



Department Tenure, Promotion, and Faculty Annual Evaluation Guidelines

Department of Chemistry & Physics

College of Science & Technology

Approved by Department:

6/5/2019

Date

M. Georgina Little

M. Georgina Little

Approved by Dean:

6/5/19

Date

Daniel McCarthy

Daniel McCarthy

Approved by Provost:

6/5/19

Date

Tena L. Golding

Tena Golding

**DEPARTMENT OF CHEMISTRY AND PHYSICS**

**Certification of Tenured and Tenure-Track Faculty Participation in the Development  
of the Department Tenure and Promotion Guidelines**

We the undersigned constitute the tenured and tenure-track faculty in the Department of Chemistry and Physics. We have discussed and participated in the development of the Tenure and Promotion Guidelines for the Department of Chemistry and Physics at Southeastern Louisiana University.



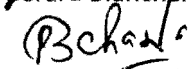
Rhett Allain



Daniel Barnes



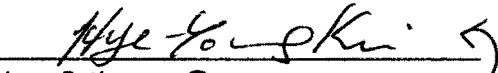
Gerard Blanchard



Prem Chanda



Fereshteh Emami



Jean Fotie



Hye-Young Kim



David Norwood



Bill Parkinson



Thomas Sommerfeld



Phillip Voegel



Benjamin Wicker



Sanchiro Yoshida


## DEPARTMENT OF CHEMISTRY AND PHYSICS

### Certification of Full-Time Faculty Participation in the Development of the Department Annual Evaluation Guidelines

We the undersigned constitute the full-time faculty (tenured faculty, tenure-track faculty, and instructors) in the Department of Chemistry and Physics. We have discussed and participated in the development of the Annual Evaluation Guidelines for the Department of Chemistry and Physics at Southeastern Louisiana University.



Rhett Allain



Daniel Barnes



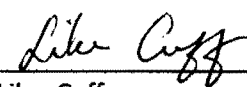
Gerard Blanchard



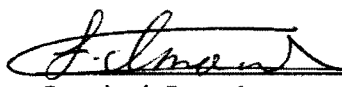
Eric Booth




Prem Chanda



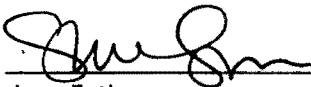
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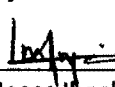
David Feldbaum



Jean Fotie



Srijana Ghimire



Moses Inachi



Konrad Kabza



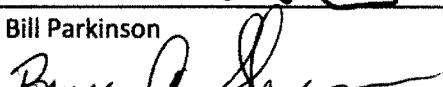
Hye-Young Kim



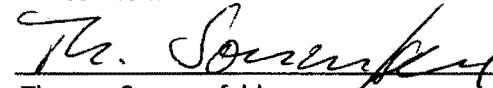
David Norwood



Bill Parkinson



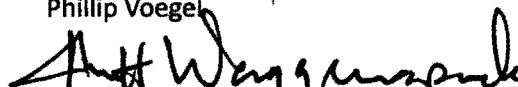
Bruce Sherman



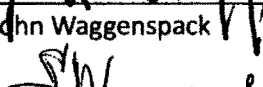
Thomas Sommerfeld



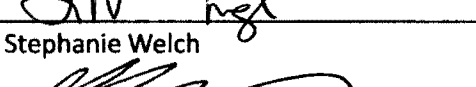
Phillip Voegel




John Waggenpack



Stephanie Welch



Benjamin Wicker



Troy Williams



Sanchiro Yoshida

## DEPARTMENT OF CHEMISTRY AND PHYSICS

### TENURE, PROMOTION, AND FACULTY ANNUAL EVALUATION GUIDELINES

The Department of Chemistry and Physics and all academic programs therein adhere to the University Tenure and Promotion Guidelines and to the University Faculty Annual Evaluation Guidelines approved by the Academic Affairs Council on July 16, 2013 and on February 27, 2013. As such, the department/discipline-specific guidelines for rating faculty as Excellent, Distinctive, Adequate, or Inadequate in Teaching/Job Effectiveness, Professional Activity, and Services for the interim review and tenure/promotion review of probationary tenure-track faculty and for the promotion review of tenured faculty are consistent with the University Tenure and Promotion Guidelines, as recommended by the department faculty and as reviewed and approved by the department head, dean, and Provost. The department/discipline-specific guidelines for rating faculty as Excellent, Distinctive, Adequate, or Inadequate in the categories of evaluation for the purpose of annual faculty evaluations are consistent with the University Faculty Annual Evaluation Guidelines, also as recommended by the department faculty and as reviewed and approved by the department head, dean, and Provost.

In accordance with the University Tenure and Promotion Guidelines, faculty must meet the following minimum requirements

- For tenure and promotion to associate professor or for tenure of faculty initially hired as an untenured associate professor:
  - o Option 1:
    - Excellence in Teaching
    - Distinction in Professional Activity
    - Adequacy in Service
  - o Option 2:
    - Distinction in Teaching
    - Excellence in Professional Activity
    - Adequacy in Service
  
- For promotion to Professor:
  - o Excellence in Teaching
  - o Excellence in Professional Activity
  - o Distinction in Service

In accordance with the University Faculty Annual Evaluation Guidelines, Department Faculty Annual Evaluation Guidelines must reflect the primacy of teaching in the mission of the University. Also in accordance the University Faculty Annual Evaluation Guidelines, departments shall establish guidelines and evaluation instruments and/or weights appropriate to the different types of faculty positions in the department (tenured/tenure-track, instructors, lecturers).

The Department of Chemistry and Physics follows tenure, promotion and review policies complementary to those outlined in Southeastern Louisiana University's *Faculty Handbook* and all official addenda. This document should be used as a reference to supplement interpretation of the Departmental guidelines for tenure, promotion and annual evaluation.

These guidelines are used to assign a rating of excellence, distinction, adequate or inadequate in Teaching/Job Effectiveness, Professional Activity, and Service for Tenure evaluation for Promotion to Associate Professor evaluation, for Promotion to Professor evaluation, and for annual evaluation.

### **Teaching/Job Effectiveness**

#### **Guidelines for a Rating of Adequacy in Teaching**

To earn a rating of **Adequacy** in teaching effectiveness, a faculty member is typically expected to:

1. Mentor students in projects.
2. Demonstrate adequate academic standards as evidenced by direct observations of teaching, documented student opinions of teaching, and by other documents submitted for review.
3. Be accessible both in and out of class.
4. Maintain the minimum-required office hours per week, and post these hours.
5. Participate in Departmental extracurricular activities.
6. Maintain University property such as classrooms, laboratories, and classroom technology equipment and building security.
7. Provide course syllabi which clearly outline course requirements, including course objectives and policies, and contingencies for University closures.
8. Cover material of the general course syllabi, particularly in courses which are prerequisites to other courses.
9. Maintain testing and grading policies that are internally consistent and validly assess the course material.
10. Grade and return assignments and tests in a timely manner, and provide students with regular evaluations of their progress, ensure that they have a fair assessment of where they stand before the last day to withdraw from classes for a semester.
11. Proctor exams with proper test security.
12. Adhere to University policies for final examinations, incomplete grades, and grade changes.
13. Have SOT scores that are not significantly lower than the Department averages and narratives that do not raise valid concerns. However, SOT, grade distributions, and student enrollment statistics/patterns cannot adequately be evaluated as isolated items but are instead best evaluated as components of the larger concepts of Course Statistics. As such, due to the small enrollment in upper level courses, the SOT may need to be evaluated differently from those for lower level courses.
14. Have grade distributions that do not deviate significantly from Departmental norms.
15. Demonstrate overall growth as an instructor over time in terms of student opinion of teaching, withdrawal rates, and in general.
16. Not demonstrate a pattern of excessive withdrawal rates.
17. Demonstrate a good knowledge of subject matter, good communication skills-both written and verbal, meet classes on time, keep students in classroom activity for the duration of the class period, and attempt to make course material understandable and enjoyable.
18. In the lab, the instructor must follow Departmental safety policies and procedures, keep a clean and safe laboratory work area, and follow proper procedure with hazardous waste and stockroom items.

19. Treat other faculty members with collegiality and students with courtesy as evidenced by direct observation of the reviewers and documented student opinions of teaching.
20. Participate in faculty discussions on textbook selections, revision of lab manuals, curriculum development, etc.
21. Evaluation of classroom instruction is not significantly below the Department norms. Evaluation will be based on all available information (observations, peer reviews, interviews, etc.), not just SOT scores.

The faculty member who fails to meet a significant number of the above minimum requirements may be deemed **inadequate**.

### **Guidelines for a Rating of Distinction in Teaching**

To earn a rating of **Distinction** in teaching effectiveness, a faculty member must sustain and exceed the characteristics of **Adequacy** over time. To exceed **Adequacy**, a faculty member is typically expected to:

1. Mentor students in research courses and projects which produce deliverable scientific results.
2. Supervise academic service learning projects.
3. Engage in formal activities designed to improve teaching skills.
4. Upgrade and update notes and classroom materials to meet the dynamic nature of both the subject and the student body.
5. Demonstrate a progressive academic growth and self-reflection on the basis of students' feedback from SOT results, faculty mentorship and Department Head annual evaluation.
6. Exhibit exemplary creativity and flexibility in teaching methodology and presentation.
7. Demonstrate flexibility in meeting the needs of Department.
8. Provides a narrative discussion<sup>1</sup> of SOT responses that are near the Department average (subject to the same caveats listed for SOT scores in the Adequacy rating).
9. Evaluation of classroom instruction is near the Department average. Evaluation will be based on all available information (observations, peer reviews, interviews, etc.), not just SOT scores

### **Guidelines for a Rating of Excellence in Teaching**

To earn a rating of **Excellence** in teaching effectiveness, a faculty member must sustain and exceed the characteristics of **Distinction** over time. To exceed **Distinction**, a faculty member is typically expected to:

1. Mentor students in research courses and projects leading to excellence in a research student's presentation(s), grantsmanship, or manuscript preparation with students as co-authors.
2. Exhibit a consistent pattern of high achievement by students enrolled in the individual's courses and mentored in research.
3. Consistently demonstrate improvement in teaching methodology as evidenced by direct observations of teaching, documented student opinions of teaching, or by other documents submitted for review.

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<sup>1</sup> A narrative discussion of the SOTs may include, but is not limited to: trends in SOTs narrative comments, SOTs in relation to grade distributions for each class, SOT averages for every class including either standard deviations of the average or a discussion of the answer distributions, and number and percentage of students responding to the SOT instrument.

4. Develop and implement new or original courses or significantly revise an existing course, including Special Topics courses.
5. Provides a narrative discussion<sup>1</sup> of SOT responses that are at or above the Department average (subject to the same caveats listed for SOT scores in the Adequacy rating).
6. Evaluation of classroom instruction is at or above the Department average. Evaluation will be based on all available information (observations, peer reviews, interviews, etc.), not just SOT scores

### **Professional Activity**

#### **Guidelines for a Rating of Adequacy in Professional Activity**

To earn a rating of **Adequacy** in professional activity, a faculty member is typically expected to:

1. Hold membership in local, state, national professional organizations consistent with the faculty member's discipline and area of expertise.
2. Attend local, state, national, or international meetings.
3. Submit internal or external grant applications.
4. Attend and support Departmental colloquia.
5. Stays current with literature and recent advances in the faculty member's discipline and area of expertise.
6. Prepare documents relating to the discipline for distribution to colleagues and students.
7. Submit articles to professional journals.
8. Show creativity in demonstrations or other ways of disseminating one's expertise.

A faculty member who fails to meet a significant number of the above minimum requirements may be deemed **inadequate**.

#### **Guidelines for a Rating of Distinction in Professional Activity**

To earn **Distinction** in professional activity, a faculty member must sustain and exceed the characteristics of **Adequacy** over time. To exceed **Adequacy**, a faculty member is typically expected to:

1. Publish articles in refereed journals or contribute a book a chapter in areas that fit the field of expertise in physical sciences and/or closely related disciplines.
2. Contribute to local, state, national, or international meetings that coincide with the individual's area of expertise in physical sciences and/or closely related disciplines.
3. Serve as a consultant to outside entities in areas relating to the individual's field of expertise in physical sciences and/or closely related disciplines.
4. Receive external appointments as adjunct or visiting faculty or visiting research scientist.
5. Be awarded and successfully administer competitive internal and external grants.
6. Chair sessions at local, state, national, and international meetings that coincide with the individual's area of expertise in physical sciences and/or closely related disciplines.
7. Demonstrate a meaningful involvement of students in research in areas that fit the field of expertise in physical sciences and/or closely related disciplines.
8. Submit a patent in the individual's field of expertise in physical sciences and/or closely related disciplines.
9. Engage in research and publishing to support the Departmental atmosphere.
10. Be involved in the discipline beyond the confines of Southeastern.

11. Promote and sustain a culture that enhances the climate of undergraduate research in the Department.

### **Guidelines for a Rating of Excellence in Professional Activity**

To earn a rating of **Excellence** in professional activity, a faculty member must sustain and exceed the characteristics of **Distinction** over time. To exceed **Distinction**, a faculty member is typically expected to:

1. Receive invitations to local, state, national, and international meetings that coincide with the individual's area of expertise in physical sciences and/or closely related disciplines.
2. Organize local, state, national, and international meetings that coincide with the individual's area of expertise in physical sciences and/or closely related disciplines.
3. Be awarded and successfully administering prestigious grants.
4. Be awarded honors within the profession that bring recognition to the Department and University.
5. Publish a book in their field of expertise in physical sciences and/or closely related disciplines. This should be edited and peer-reviewed rather than self-published.
6. Demonstrate a positive trend of peer-reviewed publications where the faculty is a major creative contributor.
7. Obtain a patent in physical sciences and/or closely related disciplines which benefits the Department.
8. Publish original research in prestigious peer-reviewed journals in the physical sciences and/or closely related disciplines where the author is the major creative contributor.

### **Service**

#### **Guidelines for a Rating of Adequacy in Service**

To earn a rating of **Adequacy** in service, a faculty member is typically expected to:

1. Serve on Departmental or University Committees, or Faculty Senate
2. Participate in activities that support the role, scope, and mission of the Department and University.
3. Participate in recruitment activities, assessment and curricular revision.
4. Participate in faculty meetings and Departmental colloquia.
5. Participate in student advising.
6. Serve student organizations.
7. Write recommendation letters for students.
8. Participate in laboratory administration and maintenance.
9. Serve the community in ways that support the role, scope, and mission of the Department and University.

A faculty member who fails to meet a significant number of the above minimum requirements may be deemed **inadequate**.

#### **Guidelines for a Rating of Distinction in Service**

To earn **Distinction** in service, a faculty member must sustain and exceed the characteristics of **Adequacy** over time. To exceed **Adequacy**, a faculty member is typically expected to:



1. Serve as the chair of Departmental, College or University committees.
2. Spearhead innovations that advance the role, scope, and mission of the Department and University.
3. Represent the University on regional, state, or national committees or meetings.
4. Show leadership in laboratory administration and maintenance.
5. Actively promote by attendance and recruiting speakers for Departmental colloquia.
6. Serve as faculty adviser to Departmental student organizations.
7. Organize and facilitate student travel to support education in physical sciences and/or closely related disciplines.
8. Actively participate in service to the community which supports the role, scope, and mission of the Department and University.
9. Demonstrate dependability and initiative in issues of concern to the Department, college and university.

### **Guidelines for a Rating of Excellence in Service**

To earn a rating of **Excellence** in service, a faculty member must sustain and exceed the characteristics of **Distinction** over time. To exceed **Distinction**, a faculty member is typically expected to:

1. Organize Departmental or College events or conferences.
2. Demonstrate leadership and responsibility in service to the Department, college, university and to the local and professional communities.
3. Chair major university committees or hold office in the Faculty Senate.
4. Mentor junior faculty.
5. Serve as faculty advisor to University student organizations.
6. Assist students in finding graduate school placement or employment.
7. Referee professional articles or grant applications in one's area of professional expertise in physical sciences and/or closely related disciplines.
8. Show leadership in service to the community which supports the role, scope, and mission of the Department and University.

### **Notes**

Evaluation of the job effectiveness of assigned duties that do not fall within the areas of teaching, professional activity, or service should be included. Evaluation of such duties is conducted in accordance with the University Tenure and Promotion Guidelines.

Furthermore, for tenure and promotion, the quality of all items submitted for consideration will be subjected to the judgment of the Department tenure committee. Tenure-track faculty members should note that the interim review and tenure decisions are summative evaluations and not necessarily an "average" of their annual evaluations. Additionally, the interim review and tenure decisions may take into account trends in performance during the review period. For example, publishing one journal article per year may be considered more meritorious than publishing 5 journal articles in the first year of the review period and nothing thereafter.

Classroom observations are required for the interim review, tenure, and promotion evaluations.

### **Criteria for Tenure and Promotion from Assistant to Associate Professor.**

Excellence in Teaching Effectiveness or Professional Activity. If Excellence is attained in Teaching Effectiveness, Distinction must be achieved in Professional Activity with Adequacy in Service. If Excellence is attained in Professional Activity, Distinction must be achieved in Teaching Effectiveness with Adequacy in Service. Regardless of the category chosen for excellence, Professional Activity must include publication(s). These criteria must be separately confirmed by the four entities involved in the process, namely the **Departmental Committee, the Department Head, the Dean and the University Tenure/Promotion Committee.**

### **Criteria for Promotion from Associate to Full Professor**

Excellence in both Teaching Effectiveness and Professional Activity. Professional Activity must include publication(s). Adequacy must be attained in Service. These criteria must be separately confirmed by the four entities involved in the process, namely the **Departmental Committee, the Department Head, the Dean and the University Tenure/Promotion Committee.**

## **FACULTY ANNUAL EVALUATION GUIDELINES**

The Department of Chemistry and Physics follows tenure, promotion and review policies complementary to those outlined in Southeastern Louisiana University's *Faculty Handbook* and all official addenda. This document should be used as a reference to supplement interpretation of the Departmental guidelines.

All faculty members, both full-time and part-time, will receive annual evaluation by the Department Head for the purpose of merit. For full-time faculty, the areas to be assessed for merit are teaching/job effectiveness, professional activity, and service. For part-time faculty, only teaching is assessed. The guidelines for performance evaluation are the same as those described in the Tenure/Promotion guidelines. The time period covered by the merit evaluation will be January 1 – December 31 of each academic year. Material supporting the individual's merit evaluation should be supplied to the Department Head by the April 1 to be counted within the given year of consideration. Items not submitted within this period may not be counted toward that year's merit, however they can be included in the professor's tenure and promotion packages. When faculty members submit merit packages, they should include a concise statement to establish the magnitude, quality, and relative worth of their contributions based on the role, scope and mission of the Department and University and any recommendations made to them during previous evaluations. This statement must be specific as to the individual's contributions, i.e. in the case of co-authored documents, co-principal investigation on external grants, other collaborative projects, etc. At the Department Head's discretion, a numerical scale or similar means may be devised to rank order faculty members for merit.

It is the responsibility of the faculty member to provide evidence of all contributions, to clearly and succinctly state their case, and to negotiate their evaluation with the Department Head. At the candidate's discretion, or when it is deemed necessary by the Department Head, evidence of quality of professional activity can be supplemented by opinions of external professionals with particular expertise in an area. These external materials may only be used if there is written agreement between the candidate and the members of the evaluation committee.

With the current revision of this document, the weightings assigned to the three areas of evaluation are as follows:

Category	[Asst., Assoc, or Full] Professor		Instructor	
	Default	Range	Default	Range
Teaching	50%	50%-60%	65%	65%-75%
Professional Activity	30%	25%-35%	15%	5%-25%
Service	20%	15%-25%	20%	15%-25%

Evaluation weightings assume the default values unless the faculty member and Department Head agree in writing upon modified weightings which total 100% and fall within the range of parameters. Faculty members should be aware of the fact that with modified weightings come modified expectations. The Department adheres to the criteria for evaluation as discussed in the *Faculty Handbook*. Refer to this document for further clarification. No matter what the level or rank, a significant factor in achieving high evaluations will be the extent of the individual's commitment to the welfare and progress of the University, Department and the other faculty therein. The individual's knowledge, flexibility, collegiality, and willingness in all areas of assessment are critical components of a valuable faculty member and should not be underestimated.

#### **Overall Annual Evaluation Rating:**

The overall evaluation will be related to, but not necessarily equivalent to, the weighted average of the individual categories. According to the University Annual Evaluation Guidelines approved on February 27, 2013: "Because Southeastern's primary role is to teach students, faculty must be deemed at least Adequate in teaching to earn an overall annual evaluation of Adequate or higher. Faculty deemed inadequate in teaching will receive an overall annual evaluation rating of Inadequate."

The annual evaluation for tenure track faculty must include a clear statement from the Department head regarding progress toward tenure/promotion with a reminder about requirements that must be met. In order to facilitate proper mentoring of tenure track faculty by members of the Tenure and Promotion Committee, the annual evaluation for tenure track faculty will be shared with the Tenure and Promotion Committee.

# Chemistry and Physics Annual Evaluation Form for Tenured/Tenure-Track Faculty

Name: [Faculty name]

Period covered: Jan. [Year] to Dec. [Year]

In consultation with the Department Head, the faculty member will decide the weight of the three categories used to evaluate his/her performance within the following limits (should add up to 100% and must include all three categories).

Activities relating to the three categories will be supported by materials turned into the Department Head who will use these along with other positive or negative indicators of merit during the evaluation. The Department Head will determine a rating for each category which will then be multiplied by the faculty determined percentage to obtain an overall weighted score (Excellence = 3, Distinction = 2, Adequate = 1). The three overall weighted scores will be added to determine the final value that should reflect the overall performance of the faculty member.

This completed document serves as the annual evaluation of the named faculty member by the department head. This evaluation forms part of the faculty member's application for tenure and/or promotion. However, the interim review, tenure, and promotion decisions are summative evaluations and not necessarily an "average" of faculty annual evaluations.

**Teaching/Job Effectiveness**      50 – 60% \_\_\_\_\_%

- 
- 

**Rating for Teaching:**                      [Excellence/Distinction/Adequate/Inadequate]

**Note:** Faculty deemed inadequate in teaching will receive an overall annual evaluation rating of Inadequate

**Professional Activities**              25 – 35% \_\_\_\_\_%

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**Rating for Professional Activities:**      [Excellence/Distinction/Adequate/Inadequate]

**Service**                                      15 – 25% \_\_\_\_\_%

- 
- 

**Rating for Service:**                      [Excellence/Distinction/Adequate/Inadequate]

**Overall Rating:** [Excellence/Distinction/Adequate/Inadequate]

I certify that this evaluation for the year listed was conducted. The faculty member's signature does not indicate agreement with the evaluation in whole or part and in no way affects the faculty member's right to appeal the evaluation.

\_\_\_\_\_ (Faculty Member's signature)

\_\_\_\_\_ (Department Head's Signature)

## Chemistry and Physics Annual Evaluation Form for Instructors

Name: [Faculty name]

Period covered: Jan. [Year] to Dec. [Year]

In consultation with the Department Head, the faculty member will decide the weight of the three categories used to evaluate his/her performance within the following limits (should add up to 100% and must include all three categories). Non-tenure track instructors can choose to substitute teaching/job effectiveness for the professional activities category (up to 100% total).

Activities relating to the three categories will be supported by materials turned into the Department Head who will use these along with other positive or negative indicators of merit during the evaluation. The Department Head will determine a rating for each category which will then be multiplied by the faculty determined percentage to obtain an overall weighted score (Excellence = 3, Distinction = 2, Adequate = 1). The three overall weighted scores will be added to determine the final value that should reflect the overall performance of the faculty member.

Teaching/Job Effectiveness      65 – 75% \_\_\_\_\_%

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Rating for Teaching:                      [Excellence/Distinction/Adequate/Inadequate]

**Note:** Faculty deemed inadequate in teaching will receive an overall annual evaluation rating of Inadequate

Professional Activities              5 – 25% \_\_\_\_\_%

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- 

Rating for Professional Activities:      [Excellence/Distinction/Adequate/Inadequate]

Service                                      15 – 25% \_\_\_\_\_%

- 
- 

Rating for Service:                      [Excellence/Distinction/Adequate/Inadequate]

**Overall Rating:** [Excellence/Distinction/Adequate/Inadequate]

I certify that this evaluation for the year listed was conducted. The faculty member's signature does not indicate agreement with the evaluation in whole or part and in no way affects the faculty member's right to appeal the evaluation.

\_\_\_\_\_ (Faculty Member's signature)

\_\_\_\_\_ (Department Head's Signature)