

Promotion Policy: Department of Chemistry and Biochemistry
College of Arts & Sciences
Baylor University

Revisions Approved by the Office of the Provost, May 27, 2022—James Bennighof

This document serves as a description of expectations regarding teaching, research, service and interpersonal relationships for candidates for promotion to the rank of Professor in the Department of Chemistry and Biochemistry.

Teaching: The candidate for promotion must have a record of *increasingly effective* teaching, both inside and outside of the classroom, including all areas of professional activities (for instance, graduate and undergraduate student mentoring, etc.) This will be primarily noted through:

- Peer and student course evaluations.
- Directing doctoral dissertations and/or undergraduate theses to completion, and other documentation of student mentee's progression towards degrees.

Research: The expectations for promotion to the rank of Professor are greater than those to obtain tenure. Promotion candidates are expected to have established a record of scholarship in their field and an *international reputation* in their research area comparable to peers at R1 universities. In particular:

- The candidate for promotion will have published research in peer-reviewed venues at a rate comparable to Professors in comparable Chemistry and/or Biochemistry Departments at R1 universities. While no formal numbers are set for publications, the published scholarly work, evaluated in terms of both quality and quantity, should continue at or above the level of the candidate's pre-tenure performance.
- The candidate for promotion will have achieved external research funding at a rate comparable to Professors in comparable Chemistry and/or Biochemistry Departments at R1 universities. Funding via major competitive grants is more heavily weighted and evidence must be shown of continuing efforts to obtain this type of funding. Both collaborative and individual grants are valued, but it will be important to demonstrate the role and percentage of effort in collaborative grants.

Service: Each candidate for promotion must be actively engaged in service to the department, the university, and importantly, to the profession. The faculty member should have compiled an appropriate record of activities in pertinent professional organizations. Each candidate should be an active member of a faith community.

Interpersonal Relationships: The candidate should display civil interpersonal relationships with students, colleagues, and other members of the university community. They should also be supportive of Baylor's distinctive Christian mission.

Pre-promotion Review: Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in

the department and a representative from the A&S Dean's office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors' evaluations to the candidate and the A&S Dean's office.

University Policies and Procedures Governing Promotion: The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to promotion. Specific policies regarding the promotion process are governed by *BU-PP 702* <https://www.baylor.edu/content/services/document.php?id=42355>.

College of Arts & Sciences Policies and Procedures Governing Promotion: Beyond the university policies governing promotion in rank, the College of Arts and Sciences stipulates the following.

1. **External Letters:** At least five external evaluation letters will be provided for each promotion candidate. The external evaluators will be faculty holding the rank of Professor at peer or aspirant *research universities*. These letters will address the *research stature* of the candidate. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a collaborator or mentor of the candidate. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate's work.
2. **Pre-promotion review:** Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in the department and a representative from the A&S Dean's office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors' evaluations to the candidate and the A&S Dean's office.