

**DEPARTMENT OF CHEMISTRY
REQUIREMENTS AND EXPECTATIONS OF TENURE TRACK FACULTY**

(Adopted April 4, 2001)

1. Faculty in the Department of Chemistry are expected to fulfill general University requirements for all faculty during their contract period. (See University Faculty Handbook)
2. **Teaching load:** Teaching loads are assigned by the Department Head, vary from semester to semester, and reflect national norms.
3. **Course assignment, scheduling, course hour, etc.:** General course assignments are discussed at the time of hiring. Every effort is made to assign courses, meeting times, etc., on the basis of the individual instructor's preference and strengths. Each faculty member will be expected to teach, when asked, the more general, introductory courses and the specialty course(s), which were agreed upon at the time he/she was hired.

For certain courses in the Department that routinely have multiple sections, a common syllabus has been prepared and accepted. Until changed this outline functions as the basic guide for the material that should be covered by all faculty members teaching the course. Faculty have latitude in the presentation of optional course material and in their approach.

4. **Other responsibilities:**
 - a. **Teaching:** It is the faculty member's responsibility to be able to document the quality of his/her teaching.
 - b. **Advising Students:** Departmental faculty members are assigned as an academic advisor to a number of Chemistry majors. Departmental faculty are expected to keep office hours.
 - c. **Committee and special task assignments:** Proper functioning of the Department requires that certain committees meet and act and that individual faculty members perform special tasks. Each faculty member normally serves on a number of Departmental committees and may be involved with special assignments such as coordination of an area. Faculty members are encouraged to serve on College or University committees. However, the primary focus of new faculty members initially should be on their teaching and research.
 - d. **Miscellaneous requirements:** Attendance and participation at Department meetings is an opportunity to be a part of the Departmental decision making process. Faculty will be asked to fulfill other responsibilities necessary to the functioning of the Department, College or University.
 - e. **Scholarship:** Faculty members are expected to be active scholars and to share their results with their peers. Evidence of scholarship is evaluated for tenure, promotion and merit pay.

- f. **Tenure policy:** Completion of the doctorate is expected before an individual may be recommended for tenure. Tenure and promotion procedures are listed in the University and Departmental Faculty Handbooks. Criteria to be used in evaluations for promotion and tenure are discussed with each faculty member.

I have read the preceding statements and will abide by these expectations of chemistry faculty members of the Department of Chemistry.

Faculty Member

Date

Department Head

Date