

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Tenure & Recontracting Criteria 2020-21

TERMINAL DEGREE STATEMENT

ROLE OF CHAIRPERSON

The Department Chairperson/Head (or designee) shall be included in the evaluative process. The Department Chairperson/Department Head serves as a member of the Tenure and Recontracting Committee. While both a Department Chairperson and Department Head can serve on the recontracting committee, only an in-unit Chairperson can serve as Chair if elected by the Department Tenure and Recontracting Committee.

CRITERIA FOR EVALUATION OF CANDIDATES FOR TENURE & RECONTRACTING

The candidate will be evaluated in the following areas

1. Teaching Effectiveness
 - a. Candidate's self-appraisal of teaching effectiveness
 - b. Classroom observations
 - c. Scores on student evaluations and candidate's response

2. Scholarly and Research Activity (Excluding Instructors)
 - a. Development of an independent, sustainable research program
 - b. Dissemination of scholarly activity
 - c. Mentoring/training students in research
 - d. Actively seeking funding to support research

3. Service / Professional Activity
 - a. Contributions to the Department, College, and University
 - b. Contributions to his/her professional field or discipline

4. Organization and technique
 - Development of presentation
 - Use of chalkboard and other teaching aids
 - Planning of assignments, laboratory experiments, and evaluations
 - Encouragement and handling of questions from the class.
 - Ability to stimulate thinking
 - Flexibility in use of techniques and materials
 - Use of illustrative examples

CRITERIA FOR PEER LABORATORY OBSERVATION

1. Mastery of subject matter discussed
2. Interactions with students
 Demonstrates rapport and avoidance of sarcasm
 Is sensitive towards student difficulties
 Is flexible and adapts to accommodate student needs
 Models inclusive language. Avoids statements of overt discrimination, including those based on religion, ethnicity, gender, sexuality, nationality, physical or mental ability. Avoids behaviors which stereotype students or their experiences.
 Is impartial and respects each student's individual contribution to the classroom
3. Laboratory presence:
 - Awareness of physical conditions in the lab
 - Avoidance of distracting behavior and mannerisms
 - Awareness of students as a group and of students as individuals
 - Enthusiasm for subject taught
 - Interest generated in subject matter
 - Adherence to safety rules
4. Organization and technique
 - Development of presentation (if any)
 - Use of chalkboard and other teaching aids.
 - Planning of laboratory experiments and evaluations
 - Encouragement and handling of questions from the class.
 - Ability to stimulate thinking
 - Flexibility in use of techniques and materials
 - Use of illustrative examples

CRITERIA FOR THE USE OF STUDENT EVALUATION DATA AND RESPONSE

The spirit of student evaluations is to solicit the students' collective and individual opinions concerning the instructor's abilities to help the students learn. We do this in spite of the many studies that demonstrate the bias of such data and therefore the data must be used with care and not over interpreted. At some point we must begin to assess if students are learning in a given course and use that data to judge teaching techniques.

In the meantime, a candidate may elect to use any of the many instruments that are available and approved by the department, but use the form consistently for the course of tenure process. For instance, many departments on campus use the ETS SIR form. Other choices include the nationally recognized Student Assessment of Learning

Gains system for online evaluation. In any case, the candidate should discuss issues that the students perceive to be problem areas.

CRITERIA FOR SCHOLARLY ACHIEVEMENT:

A. Tenure-Track Instructors:

Candidates for tenure and recontracting at the rank of instructor do not have the expectation to develop a research program. Rather, their scholarly and creative activities are designed to focus on maintaining currency in their field to be able to instruct students in the current state of the art in their discipline and to use modern pedagogical and technological tools and methods to do so. Candidate written appraisal should focus on how they have maintained currency in their area of expertise and their detailed plans for maintaining that currency in a section and plans for future growth. The administration recognizes that engaging in fundamental or applied research activities is one way to stay current, but the research itself is not the goal, but rather one possible mechanism toward achieving the goal of maintaining currency.

p8ctgy2 4T*:al y ih tictCID 14 > (ut)-2 (ur)-0.9 ((an)vi)-2(s)-5 (ct-6 (h)-4 h)-4 (ei)-(.)]TJ area of exeris (or)3 (f)

- o Co-authored publications with the candidate's former advisor(s) are common during the early period at Rowan and are valued, although it is incumbent upon the candidate to highlight ~~and describe~~ their contribution to the work. During their time at Rowan, we expect that candidates develop a publication record independent of former advisors.

- Contributions towards instructional improvement e.g., new demonstrations, laboratory experiments, visual aids, application of computers, developing new software.
- Development and presentation of scientific material in campus workshops for business, industrial and public constituencies.
- Development and submission of funding proposals to federal, state, and ~~founda~~ foundation funding agencies.

External Evaluation:

The Memorandum of Agreement now requires that candidates for tenure provide an evaluation of their research by an external reviewer at another institution with expertise appropriate for assessing the candidate's research. The Department will consider more than one reviewer if the candidate wishes to provide more. ~~The Depa~~ The Department will ask the external reviewer(s) to comment on:

- The quantity and quality of the candidate's research, and
- The merit of the candidate's accomplishments in scholarship taking into account Rowan's infrastructure and institutional support for research and other institutional factors that affect research productivity.

CRITERIA FOR SERVICE TO UNIVERSITY COMMUNITY

The following activities are considered in judging the contributions of a candidate to the Department and College:

- Active participation in Departmental discussions concerning the regular business of the Department.
- Service on Departmental Committees (regular or ad hoc).
- Service on School Committees (regular or ad hoc).
- Service on College Committees (regular or ad hoc).
- Development of new programs, courses or syllabi.