

Chemistry Department, Personnel and Budget Committee
Guidelines for Tenure and Promotion to Associate Professor

Portions of the guidelines presented below are excerpted from documents provided by CUNY that refer to appointment to faculty rank or promotion within faculty rank, based on the requirements of the CUNY Bylaws (articles 11.7 and 11.8).

Reappointment with tenure shall be based on evaluation of the candidate's achievements in the areas of teaching, scholarship, and service. In addition, the candidate is expected to have demonstrated collegiality in their interactions with others for the benefit of the College community.

Success as a teacher may include one's record with respect to teaching a variety of chemistry courses; innovations in instructional methods that result in more effective teaching and learning; appropriate use of teaching methods (e.g. group work, WI, service learning, etc.) and technology (e.g. Blackboard, eLearning, etc.); a sustained record of positive teaching evaluations from peers and students; and/or a record that reflects improvements over time. It is understood that teaching extends beyond the traditional classroom and includes activities such as honors research courses and service-learning.

Successful scholarship includes technical and pedagogical research. It may be demonstrated by publications in peer-reviewed journals; publication of book chapters or books; patents; invited or contributed presentations at meetings or symposia of professional societies or other institutions; grant-writing of all kinds (awarded or not), especially as PI or co-PI; mentoring students in original research resulting in either presentations or co-authorship on peer-reviewed publications; and collaboration with other academic, industrial, or governmental institutions. Past practice over the past 15 years for faculty reappointed with tenure in the Chemistry Department has included 3-5 peer-reviewed publications.

Successful service may be to the Department, College, or University; to the community; to one's discipline or professional societies; or any combination of the above. At the department level, this may include course, curriculum, or program development, and subsequent assessment; service as a course coordinator or on department committees; or other activities that benefit the Department. At the College level, this may include service on task forces or committees of the College, especially as committee chairperson; development and presentation of workshops at QCC and other institutions that benefit faculty, staff, or students; and participation in College governance or other activities that benefit the College or University. At the community level, this may include outreach to area schools (e.g. participation in College Now, QCC open houses, science fairs, service-learning activities, and other programs); and collaboration with other organizations. For one's discipline, service may include review of

articles, book chapters, textbooks, or grant proposals; and participation on panels and other activities that require one's professional expertise. For professional societies, service may include participation at the local, regional, and national level, including elected positions. Activities may include coordination or organization of society meetings, symposia, and other events, especially as chairperson; and participation in outreach events and other activities that benefit the professional society and those groups it interacts with.

Promotion to Associate Professor - the candidate must possess the same qualifications as those for an assistant professor with evidence of continuity in all areas required for earning tenure. The candidate must also possess a record of significant achievement in the chosen field or profession, or as a college or university administrator. There must also be evidence of intellectual energy which has gained respect outside the immediate academic community. There must further be evidence of continued growth and of continued effectiveness in teaching.

Examples of activities that may contribute towards tenure and promotion in the Chemistry Department:

Teaching:

- teach various chemistry courses
- appropriate use of technology, such as power point, Blackboard, eLearning, etc.
- appropriate use of or innovations in teaching methods, such as group work, WI, learning communities, eLearning, service-learning, etc.

Scholarship:

- publications in peer-reviewed journals
- publications of book chapters or books
- patents
- invited and/or contributed presentations at meetings of professional societies or other institutions
- grant-writing of all kinds (awarded or not), especially as PI or co-PI
- mentoring students in original research resulting in either presentations or co-authorship on peer-reviewed publications
- collaborations with other academic, industrial or governmental institutions

Service to the Department:

- participation in course, curriculum, or program development
- participation in course, curriculum, or program assessment
- service as a course coordinator
- service on Department committees
- contributions to in-house lab manuals and other course materials

- *other activities that benefit the Department, such as development of Department policies and documents*

Service to the College or University:

- *service on task forces, committees, and other initiatives, especially as chairperson*
- *development and presentation of workshops at QCC and other institutions that benefit faculty, staff, or students*
- *participation in College and University governance (Academic Senate, University Faculty Senate, etc.)*
- *other activities that benefit the College or University*

Service to the Community:

- *outreach to area schools, such as College Now, QCC Open Houses, science fairs, service-learning activities, career days, and other programs*
- *collaboration with other external organizations*

Service to one's discipline:

- *review of articles, book chapters, textbooks, or grant proposals*
- *participation on discipline-specific panels*
- *other activities that require one's professional expertise*

Service to professional societies:

- *participation at the local, regional, and/or national level*
- *service in elected positions of the society*
- *coordination and/or organization of society meetings and symposia, especially as chairperson*
- *coordination and/or organization of other events, especially as chairperson (e.g. NY-ACS undergraduate research symposium, LI-ACS Chemistry Challenge)*
- *participation in outreach events and other activities that benefit the professional society and those groups it interacts with (e.g. NY-ACS National Chemistry Week)*