



Procedures and Criteria for Evaluating Probationary Faculty for
Tenure or Tenure/Promotion to Associate Professor

I. The Faculty Handbook of Providence College

The general responsibilities for the Candidate, the Department Chair (Chair), the Department of Chemistry and Biochemistry (Department) and the Committee on Academic Rank and Tenure (CART) in the tenure process are detailed in the Faculty Handbook (§ 3.5 and Appendix E). Dates in this document **designated as “NEW”** apply to faculty hired after 2014 who are evaluated in accordance with the 11th edition of the Faculty Handbook. Dates designated as **“OLD”** apply to faculty hired prior to 2015 who notified the Provost that they wished to be evaluated in accordance with the 10th edition of the Faculty Handbook.

II. The Probationary Period

The probationary faculty member shall maintain an on-going dossier of information pertinent to his/her activities in the areas of scholarship, teaching, and service as described in this document and in the guidelines supplied by the Office of Academic Affairs. The dossier shall contain, at a minimum, the following items for review by the Department Chair:

- A copy of the **faculty member’s curriculum vitae (CV)**
- A list of the **faculty member’s teaching assignments** with enrollments for each semester
- The syllabi for each course taught by the faculty member
- Course evaluations by students for each lecture and lab section taught
- Evaluations from peer-faculty lab and classroom visits
- A record of all service activities to the Department, the College and the profession
- A statement on the progress of **the faculty member’s** scholarship and professional activity

On an annual basis, the Department Chair will provide the probationary faculty member with feedback on the dossier. This evaluation is designed to nurture faculty development and growth and will highlight both areas of strength and opportunities for improvement. No formal classroom or lab evaluations will take place in the first **year of a faculty member’s appointment at the College. In lieu of** a formal evaluation during the first year, new faculty should consult with tenured members of the Department about pedagogy, student evaluation standards, and advising responsibilities. It is recommended that new faculty take part in programs administered by the Center for Teaching Excellence (e.g. Mid-Semester Assessment).

Beginning in the first semester of the probationary faculty member’s **second academic year** and continuing through the probationary period, the Chair will arrange for tenured faculty members to evaluate the lecture and lab teaching performance of the probationary faculty member per the schedule outlined later in this document. Written evaluations of classroom and lab visits will be shared and discussed with the probationary faculty member and will then become part of the dossier.

The probationary faculty member will present two seminars within the Chemistry & Biochemistry Seminar Program. The first seminar shall occur during his/her fourth semester at the College and will focus on the scholarship that is projected and/or has been started at Providence College. If the candidate was hired with years of credit towards tenure the seminar shall be presented in the second semester of his/her employment. The second seminar shall be presented during his/her second semester of the fifth year of the probationary period and will detail the progress of his/her scholarship highlighting their published work and the future scholarship plans. If the Candidate was hired with years of credit towards tenure, the second presentation will be given in the third or fourth year, as applicable.

To permit new faculty adequate time to develop their courses and a research agenda, the College discourages first-year faculty from accepting positions on standing committees of the College, teaching course overloads, or engaging in work outside the College.

III. Third Year Review

A developmental **review of the probationary faculty member's record of teaching**, scholarship, and service as presented in their dossier shall be conducted by the Chair in consultation with the tenured members of the Department in the fall of the **candidate's third contract year**. The Chair shall write an evaluation based on the review and will share it with the Candidate by November 15th (NEW and OLD). The Chair will determine whether or not to recommend to the Dean of the School of Arts & Sciences (Dean) and the Provost that the **Candidate's contract be renewed** for the fourth academic year.

IV. Evaluation by the Student Committee

During the fall of the final probationary year (NEW) or the spring of the fifth year (OLD), the Chair shall designate a Student Committee, consisting of four chemistry and/or biochemistry majors, to design and carry out an evaluation of the Candidate. The Committee shall work with the Chair to develop appropriate procedures and methods for conducting their evaluation. The Student Committee will write a summary report and submit it with any raw data to the Department by January 15th(NEW) or September 21st (OLD). (Appropriate adjustments will be made if the faculty member accepted years of credit.)

V. Timeline for the Evaluation of Probationary Faculty

	FALL SEMESTER	SPRING SEMESTER
FIRST YEAR	Informal Evaluations & Advisory Discussions	Informal Evaluations & Advisory Discussions
SECOND YEAR	Lecture Evaluations <i>[Chair & Tenured Faculty]</i> Laboratory Evaluations <i>[Chair & Tenured Faculty]</i>	Seminar Presentation <i>[Projected Research]</i> Lecture Evaluations Laboratory Evaluations <i>[Chair & Tenured Faculty]</i>
THIRD YEAR	Third year review <i>[Chair & Tenured Faculty]</i>	Lecture Evaluations Laboratory Evaluations <i>[Chair & Tenured Faculty]</i>
FOURTH YEAR	Lecture Evaluations <i>[Chair & Tenured Faculty]</i>	Lecture Evaluations <i>[Chair & Tenured Faculty]</i>
FIFTH YEAR	Lecture Evaluations Laboratory Evaluations <i>[Chair & Tenured Faculty]</i>	Seminar Presentation <i>[Research Results]</i>
SIXTH YEAR	Presentation of Credentials by Candidate to CART/Department by September 21 th (OLD)	Presentation of Credentials by Candidate to CART/Department by January 15 th (NEW)

VI The Deliberation Meeting

Using the qualifications and criteria found in the Faculty Handbook and in this document, the application for tenure shall be deliberated at a meeting held prior to October 15th(OLD) or February 1st (NEW). The evaluations by the Chair and eligible members of the Department shall be completed and then forwarded to the Dean of the School of Arts & Sciences.

Procedures and Criteria for Evaluating Tenured Assistant Professors for Promotion to Associate Professor and for Evaluating Associate Professors for Promotion to Full Professor

I. The Faculty Handbook of Providence College

The general responsibilities for the Candidate, the Chair, the Department and CART in the tenure process are detailed in the Faculty Handbook (§ 3.4.5 and Appendix E in the 10th edition; § 3.4.4 and Appendix E in the 11th edition).

II. Eligibility

Faculty members who have served at the rank of assistant professor at the College (or at an institution of equivalent standing) for at least four years are eligible for promotion in rank to associate professor. Faculty who have served five full years at the rank of associate professor at the College, (or at one of equivalent standing), are eligible for promotion in rank to full professor. It is the responsibility of the Candidate to be aware of the timetable for their eligibility and thus may need to consult with the Office of Academic Affairs for clarification.

Faculty members who are considering an application for promotion shall notify the Chair of their intention by January 15th (NEW and OLD) prior to the academic year that they wish their application to be considered. Notification by this date allows the Chair to schedule peer-faculty visitations and to convene the Student Committee. All materials relevant to the promotion application shall be submitted to the Department Chair and CART prior to September 15th (NEW) or December 15th (OLD).

II. Departmental Responsibilities in the Promotion Process

The Department Chair and all eligible voters shall consider the materials supplied by the Candidate and will evaluate the Candidate in the areas of teaching, scholarship and service.

Teaching

The Chair and all eligible voters shall review all evidence related to teaching performance and will discuss their evaluation of this material at the deliberation meeting, in particular:

1. Peer-teaching evaluations

The Chair shall ensure that each eligible voter attends at least one of the **Candidate's lecture or laboratory sessions**. Collectively there should be at least one visit to each of the **Candidate's** lecture and laboratory courses. Following each visit, the peer-reviewer will write an evaluation of the **Candidate's** teaching following the criteria in this document **under "CRITERIA USED TO EVALUATE TENURE AND PROMOTION APPLICATIONS"**. The reviewer shall discuss his/her evaluation with the Candidate and shall provide the Candidate with a copy of the evaluation. The Candidate shall sign each **peer-reviewer's** copy of the document and it will become part of the **Candidate's** materials. If the Candidate disagrees with any portion of this evaluation, he/she has the opportunity to write a response that will be appended to the evaluation.

In the event that the Candidate reapplies for the same promotion in rank in a subsequent year, the Candidate may choose to use the existing evaluations. Alternatively, the Candidate may request that the evaluation procedure be repeated as described above. Candidates are discouraged from relying on evaluations that are more than two years old.

2. Student Committee evaluation

Upon being notified of a faculty member's intention to apply for promotion, the Chair will designate a Student Committee, consisting of four chemistry and/or biochemistry majors, to design and carry out an evaluation of the Candidate. The Committee shall work with the Chair to develop appropriate procedures and methods for conducting their evaluation. The Committee will write a report and submit it and any raw data to the Chair prior to October 1st (NEW) or January 15th (OLD).

Scholarship

The Chair and all eligible voters shall review all scholarship materials presented by the Candidate and will discuss their evaluation of this work at the deliberation meeting. The quantity of the scholarship must be proportional to the rank to which the Candidate is applying. The Department will evaluate the scholarship in the context of quality and impact.

Service

The Chair and all eligible voters shall review the service record presented by the Candidate at the deliberation meeting. In general, the greatest weight will be given to service to the Department. Critical in this evaluation, however, will be that service is active and continuing at an appropriate level for the rank being considered.

Using the criteria described in the Faculty Handbook and in this document the application for promotion shall be deliberated at a meeting held prior to October 15th(NEW) or February 1st (OLD). The evaluations by the Chair and eligible members of the Department shall be completed and then forwarded to the Dean of Arts & Sciences.

CRITERIA USED TO EVALUATE TENURE AND PROMOTION APPLICATIONS

The Faculty Handbook (11th Ed. and 10th Ed.) specifies the qualifications for tenure (§ 3.5.3) and promotion (§ 3.4.2). It is the responsibility of the eligible voters in the Department to evaluate the **faculty member's** achievements in teaching, scholarship, and service. The Department requires candidates to be active participants in the Mission of the Department and has the following specific expectations:

Teaching

The Department of Chemistry and Biochemistry holds high-quality teaching to be central to the decisions in both tenure and promotion applications. The characteristics of successful teaching include command of the subject matter, clarity of presentation, effective use of technology, skill in leading classroom discussion and ability to deal effectively with student questions. It is expected that the faculty member be present and accessible inside and outside the classroom and laboratory setting. The evidence comes from many sources and may include but is not limited to:

1. Letters of teaching evaluation by the Chair and tenured members of the Department,
2. Representative course syllabi, assignments and exams,
3. Contributions to laboratory manuals,
4. Summary of new courses developed or courses substantially revised,
5. Evidence of student involvement in research,
6. Observance of safety procedures when instructing students and overall compliance with the Chemical Hygiene Plan, and
7. Participation in inclusive pedagogy and high-impact practices that facilitate inclusive excellence.

Scholarship

The Department of Chemistry and Biochemistry values ongoing, active, **scholarship in one's primary discipline and related fields as an integral and important part of a faculty member's role at Providence College**. Scholarship activity must involve work on campus with **the College's** undergraduate students except for situations which require specialized equipment generally found only on-site at national laboratories. This activity must demonstrate a high level of chemistry-and biochemistry related expertise; be shared with the chemical science community; and have undergone positive objective peer review. The Candidate should submit material that represents his/her scholarly activity, and may include but is not limited to:

1. Reprints (or pre-prints, if in press) of papers published in peer-reviewed journals,
2. Copies of manuscripts in preparation,
3. Grant proposals—submitted, awarded and pending,
4. Presentations at professional meetings or other academic contexts, and
5. Presentations given by research students (under the **Candidate's direction**).

Service

The Department of Chemistry and Biochemistry expects its faculty to regularly engage in service. The College requires service to the Department and in one or more of the following areas: service to the College, to the academic discipline, to the community, or in effective advising and/or mentoring.

Service to the Department may include but is not limited to:

1. Service on departmental committees,
2. Service as Department chair,
3. Support of departmental academic and social functions,
4. Service as a mentor of junior faculty,
5. Participation in events such as Family Day or the Major/Minor Fair,
6. Submission of grants for the benefit of the Department and/or its students, and
7. Maintenance of the Departments' instrumentation or facilities.

Service to the College may include but is not limited to:

1. Serving on college committees,
2. Serving in the Faculty Senate,
3. Directing an academic or administrative program,
4. Participating in the Undeclared Advising Program, and
5. Participating in college-sponsored events.

Service to the discipline may include but is not limited to:

1. Holding office or serving on a committee in regional or national professional associations,
2. Serving as a departmental liaison to a professional organization,
3. Organizing a section of a regional or national professional conference, and
4. Reviewing grant proposals or scientific articles for journals.

Service to the community may include but is not limited to

1. Charitable work,
2. Speaking to community groups,
3. Advising civic organizations and government groups, and
4. Other activities in which the Candidate's knowledge or skills are shared.

Appendix

Suggested External Scholarship Review Process

During the academic year prior to the tenure and/or promotion review, the Candidate is encouraged to identify at least three individuals he/she wishes to serve as external reviewers and forward the names and contact information to the Chair. The Chair should first secure the consent of these individuals prior to asking them to serve in this capacity. If there is difficulty in obtaining consent, the candidate will have the opportunity to suggest alternatives.

For tenure consideration, by June 1st (OLD) or September 1st (NEW), a formal letter shall be sent from the chair to those individuals agreeing to serve as reviewers, along with **the Candidate's CV** and copies of published or unpublished materials the candidate wishes to submit. If the candidate has additional publications accepted subsequent to these dates and wishes to include these publications in the review, it is his/her responsibility to provide these additional materials to the Chair who can then forward them to the reviewers for inclusion in the review. Reviewers are asked to return their reviews to the Chair no later than September 1st (OLD) or December 15th (NEW). If the candidate has publications that are accepted after these dates, the Candidate will notify the Chair who will append a note to the reviews that explains the situation to the Dean and to CART.

For promotion consideration, the same requirements stipulated in the preceding paragraph apply, with the following exceptions: The Chair shall contact the prospective reviewers by September 1st (OLD) or June 1st (NEW). The deadline for the return of the reviews will be December 1st (OLD) or September 1st (NEW).