as chair of a department, college or University committee;</li> <li>Serving as chair of a University committee;</li> <li>Serving as an officer in a community service organization;</li> </ul>

Department of Chemistry and Biochemistry

	<p>community organizations;</p> <ul style="list-style-type: none"> <li>• Assuming a leadership role in community service;</li> <li>• Holding a minor office or assignment in a national, regional, or state professional organization;</li> <li>• Providing minor consultation or service to civic organizations, social agencies, government, business, or industry that is related to the faculty member's teaching, research or administrative work at TWU;</li> <li>• Judging science fairs;</li> <li>• Establishing collegial<sup>b</sup> and interdisciplinary relationships to strengthen professional service.</li> </ul>	<p>sponsoring a student organization;</p> <ul style="list-style-type: none"> <li>• Holding a major office or assignment with a national, regional or state professional organization;</li> <li>• Providing major consultation or service to civic organizations, social agencies, government, business or industry that is related to the faculty member's teaching, research or administrative work at TWU;</li> <li>• Refereeing journal articles or grant proposals for external agencies;</li> <li>• Reviewing textbooks for publishing companies or writing book reviews for established journals;</li> <li>• Chairing the academic faculty senate or a presidential study group; chairing University or department committees that make contributions to the University component;</li> <li>• Assuming a leadership role in establishing collegial<sup>b</sup> and interdisciplinary relationships to strengthen professional service.</li> </ul>
--	---	---

<sup>a</sup> National recognition can be attained by documented activities such as: publishing in national or international peer reviewed journals; obtaining funding from external funding sources; presenting papers and posters at national and international science conferences; refereeing submitted manuscripts for national or international peer reviewed journals; refereeing proposals submitted to national funding sources; serving as editor or on editorial boards for national peer reviewed journals.

<sup>b</sup> Collegiality can be demonstrated by activities such as the ability to share ideas, work cooperatively, and participate in shared decision making with faculty in departmental meetings and committees, committee members on students advising and research committees, and other faculty. It also includes providing other faculty with professional support to carry out their work and to develop professionally.

**Tenure in the Department of Chemistry and Biochemistry  
Texas Woman's University**

Although the tenure decision routinely coincides with the decision for promotion within the tenured ranks, there are occasions in which the tenure decision occurs in isolation from promotion to a higher rank. In these instances the guidelines below are in effect:

**Criteria for Tenure for Associate Professor:**

The candidate must meet all of the criteria required for promotion to Associate Professor as set forth by the Department of Chemistry and Biochemistry in the document, "Promotion and Tenure Track Requirements." (See previous pages)

The following two criteria will be given special consideration:

The candidate must:

1. Demonstrate collegial relationships and professional cooperation in the academic unit;
2. Provide evidence of continued productivity in teaching, scholarship, and service consistent with program needs, as well as the goals and mission of the Department of Chemistry and Biochemistry and Texas Woman's University.

**Criteria for Tenure for Professor:**

The candidate must meet all of the criteria required for promotion to Professor as set forth by the Department of Chemistry and Biochemistry in the document, "Promotion and Tenure Track Requirements." (See previous pages)

The following two criteria will be given special consideration:

The candidate must:

1. Demonstrate collegial relationships and professional cooperation in the academic unit;
2. Provide evidence of continued productivity in teaching, scholarship, and service consistent with program needs, as well as the goals and mission of the Department of Chemistry and Biochemistry and Texas Woman's University.

05/05 /2008 Approved by FEDC, University P&T Committee, Provost