



## **DEPARTMENT OF CHEMISTRY AND PHYSICS BYLAWS**

Approved by Department on August 29, 2018. DRAFT changes 2018.11.12

### **1. INTRODUCTION**

The Department of Chemistry and Physics at the University of Tennessee at Chattanooga is to be governed by these bylaws. These bylaws are subject to all policies and provisions as set forth by the *Faculty Handbook*, the College of Arts and Sciences, the University of Tennessee at Chattanooga, the UT Board of Trustees, and the laws of Tennessee. In the event of conflict, the rules of the higher body take precedence.

### **2. FACULTY GOVERNANCE AND RESPONSIBILITIES**

- 2.1.** The voting membership of the faculty of the department shall be taken from the core faculty members holding the faculty rank of Professor, Associate Professor, Assistant Professor, Lecturer, and the science trained staff including the Faculty Associate/Lab Coordinator (Chemistry), Senior Teaching Laboratory Specialist (Physics), and Laboratory Specialist as long as consistent with university policy and if no policy specifies then as determined by the Tenure Track Faculty and/or Department Head. Where it does not conflict with University or College of Arts and Sciences policies, our expectations for some of the areas of responsibility (more details in *Faculty Handbook*) are listed here.
- 2.2.** Department Head has ultimate responsibility for a wide range of activities including but not limited to: adjunct hires, staff hires, schedules, teaching duties, student petitions, budgets, space assignments, summer school assignments, and annual evaluations.
- 2.3.** Full-Time Faculty, Faculty Associate/Lab Coordinator (Chemistry), Senior Teaching Laboratory Specialist (Physics), and Laboratory Specialist have responsibility for a range of activities including but not limited to: textbook course material selection, department goals and mission, scholarship selection, degree and course requirements, laboratory practices, advice on teaching load guidelines, serving on lecturer and staff hire search committees. Full time faculty will be informed of any faculty search when initiated by head.
- 2.4.** Tenure Track Faculty have responsibility for a range of activities including but not limited to: hiring of tenure track faculty, departmental honors approval, advising duties (lecturers may volunteer).
- 2.5.** Faculty taking part in summer research have responsibility for a range of activities including but not limited to: student selection for summer research and operational details of summer research program.
- 2.6.** Faculty Associate/Lab Coordinator (Chemistry), Senior Teaching Laboratory Specialist

(Physics), and Laboratory Specialist (Chemistry and Department) have responsibility for a range of activities including but not limited to: radiation and physics safety oversight, chemical safety oversight, student laboratory assistants hiring and orientation.

### **3. DEPARTMENT MEETINGS**

- 3.1.** The Chemistry & Physics department head or designee will preside over meetings, cancel regular meetings as necessary, and call special meetings. The department head shall prepare and make available the agenda at least 24 hours prior to the meeting. The agenda will include items subject to a vote at that meeting.
- 3.2.** Two-thirds of the voting membership shall constitute a quorum for the transaction of business. Meetings will be conducted by following the general spirit of Robert's Rules of Order including: being recognized by the chair prior to speaking; making comments courteous in language and deportment; avoiding secondary conversations; and making, seconding and passing motions.

### **4. DEPARTMENTAL FACULTY SEARCHES**

- 4.1.** All departmental searches will follow the *Faculty Handbook* and University policies and procedures.
- 4.2.** The department head will appoint the chair of the Faculty Search Committee in consultation with the full voting faculty. The chair shall be tenured.
- 4.3.** The Faculty Search Committee shall consist of: At least four departmental faculty with the majority of the committee members having substantive knowledge of the discipline in which the hire will be made and in which one committee member will be chosen from within the department but not in the discipline specific field. The committee will be diverse in terms of characteristics such as rank, gender, race/ethnicity, etc. When appropriate, additional individuals outside of the department may be added to the committee if the department head and committee believe the addition would enhance the ability of the committee to assess candidate qualifications.
- 4.4.** Advertising the position: The Search Committee in conjunction with the department head will examine staffing needs and construct a job posting reflecting the needs of the department. The job posting will be distributed to the entire departmental faculty for review.

Ads (after appropriate approvals) will be placed on required sites such as *The Chronicle of Higher Education*, *Diverse* and *HigherEdJobs.com* by the Office of Equity and Diversity. Ads should be placed in one or more appropriate discipline oriented online sites or published magazines/journals. Ads may also be placed on free listservers by committee members. The Dean's Office will forward a copy of the ad to the Provost's Office for posting on the Academic Affairs Faculty Openings website.

All advertisements must include the University's approved Affirmative Action statement: *The University of Tennessee at Chattanooga is an equal opportunity/affirmative action/Title VI/Title IX/Section 504/ADA/ADEA institution*. Advertisements also must include the statement: *Screening of applicants will begin on (date) and continue until the position is filled*.

#### **4.5 Candidate Review**

- Following university procedures and working with the Dean's office and the Office of Equity and Diversity, the faculty search committee reviews all applicant files, ranks applicants and recommends to the department head the top 6 or more for further review.

- Upon approval by OED and the department head, the selected candidates will be offered an initial interview (either video or phone). All voting full-time faculty are invited to attend and are encouraged to provide feedback to the Search Committee. Only Search Committee member's rankings will be calculated in the final vote. After the initial interviews, the Search Committee Chair will compile the data and present the averaged rankings to the RTP committee, and the department head.
- The department head then requests approval of the Office of Equity and Diversity and the Dean of the College of Arts and Sciences to contact the preferred candidate(s) and arrange for on-campus interviews.
- All full time members of the department will be invited to observe the teaching demonstrations and/or research presentations given by the candidates, and will be invited to meet with each candidate. Following interviews, the department (full-time faculty and staff) will meet for discussion and then a vote by all tenure-track faculty will be taken for tenure track positions and by all full time faculty for non-tenure track positions.

## **5. DEPARTMENT HEAD (SEARCHES, DUTIES, AND FACULTY ASSIGNMENTS)**

- 5.1.** All department head searches will follow the *Faculty Handbook* and University policies and guidelines found in College of Arts and Sciences Bylaws.
- 5.2.** The Department Head Search Committee
  - The committee will be diverse in terms of characteristics such as program, rank, gender, race/ethnicity, etc. Our departmental recommendation is that a minimum of 5, but no more than 7, faculty members from the Department should serve on the Committee.
  - When appropriate, additional individuals outside of the department may be added to the committee if the addition would enhance the ability of the committee to assess candidate qualifications. The majority of the final committee members should be tenure-track faculty from our department.
- 5.3.** The Search Committee in conjunction with the Chair of the Department Head Search Committee will examine staffing needs and construct a job posting reflecting the needs of the department. The job posting will be distributed to the entire faculty for review.
- 5.4.** For both internal and external searches, standard search procedures will be utilized including interviews. Department Head Search Committee will recommend acceptable candidates to the faculty prior to submitting the nomination to the Dean. The Department Head Search Committee will then recommend a ranked list of acceptable candidates to the Dean.
- 5.5.** The Department Head is responsible to the Dean and the Faculty for the administration of the Department. The general duties are described in the *Faculty Handbook* and College of Arts and Sciences Bylaws. The duties are also guided by traditions of the department, responses to changing technologies, and the unique requirements of laboratory and research-based sciences.
- 5.6.** Head will appoint an Associate Head to represent the Chemistry program and another Associate Head to represent the Physics program. These positions are an essential part of the operation of the department and the duties will be defined by the Head but include Associates providing Head advice on the operation of the department and programs.
- 5.7.** The Head shall keep a list with annual updating by or soon after the beginning of each academic year of the essential departmental activities and person(s) with primary responsibility and a committees list with membership and chairs listed. The Purpose of these lists is to make sure everyone in the department has opportunities to contribute to

the functioning of the department. These contributions will include faculty mentor assignments and teaching observations.

## 6. DEPARTMENT REAPPOINTMENT, TENURE, AND PROMOTION

6.1. The Committee shall follow the procedures and timetable outlined in the *Faculty Handbook* and University policies and procedures documents.

### 6.2. Membership

- The departmental Reappointment, Tenure, and Promotion Committee (RTP) for granting tenure will consist of all tenured faculty. Tenured faculty on leave or sabbatical are eligible to sit on the committee but are not required to do so. The RTP Committee members voting for promotion will consist of RTP faculty at or above the new rank being considered.
- The department head is responsible for calling an organizational meeting of the complete RTP Committee each academic year and for providing the committee with a record of EDO reports for each faculty member being considered for reappointment, tenure, or promotion in that year. The committee will elect a chair at the first called meeting. The departmental RTP Committee shall meet for deliberation and voting on matters before it. The committee's recommendations shall be by majority vote of its members.

### 6.3. Meetings and Candidate Review

- Meetings will be conducted by following the general spirit of Robert's Rules of Order including: being recognized by the chair prior to speaking; making comments courteous in language and deportment; avoiding secondary conversations; and making, seconding and passing motions.
- A quorum is required for actions to take place. Two-thirds of those eligible to vote shall constitute a quorum.
- At the organizational meeting, the Committee shall determine the list of candidates for reappointment, tenure and promotion and request dossiers from those candidates. **RTP Committee will perform an initial evaluation of and make recommendation on reappointment each year of the faculty member's probationary period and provide their recommendation to the department head.**
- Dossiers should be submitted to the committee chair to be disseminated to the members of the Committee. Electronic submission is strongly recommended. The Committee will also follow the department external review policies and procedures in evaluating the candidate.
- Upon completion of the dossier review, the Committee will call a voting meeting with a quorum present (two-thirds of the voting membership shall constitute a quorum). Voting shall be yes or no (abstentions shall be permitted) and shall be by written ballot. Proxy votes are to be submitted to the chair of the RTP committee prior to the meeting. The committee chair will tally the results and report them to the committee, the candidate, and the department head.

## 7. PERFORMANCE EVALUATION

7.1. The Department will follow the *Faculty Handbook* and University policies and procedures for performance evaluation.

7.2. The criteria for EDO evaluations of Exceeds Expectations for Rank, Meets Expectations for Rank, Needs Improvement for Rank, and Unsatisfactory for Rank are provided in **Appendix A and Appendix B** and shall follow *Faculty Handbook* and University policy and procedure guidelines.

7.3. Specific department guidelines for EDO evaluations by rank and criteria can be found in

## Appendix A and Appendix B.

### 8. CRITERIA FOR TENURE AND PROMOTION

- 8.1. For tenure and/or promotion, the faculty member considered by the Committee shall meet the criteria presented in the *Faculty Handbook (see chapter 3)*.
- 8.2. A tenure request by an Assistant Professor may be accompanied by a request for promotion to Associate Professor. A tenure request by an Associate Professor may be accompanied by a request for promotion to Full Professor.
- 8.3. All faculty are subject to the College of Arts and Sciences External Review Policy. Please refer to the policy for guidelines and procedures.
- 8.4. Reappointment: While a positive annual reappointment for a tenure track faculty member is a reflection of their progressing toward tenure and promotion and meeting annual expectations, it is no guarantee that those ultimate decisions will be positive unless the cumulative work over the appropriate period of years meets expected criteria.
- 8.5. Reappointment, Tenure, and Promotion: Teaching, Research, Service, & Collegiality:

#### Teaching Requirement:

- Established reputation as a good teacher as measured not only by traditional student evaluations but also by the quality of classroom materials and examinations, the up-dating and developing of courses, feedback from former students, and classroom visitations by faculty colleagues.
- Established reputation as a good academic advisor as measured by the quality of advice given, materials available for students, enthusiasm for advising duties, advising student groups.
- Established reputation as an effective director of research students as measured not only by the number of students participating but also by the quality of the guidance, i.e. providing direction and focus in laboratory work, being available for questions and supervision during student research, generating student interest and enthusiasm for scientific research, providing the opportunity for student presentations at regional or national meetings, supervision of honors research projects, serving on honors research committees.

#### Research Requirement:

- A strong commitment to research that shows a candidate's ability to establish a productive and original research program. Independent work and/or collaborative efforts with researchers either internal or external to the University are expected. Emphasis on involvement of undergraduate students in the individual's research program.
- The inclusion of UTC students as co-authors along with participation in the Undergraduate Research Program of the department are strongly encouraged. Clear evidence of external recognition of research and scholarship performed while at UTC. Four or more research presentations at major chemistry/physics conferences. Publication or acceptance of at least two major peer-reviewed research or scholarly works at current rank.
- Generation of one or more well-reviewed external grant proposal(s) as the PI, or as a significant Co-PI. It should be noted that RTP committee members are expected to carefully examine submitted external proposals in addition to giving thoughtful

consideration to reviewers' comments regarding such proposals. Proposals and reviewers comments are to be included in the candidate's dossier. For external proposals where a candidate is not the PI a very clear description of their contribution to the proposal must be provided.

- Other measures of accomplishment may also be counted including serving as a panel reviewer for federal or private grant agency, serving as a member for nationally recognized committee, giving invited research lectures, and writing books or book chapters, articles in science encyclopedias, and software. Candidates should exhibit clear evidence of a long-term interest and enthusiasm for research and publication as a high priority activity.

Service Requirement:

- Clear evidence of dedication and commitment to the University as measured by participation and productivity in the normal operation of the Chemistry and Physics Department, service on university committees, participation in UTC ceremonies and candidate interviews.
- Professional service as measured, for example, by participation in American Chemical Society (ACS) or the American Institute of Physics (AIP) activities, lectures/demonstrations at local schools, various industrial consultations.

Collegiality and Intangibles Requirement:

- There is necessarily a substantial subjective component in the awarding of tenure. In this regard, the candidate should show dedication to the Department of Chemistry and Physics and to UTC.
- The candidate must be a good citizen of the department and university, must interact well with students and faculty colleagues, and must serve as a good role model for students and a good representative of UTC.
- A successful candidate for tenure must be able to contribute to continuing our department's role at UTC.

**8.6. Promotion:** Recommendation for promotion to Associate Professor may be linked to a recommendation for Tenure. Promotions to Associate and Full Professor reflect departmental expectations, requirements in the *Faculty Handbook*, and guidelines in the College of Arts and Sciences Bylaws.

## **APPENDIX A**

### **ANNUAL EVALUATION (EDO)**

In order to develop guidance for each EDO Rating for each Faculty Rank, lists of Meets and Exceeds Criteria for: (1) Instruction and Advising, (2) Research and Scholarship, and (3) Professional Service are provided. The lists are provided for guidance and not as absolute criteria for evaluation.

Guidelines for departments heads to use in identifying candidates for annual performance ratings of "Exceeds Expectations" are also found in document *Annual Performance Evaluation of*

*Faculty: "Meets Expectations" vs. "Exceeds Expectations"* found on the College of Arts and Sciences website (see **Appendix B**).

## **I. Lecturer**

Lecturer normally carries no research expectations.

The Department Head may assign the Lecturer specific duties required for the functioning of particular department operations.

To receive an EDO rating of **Exceeds Expectations**, the ~~Instructor~~/Lecturer must complete the activities listed in Standard EDO Activities under the Instruction and Advising category. In addition, the Lecturer must also be engaged in a number of items from the Exceptional EDO Activities list.

To receive an EDO rating of **Meets Expectations**, the Lecturer must complete the activities listed in Standard EDO Activities under the Instruction and Advising category.

The Lecturer will receive a rating of **Needs Improvement** if the individual fails to meet some of the items listed in the Standard EDO Activities under the Instruction and Advising category.

The Lecturer will receive a rating of **Unsatisfactory** if the individual fails to meet a substantial number of the items listed in the Standard EDO Activities under the Instruction and Advising category.

## **II. Assistant Professor**

To receive an EDO rating of **Exceeds Expectations**, the Assistant Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category. The Assistant Professor must also present substantial activity in the categories of Research and Scholarship and Professional Service. Additionally, the Assistant Professor must accomplish a significant number of activities from the Exceptional EDO Activities list.

To receive an EDO rating of **Meets Expectations**, the Assistant Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category. The Assistant Professor must also present considerable activity in both the categories of Research and Scholarship and Professional Service.

The Assistant Professor will receive a rating of **Needs Improvement** if the individual fails to meet items listed in the Standard EDO Activities under the Instruction and Advising category or if there is minimal activity in either Research and Scholarship or Professional Service.

The Assistant Professor will receive a rating of **Unsatisfactory** if the individual fails substantially to meet items listed in the Standard EDO Activities under the Instruction and Advising category or if there is extremely minimal activity in either Research and Scholarship or Professional Service.

## **III. Associate Professor**

To receive an EDO rating of **Exceeds Expectations**, the Associate Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category

and must also present strong activity in the categories of Research and Scholarship and Professional Service. Additionally, the Associate Professor must present significant accomplishments from the Exceptional EDO Activities list.

To receive an EDO rating of **Meets Expectations**, the Associate Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category. The Assistant Professor must also present strong activity in the categories of Research and Scholarship and Professional Service.

The Associate Professor will receive a rating of **Needs Improvement** if the individual fails to meet items listed in Standard EDO Activities under Instruction and Advising or if there is minimal activity in Research and Scholarship and Professional Service.

The Associate Professor will receive a rating of **Unsatisfactory** if the individual fails significantly to meet items listed in the Standard EDO Activities under the Instruction and Advising category or if there is extremely minimal activity in Research and Scholarship and Professional Service.

#### **IV. Professor**

To receive an EDO rating of **Exceeds Expectations**, the Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category and must also present strong activity in the categories of Research and Scholarship and Professional Service. Additionally, the Professor must present significant accomplishments from the Exceptional EDO Activities list.

To receive an EDO rating of **Meets Expectations**, the Professor must accomplish all of the activities listed in Standard EDO Activities under the Instruction and Advising category. The Professor must also present strong activity in the categories of Research and Scholarship and Professional Service.

The Professor will receive a rating of **Needs Improvement** if the individual fails to meet items listed in Standard EDO Activities under Instruction and Advising or if there is minimal activity in Research and Scholarship and Professional Service.

The Professor will receive a rating of **Unsatisfactory** if the individual fails significantly to meet items listed in the Standard EDO Activities under the Instruction and Advising category or if there is minimal activity in Research and Scholarship and Professional Service.

#### **V. Meets and Exceeds Criteria Lists**

##### **Instruction and Advising - Meets**

- Display commitment to good teaching
- Provide quality instruction in all courses
- Prepare syllabi following UTC guidelines
- Administer courses according to syllabi
- Meet all sessions of the course
- Grade and return assignments promptly
- Maintain appropriate office hours
- Utilize appropriate instructional resources



Assign grades fairly and per the syllabus  
Provide quality advising for assigned students  
Write letters of recommendation as requested  
Participate in textbook selection  
Attain satisfactory student/peer evaluations

**Instruction and Advising - Exceeds**

Prepare new course materials  
Direct Departmental Honors Project  
Direct student research projects  
Prepare advising materials  
Write or revise text or lab manual  
Serve on academic advising body  
Participate in professional development activity  
Conduct extra help sessions for students  
Receive teaching/advising award  
Attain superior student/peer evaluations

**Research and Scholarship - Meets**

Engage in research  
Read literature in discipline  
Prepare/submit article to refereed journal  
Prepare/submit a funding proposal  
Present a paper at professional meeting  
Develop new demo's or lab experiments  
Direct student research

**Research and Scholarship - Exceeds**

Article accepted/published in refereed journal  
Author or Editor of a book  
Submit proposal, as a principal investigator, to an outside funding agency  
Present invited/refereed paper at prof. meeting  
Develop a new area of research  
Administer a funded research grant  
Receive national/international recognition  
Perform professional development activity  
Present invited seminar/lecture

**Professional Service - Meets**

Serve as member of professional organization  
Serve on university committee  
Serve on departmental committee  
Engage in other professional service  
Attend a professional meeting  
Respond to inquiries from public  
Participate in student recruitment  
Support and assist colleagues  
Attend graduation

**Professional Service - Exceeds**

Organize/chair session of professional meeting  
Chair university committee  
Engage in special service to department or university.  
Serve as officer in professional organization  
Serve on committee of professional org.  
Organize/lead a professional workshop  
Serve on Faculty Senate  
Review manuscript or a book chapter for a journal/book  
Review proposal for funding agency  
Invited by journal to write book/article review  
Coordinate student recruitment activities  
Provide service to schools/community  
Engage in special professional development  
Provide professional consulting services  
Serve as a writer/editor for standard tests

## **APPENDIX B**

**Annual Performance Evaluation of Faculty: “Meets Expectations vs. Exceeds Expectations”  
Policies of College of Arts and Sciences**

**[https://www.utc.edu/college-arts-sciences/pdfs/meets\\_vs\\_exceeds\\_expectations.pdf](https://www.utc.edu/college-arts-sciences/pdfs/meets_vs_exceeds_expectations.pdf)**

**For additional information see College of Arts and Sciences webpages such as:**

<https://www.utc.edu/college-arts-sciences/>

<https://www.utc.edu/college-arts-sciences/resources/index.php>

<https://www.utc.edu/college-arts-sciences/reappointment-promotion-tenure.php>