



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

Approved by College of Arts and Sciences July 9, 2019

**Approved by Department August 14, 2019**

### **1. INTRODUCTION**

The Department of Chemistry and Physics ("Department") is an academic department within the College of Arts and Sciences ("CAS") at the University of Tennessee at Chattanooga and is governed by these Bylaws. In the event of conflict or inconsistency between these Bylaws and University policies or rules, the *Faculty Handbook*, or the CAS Bylaws and policies, the higher level policy or rule will take precedence.

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

**2.1.** Except for faculty governance matters subject to vote by only tenured and/or tenure-track faculty pursuant to University policy or as determined by the Department Head or the tenured/tenure-track faculty in the Department, the voting membership of the Department shall include: (i) faculty members holding the faculty rank of Professor, Associate Professor, Assistant Professor, or Lecturer (or other full-time non-tenure-track faculty appointment rank); and (ii) the following science-trained staff/administrative employees in the Department – the Faculty Associate/Lab Coordinator (Chemistry), Senior Teaching Laboratory Specialist (Physics), and Laboratory Specialist.

**2.2.** The Department Head has ultimate responsibility for a wide range of activities relating to the administration of the Department, including but not limited to: adjunct hires, staff hires, schedules, teaching duties, student petitions, budgets, space assignments, summer school assignments, and annual evaluations. The Department Head is responsible to the Dean and the departmental faculty for the administration of the Department. The general duties of the Department Head are described in the *Faculty Handbook* and CAS 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.

**2.3.** Full-time departmental faculty, the Faculty Associate/Lab Coordinator (Chemistry), the Senior Teaching Laboratory Specialist (Physics), and the 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, and serving on lecturer and staff hire search committees. Full-time faculty will be consulted for input prior to a request of any full-time faculty search submitted by the Head to the Dean.

**2.4.** Tenured and tenure-track faculty have responsibility for a range of activities, including

but not limited to: hiring of tenure-track faculty, departmental honors approval, and 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. The 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: radiation and physics safety oversight, chemical safety oversight, student laboratory assistants hiring and orientation
- 2.7. The Executive (or Advisory) Committee will be selected by the Department Head and act as an advisory body to the Department Head on matters related to the operations and governance of the Department.
- 2.8. The Scholarship Committee will consist of members from the Department. Its charge is to oversee the annual scholarships and awards process and to help ensure the disposition of the funds. The committee will publicize and solicit applications in a timely manner. They will select candidates based on academic success and responses to the information on the application. The final selection of the scholarship and awards recipients will be made by approval of the members of the relevant program (Chemistry or Physics) or by department.

### **3. DEPARTMENT MEETINGS**

- 3.1. The Department Head (or designee) will preside over departmental meetings, schedule and cancel regular meetings as necessary, and call special meetings as necessary. The Department Head shall prepare and make available the agenda for a called meeting at least twenty-four (24) hours prior to the meeting. The agenda will include any items that will be subject to a vote at that meeting.
- 3.2. Two-thirds (2/3) of the voting membership shall constitute a quorum for the transaction of business at a departmental meeting. 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.
- 3.3. For any faculty meetings at which an anonymously cast vote on a matter is required by the *Faculty Handbook* or University policy, votes shall be cast anonymously by written ballot.

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

- 4.1. All departmental faculty searches will follow the CAS Bylaws, *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 tenured and tenure-track faculty. The chair shall be a tenured faculty member.

**4.3.** The Faculty Search Committee shall consist of:

- 4.3.1.** At least four (4) departmental faculty members with (i) the majority of the committee members having substantive knowledge of the discipline in which the hire will be made; and (ii) in which one committee member will be chosen from within the Department but not in the specific discipline in which the hire will be made.
- 4.3.2.** The committee will be diverse in terms of characteristics such as rank, gender, race/ethnicity, etc.
- 4.3.3.** 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 Faculty 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 by the Office of Equity and Inclusion (OEI) on required sites such as *The Chronicle of Higher Education*, *Diverse*, and *HigherEdJobs.com*. Ads should be placed in one or more appropriate discipline-oriented online sites or published magazines/journals. Ads may also be placed on free list servers 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

- 4.5.1.** Following University procedures and working with the Dean's office and OEI, the Faculty Search Committee reviews all applicant files, ranks applicants and recommends to the Department Head the top six (6) or more candidates for further review.
- 4.5.2.** Upon approval by OEI 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 Faculty Search Committee. Only Faculty Search Committee members' rankings will be calculated in the final vote. After the initial interviews, the Faculty Search Committee Chair will compile the data and present the averaged rankings to the departmental Reappointment, Tenure and Promotion (RTP) Committee and the Department Head.
- 4.5.3.** The Department Head then requests approval from OEI and the Dean to contact the preferred candidate(s) and arrange for on-campus interviews.
- 4.5.4.** All full-time members of the Department will be invited to meet with each candidate and to observe the teaching demonstrations and/or research presentations given by the candidates. As specified by the CAS Bylaws, the Dean will also interview all candidates for full-time non-tenure-track faculty

positions. Following interviews, the department (full-time faculty and staff) will meet for discussion and then a vote will be taken. For tenure-track positions, only tenured and tenure-track faculty will vote. For non-tenure-track positions, all full-time faculty will vote.

- 4.5.5. Appointments to tenure track positions should satisfy relevant Faculty Handbook criteria for appointment to faculty rank (Section 3.2.1) and criteria in these Bylaws for tenure and promotion (Section 8).

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

- 5.1. All Department Head searches will follow the *Faculty Handbook*, University policies, and the CAS Bylaws.
- 5.2. The Department recommends that the procedures under this Section 5.2. be used for Department Head searches. Notwithstanding the foregoing, the Department acknowledges that the Department Head search procedures under the CAS Bylaws will be utilized unless otherwise determined by the Dean.
  - 5.2.1. The Department Head Search Committee: The committee will be diverse in terms of characteristics such as program, rank, gender, race/ethnicity, etc. 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 the Department.
  - 5.2.2. The Department Head Search Committee, in conjunction with the chair of the committee, will construct a job posting reflecting the needs of the department. The job posting will be distributed to the entire faculty for review and feedback prior to submission to Dean for approval.
  - 5.2.3. For both internal and external searches, standard search procedures will be utilized, including interviews. The Department Head Search Committee will recommend acceptable candidates to the faculty prior to submitting the nomination to the Dean.
- 5.3. The Department Head will appoint an Associate Department Head to represent the Chemistry program and another Associate Department Head to represent the Physics program. These positions are an essential part of the operation of the Department. The Department Head will define the duties of the Associate Department Head positions. One of the duties of the Associate Department Head position will be to provide advice to the Department Head on the operation of the Department and the programs. The Department Head may appoint an advisory committee to meet with the Department Head.
- 5.4. The Department Head shall keep a list of the essential departmental activities and person(s) with primary responsibility for such activities and a list of departmental committees and the members and chairs of each committee. One required committee will be a scholarships committee. These lists will be updated annually by or soon after the beginning of each academic year. 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 COMMITTEE**

**6.1.** The departmental Reappointment, Tenure and Promotion (RTP) Committee shall follow the procedures and timetable outlined in the *Faculty Handbook* and University policies and procedures documents.

### **6.2. Membership**

**6.2.1.** The RTP Committee for making recommendations on granting tenure will consist of all tenured faculty in the Department, except for the Department Head. Tenured faculty on leave or sabbatical are eligible to sit on the committee but are not required to do so. Tenured faculty members on leave or sabbatical who are members of the committee have the right to vote in absentia on any matters before the committee. The RTP Committee members voting on promotion recommendations will consist of departmental faculty at or above the new rank for which the promotion candidate is being considered.

**6.2.2.** 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 RTP Committee shall meet for deliberation and voting on matters before it. The committee's recommendations shall be by majority vote of its members who are eligible to vote on the matter being considered. Votes on tenure recommendations shall be cast anonymously by written ballot.

### **6.3. Meetings and Candidate Review**

**6.3.1.** 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.

**6.3.2.** A quorum is required for actions to take place. Two-thirds (2/3) of those eligible to vote on a matter before the RTP Committee shall constitute a quorum.

**6.3.3.** At the organizational meeting, the RTP Committee shall determine the list of candidates for reappointment, tenure and promotion and request dossiers from those candidates. The RTP Committee will perform an initial evaluation of and make a recommendation on reappointment in each year of a tenure-track faculty member's probationary period and provide its recommendation to the Department Head.

**6.3.4.** Dossiers should be submitted to the RTP Committee chair to be disseminated to the members of the committee. Electronic submission is strongly recommended. Tenure/promotion dossiers should include the information required under Section 3.10.5 of the *Faculty Handbook* and the types of information evidencing the candidate's teaching, research, and service activities identified in the CAS Bylaws and these Bylaws.

**6.3.5.** For the external review of a tenure/promotion candidate, the RTP Committee will follow the CAS external review process set forth in the CAS Bylaws.

**6.3.6.** Peer Teaching Review – The chair of the RTP Committee will request one or more volunteers from the RTP Committee to serve as peer reviewers to attend and observe a lecture and/or laboratory activity or activities of a tenure/promotion candidate. Each peer reviewer will prepare a letter with observations, comments, and suggestions as appropriate. Copies of the final

letters will be supplied to the tenure/promotion candidate, RTP Committee chair, and Department Head. The peer reviewer(s) or RTP Committee may request course syllabi or other related documents such as exams or laboratory reports as part of this process.

- 6.3.7. Upon completion of the dossier review, the RTP Committee will call a voting meeting with a quorum present (two-thirds of the committee members eligible to vote on the matter before the committee shall constitute a quorum). Voting shall be yes or no (abstentions shall be permitted) and shall be cast anonymously by written ballot. Any votes cast in absentia by committee members on leave or sabbatical are to be submitted to the chair of the RTP Committee prior to the meeting. The committee's recommendation will be decided upon majority (yes or no) of those members voting. The committee chair will tally the results and report them to the committee, the candidate, and the Department Head.

## 7. PERFORMANCE EVALUATIONS

- 7.1. The Department will follow the *Faculty Handbook* and University policies and procedures for annual performance evaluations (EDO evaluations) of faculty within the Department.
- 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** to these Bylaws and shall follow the *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** to these Bylaws.
- 7.4. The annual EDO evaluation process and criteria are linked to the long-term efforts toward promotion and/or tenure.

## 8. CRITERIA FOR TENURE AND PROMOTION

- 8.1. For tenure/promotion, the faculty member considered by the RTP Committee shall meet the criteria presented in Chapter 3 of the *Faculty Handbook* and the more specific criteria set forth in the CAS Bylaws and these Bylaws.
- 8.2. As specified in the Faculty Handbook, a tenure request by an Assistant Professor must 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 tenure/promotion candidates are subject to the CAS external review policy set forth in the CAS Bylaws.
- 8.4. Reappointment and EDO evaluation: While a positive annual reappointment or EDO evaluation for a tenure-track faculty member is usually a reflection of the faculty member's progression toward tenure and promotion and meeting of annual expectations, it is no guarantee that those ultimate decisions will be positive unless the cumulative work over the appropriate period of years meets the expected criteria for tenure/promotion.

**8.5. Departmental Criteria for Tenure and Promotion: Teaching, Research, Service, and Collegiality:**

**8.5.1. Teaching Requirement:**

- 8.5.1.1.** 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.
- 8.5.1.2.** Established reputation as a good academic advisor as measured by the quality of advice given, materials available for students, enthusiasm for advising duties, and advising student groups.
- 8.5.1.3.** 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, and serving on honors research committees.

**8.5.2. Research Requirement:**

- 8.5.2.1.** 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.
- 8.5.2.2.** 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.
- 8.5.2.3.** Generation of one or more well-reviewed external grant proposal(s) as the Principal Investigator (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.
- 8.5.2.4.** 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.

**8.5.3. Service Requirement:**

- 8.5.3.1.** Clear evidence of dedication and commitment to the University as measured by participation and productivity in the normal operation of the

Department, service on CAS and University committees, and participation in UTC ceremonies and candidate interviews.

**8.5.3.2.** Professional service as measured, for example, by participation in American Chemical Society (ACS) or the American Physical Society (APS) activities, lectures/demonstrations at local schools, and various industrial consultations.

**8.5.4. Collegiality and Intangibles Requirement:**

**8.5.4.1.** 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. The candidate should show dedication to the Department and to UTC.

**8.5.4.2.** A successful candidate for tenure must be able to contribute to continuing the Department's role at UTC.

**8.6. Promotion (Tenure-Track/Tenured Faculty):** Recommendation for promotion to Associate Professor is linked to a recommendation for tenure and based on considerations in Section 8.5 above. Promotion from Associate Professor to Full Professor reflects departmental expectations based on continuing to meet the criteria in Section 8.5 above while Associate Professor, the requirements in the *Faculty Handbook*, and the general criteria in the CAS Bylaws.

**8.7. Promotion to various Teaching appointments ranks (specified in CAS Bylaws)** is based on the following general criteria:

**8.7.1. Lecturer:** This rank is for those who hold the appropriate degree for their discipline (or its professional equivalent) and who are appointed for full or part-time teaching. All Teaching appointments at this rank will be made for a definite term of one year or less.

**8.7.2. Associate Lecturer:** Faculty members who have held Teaching appointments at the rank of Lecturer for a minimum of four (4) years may be considered for promotion to the rank of Associate Lecturer. Teaching appointments at this rank will be made for a definite term of up to three years.

**8.7.3. Senior Lecturer:** Faculty members who have held Teaching appointments at the rank of Associate Lecturer for a minimum of eight (8) years may be considered for promotion to the rank of Senior Lecturer. Teaching appointments at this rank will be made for a definite term of up to five years.

**8.7.4. Distinguished Lecturer:** This rank is for those Senior Lecturers who hold a degree appropriate to their discipline (or its professional equivalent) and who have demonstrated excellence in teaching. Tenured faculty members within the academic department will evaluate and make recommendations for appointments to the rank of Distinguished Lecturer, in accordance with these Bylaws and CAS Bylaws.

**8.7.5. Promotion Review Process:** Upon request of the Department Head or chair of the RTP Committee, the RTP Committee will consider and vote on recommendations for promotion to the higher Teaching appointment ranks of Associate Lecturer, Senior Lecturer, and Distinguished Lecturer. The RTP Committee chair will supply a letter with the date of the meeting, members present, results of the vote for rank, and comments regarding the recommendation. In addition to years of service at the candidate's current Teaching appointment rank, consideration will be given based on the Department's "Meets and Exceeds Criteria List" (in **Addendum A** to these



Bylaws) with teaching as the primary duty of a faculty member with a Teaching appointment rank. Advising, service, and research will be considered as extra voluntary activities that are not required for Teaching appointment ranks but may be considered as a part of their recommendation. A copy of the RTP Committee's letter will be supplied to the Department Head and to the person under consideration. The Department Head will forward the letter along with his or her own recommendation to Dean.

## APPENDIX A

### ANNUAL EVALUATION (EDO)

In order to develop guidance for each EDO rating for each faculty rank, lists are provided below for the EDO evaluations for: (1) Instruction and Advising, (2) Research and Scholarship, and (3) Professional Service. The lists are provided for guidance and not as absolute criteria for evaluation.

Guidelines for the Department Head to use in identifying candidates for annual performance ratings of "Exceeds Expectations for Rank" are also found in the document *Annual Performance Evaluation of Faculty: "Meets Expectations" vs. "Exceeds Expectations"* found on the CAS website (see **Appendix B** to these Bylaws).

#### **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 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>