

## Department of Chemistry

### **Policies for Instructors, Teaching Assistant Professors, Teaching Associate Professors and Teaching Professors – Including Initial Appointment, Annual Performance Review, and Promotion**

The position of Teaching Faculty (Instructor, Teaching Assistant Professor, Teaching Associate Professor and Teaching Professor) in the Department of Chemistry is non-tenure track, but intended for individuals with whom the Department hopes to develop a long-term relationship. The responsibilities of individuals in these positions in the Department of Chemistry are limited to the support of the educational mission.

#### **I. Responsibilities of the Teaching Faculty Member**

Teaching Faculty members in the Department have responsibilities to the Department and the University of Missouri (MU). These include: (1) the conscientious discharge of their instructional responsibilities, including the provision of all materials required for their annual performance review; (2) conformity with all applicable ethical standards in instruction and pedagogy or curricular development; (3) compliance with appropriate guidelines regarding human subjects; (4) approval of the Associate Chair for Undergraduate Studies prior to the distribution of materials, reagents, or records belonging to the Department, and any disclosure of findings or techniques directly related to the Department's instructional program either privately or in publication; (5) collegial conduct towards coworkers, members of the Department, and members of the MU community; and (6) compliance with all applicable University policies.

#### **II. Responsibilities of the Department of Chemistry**

##### **Appointment as an Instructor**

Appointment as an Instructor will require an advanced degree in Chemistry, or a closely related field, and evidence of the establishment, or the promise of the establishment, of an instructional program of high quality that will have a significant positive impact on the overall instruction in the Department. Such evidence will include a complete curriculum vitae, prior student and peer teaching evaluations, and course portfolios. Instructors in the Department are appointed by the Chair, with the advice of the Associate Chair for Undergraduate Studies and approval of the departmental faculty.

##### **Appointment as Teaching Assistant Professor**

Appointment as a Teaching Assistant Professor will require a doctoral degree, in Chemistry or a closely related field, and evidence of the establishment, or the promise of the establishment, of an instructional program of high quality that will have a significant positive impact on the overall instruction in the Department. Such evidence will include a complete curriculum vitae, prior student and peer teaching evaluations, and course portfolios. Teaching Assistant Professors will have already demonstrated excellence in teaching as Instructors in the Department or in a comparable institution. Teaching Assistant Professors in the Department are appointed by the

Chair, with the advice of the Associate Chair for Undergraduate Studies and approval of the departmental faculty.

### **Letter of Offer/Appointment**

All Teaching Faculty members will receive an offer of appointment signed by both the Associate Chair for Undergraduate Studies and the Department Chair. The candidate must return a countersigned copy of the letter of offer indicating acceptance of the terms of the appointment prior to commencement of duties. The letter will establish the basic terms of appointment including the dates of appointment, the workload requirements and FTE level, the salary level, and all benefits. Appointments will be for at least a nine-month academic year. A copy of these Policies will accompany the letter.

The Department of Chemistry will either have funding in hand to cover the full term of the appointment or will indicate the duration of assured funding in the letter.

### **Length of Appointment**

The initial teaching appointment may not exceed twelve months. The Department may offer a subsequent renewal appointment(s) based on the career advancement and achievement of the individual. The renewal appointment letter will include the same set of information as the initial appointment letter. The Board of Curators' allows term appointments of up to three years, with the option of renewal, for the highest qualified, highest performing Teaching Faculty members. The Department will try to plan in three-year increments. Decisions to reappoint are made by the Chair with the advice of the Associate Chair for Undergraduate Studies.

Teaching Assistant Professors are eligible for advancement through the ranks of Teaching Associate Professor and Teaching Professor.

Termination of a Teaching Faculty member's appointment for any reason other than loss of Departmental funding (e.g., for failure of the Teaching Faculty member to meet his/her responsibilities) will be preceded by notice of inadequate performance or failure to meet the described performance responsibilities, given in writing at least three months prior to the date of termination and will follow procedures described in the Collected Rules of the University (*Collected Rules & Regulations 310.020*) and related campus bylaws.

Decisions not to reappoint based upon lack of departmental funding will be made and communicated in writing to the Teaching Faculty member at least three months prior to the appointment end date.

### **Expectations for Publications/ Grants**

Teaching Faculty members are encouraged to publish in the area of pedagogy and/or curriculum development during the period of their appointment.

Teaching Faculty members are encouraged to apply for grants in the area of pedagogy and/or curriculum development as Principal Investigator. The submission of grants that, if awarded, would cause the Department or the University to commit significant space or financial support to the project will require special justification and approval by the Chair prior to submission.

Teaching Faculty members whose extramural grant awards generate indirect costs will share in and have access to Grant Incentive Funds, as do other departmental faculty members.

All data generated by individuals at MU remain the property of MU.

### **Annual Performance Evaluation**

The Department Chair and the Personnel Committee will conduct an annual performance review of each Teaching Faculty member in concert with the review of the performance of all departmental faculty members. The results of a performance evaluation for the Teaching Faculty member will be communicated in writing.

The annual review will consider the teaching performance of the Teaching Faculty member in the current year and in the most recent three-year period, thus diminishing variability generated by year-to-year changes in teaching assignments.

The evaluation of teaching performance will consider quality measures including but not limited to student teaching evaluations, course portfolios, peer evaluations of teaching, teaching awards, and any other relevant materials that an individual wishes to offer. Those additional contributions might include textbooks, laboratory manuals, articles and chapters in books, reviews, seminars, or meeting presentations.

All Department faculty members are required to obtain student teaching evaluations in every course that they teach. They are also required to provide at least one additional form of evaluation, usually a course portfolio, for each course taught.

The Teaching Faculty member is responsible for providing a full curriculum vitae, all course evaluation materials listed above, copies of any relevant papers/manuscripts and summaries (and reviews if available) of grants/grant applications, and all other materials necessary to facilitate a complete and thorough review of annual performance.

### **Guidelines for Promotion to Teaching Associate Professor and Teaching Professor**

All promotion dossiers must include student teaching evaluations from every course from the time of hire, or the time of the latest promotion. Dossiers must also include at least one course portfolio and one peer review each year, and at least one course portfolio and one peer review in each course taught more than once in that period. The promotion dossier should also include any additional evidence of teaching excellence (e.g., teaching awards, contributions to the scholarship of teaching) as well as any other relevant materials that an individual wishes to offer including related service and professional activities.

Promotion to Teaching Associate Professor will require the establishment of a campus reputation for a high quality, continuing instructional program that has had and should continue to have a significant impact in the Department and on campus.

Promotion to Teaching Professor will require a record of continuous excellence in teaching in the Department, along with a record of contributions in the teaching arena that have achieved regional and preferably national prominence. Those additional contributions might include

textbooks, laboratory manuals, articles and chapters in books, reviews, invited seminars, symposium papers, or meeting presentations. The promotion to Teaching Professor must be supported by letters of evaluation from independent, unbiased reviewers outside the Department and chosen by the Department from among outstanding individuals in the teaching arena.

Teaching Faculty members may request consideration for promotion at any time. Requests for promotion will be considered first by the Personnel Committee augmented by one Teaching Faculty member selected by the Teaching Faculty at the promotable rank or higher. The augmented Personnel Committee will make a recommendation to the full Department faculty (at the promotable rank or higher). The recommendation (and votes where appropriate) of the Chair, the augmented Personnel Committee and the full faculty will be forwarded to the Dean of the College of Arts and Science.

### **Department of Chemistry Committees and Voting Privileges**

Teaching Faculty members may serve on the Department Undergraduate Committee. They may serve on the Personnel Committee (as discussed above) in the consideration of promotion of Teaching Faculty members at a rank below theirs. They are invited to attend Department faculty meetings and vote on issues relating to the curriculum. They may also vote at meetings in the consideration of promotion of Teaching Faculty members at a rank below theirs.

### **III. Responsibilities of the University**

#### **Benefits**

The same benefits package is available to all full-time MU employees. Coverage for nine-month full-time employees extends from 9/01 to 8/31 of the following year. Teaching Faculty members are covered by Workmen's Compensation.

Teaching Faculty members do not earn University vacation and sick leave. The Department will excuse a Teaching Faculty member for reasonable cause such as ill health and personal emergencies. Teaching Faculty members may take vacations during normal academic breaks (e.g., Thanksgiving week, the period between fall and winter semesters, and the week of Spring Break).

The Department of Chemistry will follow the College of Arts and Science guidelines for accommodation in workload for new parents as described in the College *Standards and Procedures for Faculty Relating to the Birth or Adoption of Children*.

Teaching Faculty members who have been employed by the University for more than 12 months are eligible for 12 weeks unpaid Leave for personal or family health matters under the Family Medical Leave Act. All departmental faculty members seeking unpaid Leave extending beyond 12 weeks must negotiate those Leaves in advance with the Chair.

At the time of appointment, each Teaching Faculty member will receive the web address of the on-line Faculty Handbook, a benefits description, the current state and Federal taxation policies, and information on visas if appropriate.

### **Mediation/ Grievance Procedures**

If a disagreement arises between a Teaching Faculty member and another departmental faculty member, the Chair of the Chemistry Department will attempt mediation. Teaching Faculty members that disagree with policies of the Department or decisions of the Chair may appeal to the Dean of the College of Arts & Sciences. Teaching Faculty members are University employees and have full access to the MU mediation and grievance procedures.

### **University of Missouri Rules and Regulations**

These Department of Chemistry policies are guided by and an extension of the University of Missouri *Collected Rules and Regulations* as they apply to Non-Tenure Track Faculty (see *Collected Rules and Regulations Chapter 310.035 Executive Guideline No. 35, 11-10-06*).

Adopted: October 1, 2009