

Department of Chemistry and Biochemistry

Miami University

DEPARTMENTAL

GOVERNANCE AND PROCEDURES

B. Faculty Governance and Procedures

PROCEDURES FOR THE RECRUITING AND RECOMMENDATION OF NEW CHEMISTRY AND BIOCHEMISTRY FACULTY MEMBERS

- I. Upon authorization for the hiring of a new faculty member, the position is first advertised by publication of a description of the position requesting an application including a curriculum vitae and three letters of recommendation. A firm deadline is announced in order to terminate the review of applications. Advertisements are routinely published in such periodicals as *The Miami Report*, *Chemical and Engineering News* and *The Chronicle of Higher Education* following the guidelines as an Equal Opportunity-Affirmative Action Employer. Announcement letters are also sent to chairs of chemistry departments offering doctoral degrees, selected from the *ACS Directory of Graduate Research*.
- II. Applications and letters are initially reviewed by the Chair of the Department and are acknowledged by a letter to the applicant and a card to each recommender. Correspondence is routed to the Senior Staff Recruiting Committee which, with the counsel of the Department Chair, decides to:
 1. terminate further consideration, thereupon replying to the applicant with a letter of regret,
 2. postpone action in the light of further deliberations,
 3. consider as an active candidate. Individual files are prepared for applications placed in the second and third categories and are made available for reading by the Faculty.
- III. The Senior Staff Recruiting Committee meets after the application deadline to prepare a ranked list of applicants, usually the top ten, for Faculty consideration. A special Faculty Meeting is called to discuss the ranked list of applicants and to make decisions with respect to candidates to be invited for an interview.
- IV. The interview trip usually involves a detailed scheduling of interviews with the Administration, Chair of the Department, and the Chemistry and Biochemistry Faculty members, after which a second Faculty Meeting is held to discuss impressions derived from the interviews, and if favorable, to vote that the Chair of the Department recommend an appointment to the Administration.

WORKLOADS AND RESOURCE ALLOCATION

1. WORKLOAD PLAN

The Department of Chemistry and Biochemistry recognizes that the primary duty of a faculty member at Miami University is teaching. It also is recognized that the teaching of chemistry and biochemistry includes both formal classroom instruction and mentoring of research/scholarly activity of undergraduates and graduate students. The plan detailed below reflects the varied nature of teaching within the Department. The objective is to provide for different emphases on formal classroom teaching and mentoring without creating inequalities in overall workload or in opportunity for recognition in the reward system.

The Academic Year workload in Chemistry and Biochemistry is divided into 8 assignment units (4 per semester). Each can be considered to be valued at 10 hours in the same sense that a 40 hour work week is considered standard. It is recognized that national surveys show that faculty work about 55 hours per week; hence, in real time, each assignment unit undoubtedly will receive more than 10 hours of effort by the faculty. The Chair will annually update a schedule of assignment units for individual courses and distribute it to faculty members.

Teaching assignments are made by the Chair with input from the Divisions of the Department and from individual faculty. The Analytical, Biochemistry, Inorganic, Organic, and Physical Chemistry Divisions, through their Coordinators, make recommendations regarding instructors for courses in their areas. Prior to departing from these recommendations, the Chair consults with the Division(s). Individual faculty can express preferences for assignments, especially for (but not restricted to) courses that are not covered by the Divisions. Faculty who are interested in teaching courses outside of the Department (Honors Courses, for example) may negotiate with the Chair to have such courses count as part of the Departmental Assignment; as an alternative they can be taught as voluntary overloads.

The Standard Assignment in the Department is 6 Units of classroom teaching per Academic Year. One Unit is assigned to service, and one is assigned to personal research/scholarly activity. The latter includes development of new teaching materials and new courses. It is expected that these scholarly activities will have products that can be evaluated by the Chair.

Within the Standard Assignment, faculty can receive reduced classroom teaching loads if they are involved in such activities as mentoring independent studies students; writing proposals for extramural funding of research, curriculum development, or departmental equipment; and/or carrying extraordinary service loads. Indeed, it is anticipated that most faculty will qualify for a reduction of classroom teaching of at least 1-2 units. To continue to receive this reduction for more than 2 years (except for one given for service), the activity must be successful. Mentoring should result in publications and presentations at meetings of results of the work, results of the

work, and proposals should either be funded or receive scores that merit re-submission. The Chair will meet annually with faculty to discuss whether reduction of the classroom teaching assignment is merited. As a guideline, publication of two papers over a three year period, submission of one proposal for extramural research funding per year, and presentation of an average of one paper per year at a conference are the minimum requirements to receive an assignment reduced to 4 units of classroom teaching.

A Classroom Teaching Enhanced Assignment may be made to faculty members whose scholarly activities do not meet the above guideline over a 3-year period. In this case, additional units of classroom teaching will be assigned, up to a maximum of 6.8 Units total (85% of the workload, the upper limit in the Report of the Regents Advisory Committee on Faculty Workload Standards and Guidelines, Approved Feb. 18, 1994), with service and scholarly activity each reduced to 0.6. This change should be made only after a discussion with the faculty member that is centered on his/her professional goals. It is assumed that this change of assignment will be by mutual agreement between the faculty member and the Chair. It is required that the additional classroom teaching be reflected in the formula used to calculate merit salary increases.

Faculty who are mentoring a large number of students, including postdoctoral researchers, are provided a Mentoring Enhanced Assignment. Because of costs associated with scholarly activity in Chemistry and Biochemistry, this classification can only be provided to faculty who have substantial extramural support of their programs. Exceptions are made for faculty in their first three years as an Assistant Professor and faculty writing renewal proposals on grants. Depending upon the size of their research programs, faculty in this category generally will receive 2-4 units of classroom teaching. The minimum classroom teaching assignment is 1.6 units (20% of the total assignment, which is a limit consistent with the guidelines in the above-cited Report). In addition to the funding record described above, a Mentoring Enhanced Assignment must be accompanied by publication of 1.5 papers per year in a refereed journal averaged over a two, three, or four year period at the discretion of the Chair. (Book chapters and other reports may be accepted by the Chair as a substitute for a journal article at his/her discretion) and one presentation or co-authorship per year of a paper at a national/international meeting.

Classroom teaching, therefore, can vary from 20% to 85% of a faculty member's workload. It is important to note that because of the importance of one-on-one teaching of graduate and undergraduate researchers in Chemistry and Biochemistry, this variation does not reflect a difference in commitment to overall teaching.

2. RESOURCE ALLOCATION

In response to the recognition of the importance of mentoring the research/scholarly activity of undergraduate and graduate students and to the cost of these activities, the Department provides some funds to faculty for supplies, services, and the like. This allocation is in

addition to that for the classroom teaching and the personal research/scholarly activity of the faculty. In addition, the graduate students working with a faculty member who are supported by funds administered by the Department (GAs and TAs assigned to teaching and fellowships/assistantships paid from gifts to the Department) are considered a resource. Research laboratory space is a third important resource.

The allocation plan is described in Table 1. The amount of the allocation cannot be specified because the highest priority in the budget provided by the State is to support the formal undergraduate laboratory courses. In addition, the Chair must reserve funds for emergencies such as equipment repair, for one-time only major expenses, and for special allocations related to undergraduate research, etc.

Each year, after receiving budget information from the College, the Chair will determine the amount available for each of the variables in Table 1. The faculty will be notified as soon as possible. At his/her discretion, the Chair may hold a Discussion Meeting regarding the budget and/or the resource allocation schedule.

An important point in Table 1 is that graduate students who are in the last year of their degree program are not counted against the limit on students supported by the Department. This allows faculty to recruit new students on a schedule that allows overlap with advanced students.

The assignment of space is a duty of the Chair. Here, it is recognized that the need for space is subject to the nature of the scholarly activity and to the future direction of a faculty member's program. Decisions on space require information that often is only available to the Chair.

All faculty will be eligible for faculty improvement leaves or assigned research leaves, and will receive a travel allocation for presentation(s) at professional meetings and conferences. To be eligible for Departmental summer research support, a faculty member must have or be actively seeking research funds.

Merit salary increase recommendations will be based on research productivity and teaching effectiveness consistent with individual faculty workload. Since scholarly activity and teaching will be a part of all faculty members' work assignments, each will be a significant component of evaluation of all faculty.

TABLE 1. RESOURCE ALLOCATION BY WORKLOAD ASSIGNMENT

Category	Allocation from the State Budget (research/scholarly activity)	GA/TA
CTEA	x	1*
SA	x + y	1
SA + mentoring	x + y*	2
MEA	x + y + z	4

CTEA, Classroom Teaching Enhanced Assignment; SA, Standard Assignment; MEA, Mentoring Enhanced Assignment.

* If a faculty member in this category accepts a graduate student he/she will negotiate with the Chair for additional allocations.

* Additional allocation (up to z) for faculty in this category will depend on research activity and attempts to acquire outside funds.

Notes:

- (1) x includes ordinary expenses related to an individual's scholarly activity whereas y and z are for support of students.
- (2) An additional allocation is made on the basis of the cost of teaching various courses.
- (3) Distribution of funds is at the discretion of the Chair; he/she will determine x, y, and z and can make additional allocations for compelling reasons.
- (4) Students in their last year of graduate work do not count in the GA/TA distribution column.
- (5) The GA/TA column refers to all students supported by departmental funds (teaching positions, fellowships/assistantships from gifts and the like).
- (6) The allocation of space is the responsibility of the Chair.

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
COMPUTER USE STANDARDS

Background

Many departmentally controlled computers are used specifically for data collection or analysis for research projects. Most research data are not confidential according to MUPIM criteria mentioned below.

Standards

1. Use of computers in the Department of Chemistry and Biochemistry must adhere to the Miami University Policy and Information Manual (MUPIM), including Section 3.22, 'Confidential Information Policy', Section 16.6A 'Responsible Use of Computing Resources', and Section 15 'Research'.
2. The default procedures for computer use in the Department of Chemistry and Biochemistry are those outlined in MUPIM. Any computer accounts that contain confidential data (described on page 39 of MUPIM) must be accessed only by individuals authorized to use those data and must be protected by individual passwords.
3. The Chemistry and Biochemistry Computer Committee is constituted annually by the Chair of the Department. The Committee will determine whether investigators who are authorized to use a particular departmentally-controlled computer that supports data acquisition/analysis must have individual access control to use the computer for data acquisition/analysis, and whether such data may be stored permanently on the computer's hard drive. Computers that require individual access control are called 'restricted access computers'. The Department Chair will keep a record of the decisions of the Committee.
4. A Principal Investigator (PI) is the individual who has acquired internal or external funding that is supporting specific data acquisition and analysis. Each PI must have access to the data in any account on a University-owned computer that has data, the collection/analysis of which is/was supported by funds the PI acquired and to the data in any account on a computer over which he/she has primary control.
5. For any restricted access computer that an individual is authorized to use, he/she will be given password-restricted access upon request. Other individuals (e.g., the PI in the case of student access) may also have access to the data in such an account (see No. 4).
6. Administrative rights to departmentally-controlled computers may be granted to system administrators including TSR's by the relevant PI(s).
7. Any questions or requests not covered by 1-5 above should be brought to the Chair of the Department who will convey them to the Computer Committee for consideration and recommendations.

Teaching and Teaching Evaluation

Teaching is evaluated to assist faculty in improving their teaching and progress toward promotion and tenure. The minimum requirements for tenured and untenured faculty are the same, although untenured faculty must have two peer evaluations during the probationary period.

The prime requisites for an effective teacher are intellectual competence, integrity, and independence; a willingness to consider suggestions and to cooperate in teaching activities; a spirit of scholarly inquiry that leads the teacher to develop and strengthen the content of courses in the light of developments in the field as well as to improve methods of presenting this material; a vital interest in teaching and working with students and, above all, the ability to stimulate their intellectual interest and enthusiasm. Every instructor is responsible for maintaining Good Teaching Practices as listed in the Academic Responsibilities and Academic Grievance Policy section of the Student Handbook.

The quality of teaching is admittedly difficult to evaluate. This evaluation is so important, however, that recommendations for an individual's promotion and tenure should include evidence drawn from both faculty and students. Faculty should be asked to evaluate the objectives, methods, and materials of courses that have been designed and taught by the individual. Students should be asked to evaluate the objectives, methods, and materials of courses that have been designed and taught by the individual. Students should be asked to evaluate the in-class performance of the individual. Evaluations of teaching effectiveness should also be drawn from faculty who have taught with the individual or have frequently observed classes taught by the individual. Wherever possible and appropriate, evaluations should also include evidence concerning the performance of students taught by the individual. Contributions of teaching that extend beyond courses and students taught by the individual should also be taken into consideration. Faculty members, for example, influence teaching beyond their classroom by designing courses and programs, or by writing and publishing textbooks. Evidence of this kind should be used in evaluating teaching. Finally, faculty members influence teaching in less tangible, but no less decisive, ways through counseling students and through informal conversations with colleagues and students. Due credit should be given to faculty members who exert an unusual effort in this function.

Evaluation of Teaching

Candidates for tenure and promotion will be expected to describe carefully how the quality of their teaching has been evaluated (e.g., student evaluation of teaching, peer review, departmental surveys of former students) and how they have used these evaluations to improve the quality of instruction. Other evaluations of teaching can be included such as exit interviews, critiques of syllabi, self-evaluations, or letters from former students solicited by the Chair.

Various criteria that might be used to evaluate a teacher include the active participation in professional meetings and teachers' organizations; collecting ideas from other disciplines and other schools; reading and publishing in journals so as to acquire a national reputation as an educator;

developing a positive, professional approach through innovative change and course modification; inviting student and peer evaluation; and exhibiting enthusiasm and a willingness to show leadership in the Department.

Formative evaluation is an important component of evaluation of teaching. Within the Department, formative evaluation will generally occur in conjunction with another faculty member who serves as a mentor. A mentor will be chosen by a faculty member in consultation with the Chair. There are other Miami programs that can provide mentoring opportunities. Some examples are the Alumni Teaching Scholars and the Senior Faculty Program for Teaching Excellence.

Summative evaluation of teaching is based on several types of data including student evaluations. However, to support promotion of tenured and untenured faculty, data/evidence beyond student evaluations will be necessary. Evaluation materials that are particularly useful for promotion and tenure purposes include:

Copies of all recent student evaluations of any courses taught. The faculty member is encouraged to initiate additional evaluations in courses not routinely evaluated. Direct input from students may also be submitted.

Outlines of innovative curriculum and syllabus changes the faculty member has been instrumental in developing and examples of student work, i.e., teaching portfolios.

Results of standardized exams compared to norms.

Peer evaluation. If a faculty member wishes to have Peer Evaluation of Instruction, a written request should be submitted to the Chair. Peer Evaluation is required for tenure and promotion to Associate Professor.

Instructional grants obtained.

Evaluation of Independent Studies Courses. These should list titles and authors of M.S. and Ph.D. theses completed under the faculty member's direction together with the year of completion and the current occupation of each author and the results of undergraduate independent studies, including presentations, publications, honors theses, etc.

Progress Towards Tenure

Each candidate for tenure will annually prepare a document using the format of the Promotion and Tenure Guidelines. This document will be reviewed by the Tenure and Promotion Committee and a letter will be sent to each probationary faculty member summarizing the Tenure and Promotion Committee's evaluation of their progress towards tenure.

Student Evaluation of Teaching

Student teaching evaluations are one component of the evaluation process. It is recognized that many factors influence teaching evaluations, including class size, majors vs. non-majors, elective vs. required courses, teaching styles, rapport with students, etc.

All faculty will have all of their classes evaluated by students, except as provided for in MUPIM 7.2.C.7, courses L5, or independent study courses. These evaluations shall be constructed in such a manner as to ensure credibility and integrity:

- The faculty member shall not administer his or her own evaluation. In accord with departmental/divisional procedures, a third party shall announce the evaluation, distribute the evaluation forms, and submit the forms for processing.
- The faculty member shall not receive any evaluation results until final grades for the semester have been submitted.

The appropriate teacher/course evaluation form is shown in Exhibit B.

Scheduling of student evaluations is best arranged by the instructor. The evaluation will be accomplished during a regular class session and not during a final examination period. Students will be given adequate time to complete the forms.

The completed forms will be given to the Chair who will arrange for computer-averaging of the results. The Chair shall hold the tabulations until after final grades have been assigned. He/she will then return them to the instructor. The Chair shall file a copy to use for calculating departmental averages. They also may be included as supporting evidence on teaching effectiveness for the committees on Promotion/Tenure/Retention and for aiding the evaluation of teaching performance of individual faculty.

PEER EVALUATION OF TEACHING

The peer evaluation is designed to provide information such as adherence to the course syllabus, judgment as to the appropriate level or depth of coverage of courses, the pacing of courses, the appropriateness of examinations, and the method of presentation. The goal is to provide assistance to faculty toward the goal of tenure and/or promotion. Each candidate for tenure shall have two peer reviews before the tenure decision is made; the first shall be done not later than the fifth semester at Miami.

I. Peer Evaluation Committee

- A. Consists of **three** chemistry faculty members
- B. Maximum of **one** member of candidate's division
- C. Candidates submit to Chair a list of **six** possible committee members
- D. Chair appoints committee after discussion with candidate
- E. Chair may choose member(s) not appearing on candidate's list

II. Course Visits

- A. Committee decides visit schedule based upon course syllabus provided by candidate
- B. Peer evaluation visits should be distributed over the semester with a minimum of one visit per committee member in each third of the course. Each committee member makes a minimum of **three** unannounced visits to the candidate's class
- C. Each committee member is responsible for obtaining handouts, problem sets, exams, etc., pertaining to his/her visits

III. Committee Report

- A. Committee writes joint report at conclusion of visits
- B. If no consensus is reached, two reports are written
- C. Report contains summary of responses to Peer Evaluation of Teaching Form (see attached page) and detailed written comments
- D. Report is submitted to Chair within **two** weeks after final exam in candidate's course
- E. Report is shared with candidate by Chair

- F. Copy of report is submitted with candidate's other P&T documents
- G. Candidate's response to report is included
- H. Minimum of **two** peer evaluations for candidate

IV. Post-Evaluation Mentoring

- A. After the peer evaluators submit their report to the Chair, they are encouraged to discuss the report and other observations with the candidate. The purpose is to convey information to the candidate.
- B. The Chair should also discuss the report with the candidate.

PEER EVALUATION OF TEACHING COMMITTEE REPORT

Comment on each of the following areas:

1. Organization of lectures
2. Ability to explain clearly at students' level
3. Method of presentation
 - a. Interest, enthusiasm
 - b. Audibility
 - c. Mannerisms
4. Response to students' questions
5. Syllabus/handouts/homework provided to students
6. Relationship of exams to lecture material/handouts/homework
7. Clarity as to basis for grading in course
8. Other comments

Faculty Evaluation of GA/TA teaching

1. Because faculty evaluations of GA/TA teaching are employed for the purposes of selecting graduate students for awards and teaching fellowships, improving graduate student teaching, and making teaching assignments, faculty members are required to fill out evaluation forms for each semester/term for which they have supervisory responsibilities. A memorandum reminding faculty to fill out evaluation forms, with forms attached, will be sent to each supervising faculty member by the Chemistry Office (as directed by the Chair, Graduate Advising Committee) during the break period following each semester. **(EXHIBIT L)**.
2. Faculty will return completed forms to the Departmental Secretary within two weeks.
3. Faculty should consider the comments regarding the GA/TA's made by the students on the Course Evaluation Form.
4. Completed forms will be kept in the Departmental Office. A student's evaluation can be obtained from the Departmental Secretary for perusal by that student and by the Chemistry Faculty. Supervisory faculty are urged to review evaluations with students and, if appropriate, to offer suggestions for improving the students' teaching performance.

EXHIBIT L FACULTY EVALUATION OF TEACHING ASSISTANTS
Department of Chemistry and Biochemistry - Miami University
(to be filed with the Graduate Advising Committee within two weeks after the
end of the semester for all of the Assistants by Supervisory Faculty)

Name of Assistant _____

Name/Course # _____

Semester/Year _____

Date _____ Faculty Member Signature _____

The Assistant is to be rated on a scale of 1 - 5. Scale for rating: 5 = exceptional; 4 = above average; 3 = average; 2 = below average; 1 = unacceptable; NA = not applicable. The ratings should be performance based in comparison to other assistants in this and other courses. Comments should be added where appropriate.

1. ____ Responsibility. Promptness for assignments (labs, discussions, meetings, lectures, exams, grading sessions, etc.); reliability (grading finished and submitted on time); attention to safety and order of laboratory. Comments.
2. ____ Attitude. Reasonable office hours; involvement in student learning (attentive in lab, encourages discussion, admits lack of knowledge and finds answer). Comments.
3. ____ Cooperation. Collaboration with faculty and other assistants; reports on poor experiments; suggestions for improvements; response to criticism. Comments.
4. ____ Grading and Testing. Attentiveness in proctoring; accuracy, promptness and fairness in grading; ability to follow guidelines. Comments.
5. ____ Presentation and Communication. Effective communication to students; encouragement of discussion; response to questions. Comments.
6. ____ Grasp of the subject matter. Understanding of experiments and underlying principles. Comments.
7. ____ Overall evaluation. Would you be (5) eager, (4) happy, (3) willing, (2) reluctant, (1) unwilling to have this TA assist you in this course again? Comments.

Additional comments (attach additional pages if necessary):

IF YOU WISH TO NOMINATE THIS ASSISTANT FOR THE OUTSTANDING GRADUATE ASSISTANT AWARD, SEND A COPY OF THIS FORM AND A LETTER OF NOMINATION TO THE CHAIR, HONORS AND AWARDS COMMITTEE CONCURRENT WITH FILING THIS FORM.

Guidelines and Criteria for Tenure and/or Promotion to Associate Professor

- A. Candidates whose tenure eligible appointment began before July 1, 2005:
- At time of application, the candidate must elect, in writing, either the “old process” (separate criteria for tenure and promotion to associate professor—two votes) or the “new process” (single criteria for tenure and promotion to associate professor)
 - “Old process”: the tenure criteria and the promotion to associate professor criteria may be found in Appendix A of the Miami University Policy and Information Manual; the tenure criteria is in 7.4.E. and the promotion to Associate criteria is in 7.7.C; the procedures for tenure are in 7.4 and 7.6, and those for promotion are in 7.5 and 7.6.
 - “New process”: the criteria is set forth in MUPIM 7.7 (for definitions of the criteria see 7.4.A), and the procedures are provided in 7.8 and 7.9.
- B. For candidates whose appointment to a tenure eligible position began on or after July 1, 2005, the “new process” applies.

Standards for Departmental Tenure Guidelines

The Department of Chemistry and Biochemistry is committed to providing the candidate with as much helpful information and guidance as is practical and these Guidelines are offered as part of that commitment. Candidates are required to meet the criteria enumerated in the Miami University Policy and Information Manual (MUPIM) in order to garner a positive recommendation for tenure.

MUPIM 7.4.E provides:

In order to secure and retain the most qualified faculty available the following all-University criteria, as demonstrated by suitable evidence, shall be used to make tenure judgments:

- 1. continuing achievement in high quality teaching and professional fulfillment of academic advising responsibilities;*
- 2. research, scholarly and/or creative achievement of high quality and its prospective continuation;*
- 3. continuing productive service as a professional to the department, the division, their respective campuses, the University, the professions, or society; and,*
- 4. professional collegiality within the department, regional campus, division, and University community. Collegiality is not congeniality, but rather a quality manifested by behaviors such as willingness to serve on committees and perform work necessary to departmental operation, willingness to provide guidance and help to colleagues in their professional duties, respect for the ideas of others, and the conduct of one’s professional life without prejudice toward others. The criterion of collegiality is evaluated only at the departmental level. Concerns respecting collegiality should be shared as promptly as possible with the individual whose behavior is questioned. Notice of uncollegiality must be given in writing no later than the next annual evaluation of the staff member’s performance prepared after occurrence of the behavior considered uncollegial.*

It is difficult, if not impossible, to suggest quantitative guidelines for what is a qualitative assessment. Nonetheless, we have endeavored to do so. These Guidelines are aids rather than substitutes for the professional judgment of the candidate’s colleagues. Thus, legalistic or formalistic interpretation or application of these Guidelines must be avoided. Achievement of the quantitative standards set forth

in these Guidelines does not ensure a positive recommendation for tenure, as tenure is primarily a qualitative assessment. Similarly, there may be cases that do not meet the quantitative standards set forth in the Guidelines, which merit a positive recommendation for tenure.

Additional Evaluations for those under consideration for promotion, tenure and/or retention

For those persons being considered for promotion and/or tenuring, the Chair shall request of the candidate the names of six prominent persons outside of Miami University and with whom the candidate has not previously worked. The candidate will provide his/her preference order to the Chair, who will not disclose this information to the Dean or the Promotion Committee. The Dean of the College of Arts and Sciences will select one as an external referee. On behalf of the Departmental Promotion Committee, the Chair will contact one more of these individuals for this purpose. The Chair will then contact the top choice of the candidate on the residual list. These referees will review and evaluate for the Department such papers, manuscripts and other materials as the candidate provides for that purpose. The results of these evaluations will be available at the Promotion/Tenure/Retention meetings. In addition, other letters may be solicited and presented. A minimum of three external referees is needed for the candidate's dossier.

For effective evaluation and to ensure the availability of all data to be considered by the College of Arts and Science and the University Committees on Promotion and Tenure, each faculty member should submit supporting evidence to be considered by the Department Promotion Committee. In general these data will be provided at the committee meeting by a Presenter of the individual being considered. The Presenter will be selected by the Chair of the Department of Chemistry and Biochemistry after consultation with the individual being considered. In the case of candidates being considered from the branch campuses, additional data will be sought from the branch Campus Coordinator who will also be invited to the final meeting for additional comments.

Preferably, the data supplied will follow the format suggested by the College of Arts and Sciences. Any supplemental information may follow the "Guidelines for the Reporting of Faculty Accomplishments," **Exhibit D**. However, except for the review letters, it is the candidate's responsibility to decide upon the material and the format for this packet. It is suggested that consultation with the Department Chair and College Dean be part of this decision process.

Non-tenure Track Faculty Members with Continuing Appointments

Section 7.11 of the Miami University Policy and Information Manual describes several categories of Nontenure-Eligible Instructional Staff Positions, including instructors and lecturers. While the duties of and expectations for holders of such appointments are diverse, section 7.11C of MUPIM suggests that lecturers “should be as fully enfranchised as possible in the day-to-day life of the departments/programs with which they are affiliated.” In this spirit, the Department of Chemistry and Biochemistry has formulated certain principles for recruiting, evaluating, retaining and supporting colleagues with these appointments.

1. Non-tenure track appointments should be part of academic planning where possible and coordinated by the Senior Staff Appointments Committee. In cases where the timeline for requesting and filling a new position of this nature is critical, the Chair may act in the interest of the Department.
2. The exact nature of the appointment, i.e. the mix of teaching, research and service components, is subject to negotiation with the Chair and can be revised during the term(s) of employment through the annual evaluation process.
3. In terms of service, holders of non-tenure track appointments are considered full members of the Department with voting privileges and eligibility for membership on all committees for which they are qualified.
4. Holders of non-tenure track appointments may declare membership in the various divisions as described on page A-8.
5. Holders of non-tenure track appointments will be evaluated annually using the College’s annual report of professional activities. The data provided therein will be used to guide retention decisions.
6. Holders of non-tenure track appointments with teaching assignments will undergo evaluation of teaching as described on page B-5 and peer evaluation as described on pages B-9 through B-11.
7. Annual reappointment of holders of non-tenure track appointments will be at the discretion of the Chair. For lecturers, five-year renewal of contract will be at the recommendation of the promotion and tenure committee.
8. Holders of non-tenure track appointments are not eligible to vote on senior staff appointments.

EXHIBIT D

SUGGESTIONS FOR THE REPORTING OF FACULTY ACCOMPLISHMENTS

The following may be used to supplement the format suggested by the College of Arts and Science.

Supporting Data for the Committee on Promotion, Tenure, and Retention

1. Demonstrated Teaching Ability

A. List of courses taught at

1. Freshman-Sophomore level
2. Junior-Senior level
3. Graduate level

B. Copies of all recent evaluations of any courses taught. The faculty member is encouraged to initiate additional evaluations in courses not routinely evaluated. Direct input from students may also be submitted.

C. Indicate any new teaching techniques. Submit outlines of innovative curriculum and syllabus changes the faculty member has been instrumental in developing.

D. List of titles and authors of M.S. and Ph.D. theses completed under the faculty member's direction together with the year of completion and the current occupation of each author.

E. If a faculty member wishes to have Peer Evaluation of Instruction, a written request should be submitted to the Chair. Peer Evaluation is required for tenure and promotion to Associate Professor and recommended for promotion to Full Professor.

2. Research

A. List of publications in standard format, including the title of the article and first and last page numbers. This list should be divided into the following categories:

1. Publications based on work done partially or completely at Miami University and published in refereed journals. This list should include manuscripts accepted for publication. ("Accepted" means that the editors have agreed to publish the

manuscript based on positive peer review.) Indicate Miami-based contribution if some authors are from off-campus. When there are authors other than students, describe your contributions to the work.

2. Manuscripts submitted for publication and based on research/scholarly pursuits at Miami University. Indicate dates of submission and current status.
 3. Books and chapters published or in preparation. Please include title, publisher, a brief description, a summary of progress to date and reviewers comments (if available).
 4. Book Reviews
 5. Other Publications
- B. One copy each of five recent publications or accepted manuscripts. For accepted manuscripts, indicate dates of submission and of acceptance.
 - C. List of special invited papers or lectures presented. Include type of meeting or lecture, nature of the presentation, title and date.
 - D. List of all individual and joint research proposals pending or funded by outside agencies. Include title, agency and date of submission.
 - E. List of current undergraduate and graduate research students and the degree for which they are studying along with the title of their current research.
 - F. Comments on the development of unique insights into significant research problems.
 - G. Brief descriptions of short-term and long-term research plans (not to exceed one page each).
3. Professional Service
- A. Memberships in Professional Societies.
 - B. Professional writing - Editorships, special columns, book reviews.

- C. Invited presentations or papers at national or international meetings.
 - D. Participation in national meetings - indicate special purposes for attendance. If papers are read at the meeting, indicate title, date and co-authors.
 - E. Invited seminars (recruiting seminars should be indicated under Departmental Service).
4. University Service (Committees)
- A. Departmental
 - 1. Committee assignments and chairing thereof.
 - 2. Recruiting, including seminars given for this purpose.
 - 3. Representation of Department at social affairs.
 - 4. Supervision of common facilities and laboratories.
 - 5. Student advising or counseling.
 - B. Divisional or University-wide Committees
 - 1. Committee assignments and chairing thereof (give dates of appointment and by whom). Indicate average time per week devoted to each committee activity.
 - 2. Memberships in University Senate, Council, University Boards, special task forces (indicate duration of membership).
5. Public Service
- A. Public Service - non-remunerative such as membership on school board or other charitable or governmental bodies.
 - B. Public or Academic Service - remunerative consulting or writing.
 - C. Special Service - non-remunerative consulting, membership in professional organizations.
6. Other Items of Interest

SOME CRITERIA AND CONDITIONS FOR PROMOTION TO SPECIFIC RANKS

PROMOTION TO ASSOCIATE PROFESSOR

This promotion is recognition by the Department of the overall superior performance of the candidate.

- The candidate should have established a solid research program with extensive publications in reviewed journals. The candidate should have actively pursued external research funds and had some success. The candidate should have established a reputation for scholarship.
- The candidate should have demonstrated good teaching ability at all levels. Curriculum, courses, and experiment development are factors in teaching, but the main component is classroom performance. The candidate should have demonstrated the ability to mentor graduate students; however, it is recognized that the candidate may not have actually had a student complete a thesis or dissertation at the time.
- The candidate should have demonstrated the capacity to perform major service tasks for the department.

Preface to Departmental Policies for Promotion to Professor

Individuals are required to meet the criteria set forth in the Miami University Policy and Information Manual (MUPIM) and the College of Arts and Science Manual of Operations in order to garner a positive recommendation for promotion to the rank of professor.

Guidelines and Criteria for Promotion to Professor

- A. Tenured Associate Professors whose appointment to a tenure eligible position began before July 1, 2005, and who apply for promotion to Professor before July 1, 2010:
 1. At time of application, candidate must elect, in writing, either the “old criteria” or the “new criteria”.
 - “Old Criteria” may be found in Appendix A of MUPIM 7.7.B, and the procedures are provided in 7.5 and 7.6.
 - “New Criteria” may be found in Section 7.4.E of MUPIM, and the procedures are provided in 7.8 and 7.9.
- B. For candidates whose appointment to a tenure eligible position began on or after July 1, 2005, and any person who applies for promotion to Professor on or after July 1, 2010, the “new criteria” applies.

There is no minimum time at the rank of associate professor required in order to be eligible for promotion to the rank of professor. (See MUPIM 7.5.B) Associate professors are entitled, upon request, to a formative promotion evaluation once per academic year. (See MUPIM 7.1.E.) The formative evaluation will be prepared by the department’s promotion committee and by the chair (or only by the former if the chair is being evaluated). The evaluation will be based on 1) cumulative information provided by the individual concerning his or her teaching, research, and service, and 2) may include other relevant information. At the individual’s discretion, the information provided may include his or her plans concerning teaching, research, and service that may help the promotion committee and chair provide useful guidance. Formative promotion evaluations are to guide the individual toward promotion and are not to be used for personnel or salary decisions.

MUPIM 7.7.B provides the following criteria for promotion to the rank of professor.

- Ordinarily, the faculty member must be an individual who will enhance the distinguished quality of this group (the faculty) and the academic reputation of the University.

- The faculty member must hold the earned doctor’s degree from an accredited college or university or the equivalent of such a degree. (It is recognized that the equivalent of a

doctor's degree may involve specialized training, study, or experience that does not culminate in a doctorate).

- The individual must demonstrate excellence in two of the following three areas and must be considered to be competent in the third. The individual must have:
 1. An established effectiveness as a teacher.
 2. A record of continuous research, scholarly and/or creative achievement which has resulted in an established reputation within the profession.
 3. Achieved distinction in the performance of administrative or other special services either on or off campus.

The College of Arts and Science, because of its emphasis on both teaching and scholarship, holds to the expectation that to be promoted to professor a candidate must demonstrate excellence in teaching and scholarship. However, as noted in the College Manual, variations from this expectation are possible, but they must be the subject of special arrangements agreed to by the parties involved. Section 4.42 of the Manual contains procedures for obtaining these arrangements. Such arrangements are appropriate for faculty with work assignments that differ from the normal emphasis.

It is difficult, if not impossible, to suggest quantitative guidelines for what is a qualitative assessment. Nonetheless, we have endeavored to do so. These guidelines are aids rather than substitutes for the professional judgment of the candidate's colleagues. Thus, legalistic or formalistic interpretation or application of these Guidelines must be avoided. Achievement of the quantitative standards set forth in these Guidelines does not ensure a positive recommendation for promotion, since promotion is primarily a qualitative assessment. Similarly, there may be cases that do not meet the quantitative standards set forth in the Guidelines that merit a positive recommendation for promotion to the rank of professor.

PROMOTION TO FULL PROFESSOR

Promotion to the Full Professorial rank must be based on excellence of performance in scholarly activities and teaching.

- The candidate should have an outstanding reputation as a scholar and teacher. This can be recognized by the receipt of research or instructional awards; successful competition for grants; publication of textbooks, chapters or papers in refereed journals; invited lectures; outstanding evaluation from students, peers, and/or external reviewers.
- The candidate should have demonstrated superior performance at major service responsibilities. The service criterion is subsidiary and would normally be expected to accompany the achievement in scholarship.

RETENTION

Each year, during the Spring Semester, the Chair of the Department of Chemistry and Biochemistry and the Tenure Committee of the Department shall meet jointly to discuss the progress of all untenured members of the faculty. The meetings will be conducted by the Promotion and Tenure Subcommittee (cf. p. A-15). Each candidate's teaching, research and other contributions will be considered with a view toward the possibility of recommending the award of tenure at the end of the probationary period. Retention is also considered as part of the second, third, and fourth year evaluations. A simple majority vote, using a written and signed ballot, by the members of the Tenure Committee of the Department (in person or in absentia) shall be required for a recommendation of retention. Only signed ballots will be tallied.

The tally of votes on a candidate for retention shall be communicated only by the Chair and only to those directly concerned: the Dean and/or the Executive Director of the branch campus, if appropriate, the appropriate committee members, and the candidate under consideration.

A detailed letter summarizing the discussion shall be drafted by the Subcommittee subject to amendment by vote of the Tenure Committee, and likewise communicated. The Chair will write an individual letter, in accordance with University policy.

Because the Chair separately communicates his/her opinion, he/she does not participate in the vote. The Chair will, however, share his/her opinion of the candidate with the Committee.

TENURE AND PROMOTION OF ASSISTANT PROFESSORS

Although the procedures are the same for candidates from all three Miami University campuses, the specific expectations for tenure are those laid out in the letter of understanding from the Chair to the candidate at the time the position is offered. In the Fall Semester of each candidate's sixth year, a simple majority vote, using a written and signed ballot, by the members of the Tenure Committee of the Department (in person or in absentia) shall be required for a recommendation of tenure. Only signed ballots will be tallied.

The tally of votes on a candidate for tenure shall be communicated only by the Chair and only to those directly concerned: the Dean and/or the Executive Director of the branch campus, if appropriate, the appropriate committee members, and the candidate under consideration. The authors of the official external letters of evaluation are informed of the outcome at the end of the tenure process.

A detailed letter summarizing the discussion shall be drafted by the Subcommittee subject to amendment by vote of the Tenure Committee, and likewise communicated. The Chair will write an individual letter, in accordance with University policy.

Because the Chair separately communicates his/her opinion, he/she does not participate in the vote. The Chair will, however, share his/her opinion of the candidate with the Committee.

PROMOTION OF ASSOCIATE PROFESSORS

A similar but separate meeting of the Professors will be held to consider the contributions of and make promotion recommendations for the Associate Professors. A simple majority vote, using a written and signed ballot, by the Professors of the Department (in person or in absentia) shall be required for approval. Only signed ballots will be tallied.

RELATED COMMITTEES

Additional committees may be appointed by the Chair of the Department of Chemistry and Biochemistry from time to time for the purpose of considering the promotion, tenure, and/or retention of other members of the Department engaged in teaching and/or research. These may include, for example, Adjunct, Emeritus, and Visiting Professors, Instructors, Assistant Instructors, Postdoctoral Teaching Fellows, and Research Associates.

REPORTING OF THE PROMOTION, TENURE, AND RETENTION RECOMMENDATION

Following each meeting, the Department Chair shall report the outcome of each relevant discussion, together with any constructive criticism, to each individual whose progress was considered.

In the case of Faculty members approved for promotion, tenure and/or retention, appropriate data presentation, and comments will be revised and completed by the candidate and submitted directly to the Chair of the Department of Chemistry and Biochemistry. The Chair and the candidate will review the presentation to be certain all appropriate data have been included and the overall style is consistent with that required by the College of Arts and Science; however, the candidate is responsible for providing the necessary information (except external review letters) in the required format. The candidate is also advised to attend College workshops on Promotion and Tenure.

The Chair of the Department of Chemistry and Biochemistry will forward copies of the faculty recommendations for promotion and tenure to the Dean of the College of Arts and Science along with the Chair's comments and recommendations.

MENTOR PROGRAM

In the Department of Chemistry and Biochemistry, the Department Chair will act as mentor for each tenure-track faculty member, orienting them to University, College of Arts and Science and Department policies and processes for promotion and tenure. The Dean, College of Arts and Science, or his/her representative provides information on the guidelines for promotion and tenure. The progress and accomplishments of each untenured faculty member are reviewed yearly by the department Tenure and Retention and Assistant to Associate Professor Promotion Committees. Based on these deliberations, the Department Chair will advise, encourage and assist each untenured member of the faculty in focusing his/her efforts toward the goals of tenure and promotion.

COLLEGE OF ARTS AND SCIENCE GUIDELINES

Proposals for Promotion and/or Tenure should conform to the guidelines contained in the College Manual of Operations, Section 4.0.

PT&R APPEALS PROCEDURE

The Candidate has ten working days to file a written appeal with the Department Chair. The appeal must delineate the reason(s) for requesting reconsideration and supply any new information on the candidate's teaching, research, and service.

If the appeal concerns action by the Committee, the Chair will provide copies of the appeal to the members of the Committee and reconvene the committee to decide whether or not to reconsider the candidate's credentials. If this vote is favorable (simple majority), the Committee will proceed with a reconsideration of the candidate and render a decision.

If the appeal concerns the Department Chair's decision, the Chair will consider the merits of the appeal, render a decision, and communicate it to the Committee.

Decisions on appeals should be made within five working days after receipt of the appeal.

RECOMMENDATION OF FACULTY SALARY INCREASES

Each year following evaluation of the Annual Activities Report, the Chair may meet with the faculty member to discuss his/her performance. At that meeting a distribution of effort among the categories--research, teaching, and service--is determined. This distribution is used along with the rating by the Chair of performance in each area to arrive at salary recommendations for the subsequent year.

GRADUATE FACULTY STANDING

Graduate Faculty is defined and determined by the appropriate committee of the Graduate School. Refer to graduate school manual for details.

FACULTY TEACHING ASSIGNMENTS

During the first semester of an academic year, the Chair of the Department obtains information from three sources which will aid in assignment of teaching duties to faculty members.

First, the Divisions within the department meet to plan a list of their suggestions on courses to be offered during the following academic year together with suggested instructors for each course and/or section. These suggestions are based on pedagogical needs and curricular requirements. Enrollment may be projected at this time based on current trends and experience. Needs for course revision, textbook selection, and advice in scheduling may be considered at this time so that the divisions and committees concerned may resolve any problems before assignments and schedules are completed for the next academic year.

Second, the Chair of the Department may poll each faculty member regarding preferences among the introductory chemistry courses.

Third, the Chair of the Department obtains an "Individual Teaching Request" from each faculty member, which reflects the recommendation for teaching after a consideration of the total Departmental responsibilities as well as the total commitment: teaching, research, committee work, and service in the University and in the community.

These sources of input on teaching loads, together with listings of Departmental, College, and University Committee assignments, administrative appointments, and special service and/or research involvement, are used by the Chair of the Department in determining reasonable and equitable teaching assignments. Tentative assignments are then posted in the Departmental Office. After a few weeks to allow discussion and suggestions for improvement, revised teaching assignments are made. If agreement is not reached, the Chair shall hold an open discussion at a regular faculty meeting, at which time a vote will be taken to recommend action by the Chair. Additional changes are made only to correct for contingencies such as personnel changes or significant enrollment revisions.

DEPARTMENTAL SUMMER APPOINTMENTS

- A. Prospective summer teaching positions for informal courses shall be advertised to the Department faculty by the Department Chair.
- B. Department faculty members shall apply for these teaching appointments in writing to the Department Chair, in accordance with a time schedule announced by the Department Chair.
- C. These summer teaching appointments shall be made by the Department Chair in consultation with the Planning Committee and the individual faculty applicants. Priority in summer teaching opportunities shall be first to the Department faculty and then to outside instructors.

Considerations (in Decreasing Order of Importance) in the Assignment of Instructors for Undergraduate Courses

- 1. New faculty member (Oxford)
- 2. No alternative form of support available
- 3. Last three years prior to retirement
- 4. Regional campus faculty
- 5. Attempts to obtain other support
 - a. Committee on Faculty Research
 - b. External grant applications
- 6. Previous summer(s) teaching opportunities
- 7. Other considerations

Deviation for the criteria in Point C may occur in the case of graduate courses.

- D. Certain activities which normally take place during the academic year, such as graduate examinations, may occasionally require faculty participation during the summer. Faculty members who can comply without serious inconvenience may be called upon to perform such duties without additional compensation.

SUMMER CHM 700/790/850 TEACHING

OBJECTIVES

To recognize faculty research involvements and direction of research with graduate students during summers.

To encourage continued research productivity.

To support research direction and research activities most likely to benefit the department and individual research directors--in that order.

GUIDELINES

Graduate Faculty with one or more graduate students carrying out research during the summer are eligible.

Eligible faculty are prioritized with new faculty members in their first three years at Miami given preference. The other faculty are ranked by considering (first) their efforts to obtain external grants and (second) their departmental support over the previous three summers. Special consideration may be given for eligible faculty who also have major committee assignments or administrative tasks.

Four credits are normally assigned to the Department Chair for CHM 600/720/780 (and research direction) during Summer Term I.

SABBATICAL LEAVES

The Department of Chemistry and Biochemistry encourages members to apply for sabbatical leaves. A member of the department must submit a written application for such a leave at least one year before the envisioned leave is to commence. The application, with comments from the pertinent division, should be submitted to the department Chair. The written application may be brief, but should adequately describe both the justification for the leave and plans as to how the leave will be spent.

The Chair will utilize the following criteria for evaluating the applications. These criteria are given in descending priority:

1. The leave is required for professional reasons. These include shifting of research interests, renewal of current research interests, pedagogical innovation, etc.
2. The faculty member has served the Department and the University well for a period of time.

It should be noted that if a faculty member is successful in obtaining total funding for a leave from outside sources an application for leave of absence without pay, rather than a sabbatical leave, should be filed through normal university channels.

This procedure is intended for the evaluation of sabbatical leaves only. It in no way affects established university procedures for the application and granting of sabbatical leaves.

If the Chair is asked to rank multiple applications for sabbatical leaves, the criteria listed above will be followed, but an additional factor will be whether funds recovered from the applicants' salary lines will be available to hire visiting teaching staff. This could result in requests for Academic Year leaves to have a higher priority than for single semester leave requests.

ACADEMIC AND EXTRA-CURRICULAR ADVISING

The Chief Departmental Advisor coordinates all undergraduate advising within the Department. The CDA receives lists of upperclass, undergraduate, chemistry majors from the Dean's Office and assigns students to academic advisors. Individual advisers maintain an informational folder for each of their advisees. Primarily, the advisers aid students in course selection and scheduling to complete a plan of study leading to a B.S. or A.B. Degree in chemistry. Typical curricula, plans of study, requirement analyses, and synopses of requirements are in the Manual of Information for Undergraduate Majors, which is revised yearly. Advisors also consult on career opportunities, scholarships, fellowships, petitions, and admission to professional and graduate schools. In addition, the CDA continuously updates the lists of and folders for chemistry majors, checks the candidates' completion of the requirements for graduation, and ascertains Departmental and related requirements. The CDA prepares lists of graduates in chemistry, specifying those eligible for certification by the American Chemical Society.

Extra-curricular departmental organizations including the Miami Chemical Society (the Student Affiliate Chapter of the American Chemical Society) elect their respective advisors from the Faculty with the consent of the Chair of the Department.

SPECIAL DEPARTMENTAL LECTURES AND SYMPOSIA

The Seminar Committee, comprising the faculty assigned to CHM 600 each year, shall be responsible for making the arrangements for the Howard L. Ritter Memorial Lectures and other special departmental lectures conducted in addition to the normal seminar schedule. The arrangements for special lectures, symposia, etc., sponsored by more than one department, and involving the Department of Chemistry and Biochemistry, should be coordinated with the Seminar Committee. At the start of each term, the Committee will prepare a list of the seminars and special speakers for the term. This listing will include the time and date of the seminar, name and affiliation of the speaker and the title of the seminar.

SCHOLARSHIPS AND AWARDS

Nomination Procedures

Undergraduates (continuing)

The faculty will submit standard nomination forms to the Honors and Awards Committee as soon as possible after the completion of the first and second semesters. (The nomination form is shown as Exhibit J). Faculty members may make as many nominations as they wish. The Honors and Awards Committee may make nominations after the deadline for faculty nominations has passed.

Undergraduates (entering)

The Undergraduate Recruiting Committee, in conjunction with the Office of Student Financial Aid, will nominate awardees. The Chair will approve the recommendations and the amount of the awards.

Graduate Teaching Assistant

The faculty may submit nominations to the Graduate Advising Committee after each semester. The nomination procedure is coupled to the Faculty Evaluation of Teaching Assistants (see Exhibit L). Faculty members may make as many nominations as they wish.

Criteria

Undergraduate Scholarships and Awards

The faculty and the Honors and Awards Committee will be guided in the selection of recipients by the following criteria listed in order of importance:

1. Faculty comments (by the nominator(s) and others).
2. The curricula of the nominees; B.S. chemistry/biochemistry majors will be given preference over A.B. majors.
3. Chemistry GPA.
4. Overall GPA. Scholarships are to be awarded only to students with overall GPA greater than 3.0. (This is consistent with the general recommendation of the Office of Student Financial Aid).

Certain scholarships and awards may, at the request of the donor, impose certain restrictions on or favor certain groups of recipients. These restrictions will always be the first criterion used in selection in such cases. Criteria 1-4 above will then be applied in order where applicable.

Undergraduate Citations

Possible criteria include:

1. Demonstrated leadership
2. Interest in chemistry
3. Creativity and initiative
4. Service to the Department

Graduate Teaching Assistant Award

The criteria used will be:

1. Must have a very high rating by faculty on the "Supervisory Faculty Evaluation of Teaching Assistant".
2. Must be a graduate student in good standing (not necessarily a Chemistry major).
3. Must demonstrate consistently good teaching over a period of time.

Selection of Recipients

At the end of the second semester of each year, a voting meeting of the Faculty will be held for the purpose of identifying recipients of scholarships and awards. The Honors and Awards Committee will make recommendations to the Faculty for undergraduate awards. Final selection will be by Faculty vote.

The Honors and Awards Committee will, at the voting meeting, make available to the faculty additional information on criteria, background, and amounts of all awards and scholarships.

Nominees for the Graduate Teaching Assistant Award will be brought to the Faculty for a vote by the Graduate Advising Committee at the same meeting.

EXHIBIT J

To: Honors and Awards Committee

From: _____

Date: _____

**Nomination Form
Undergraduate Scholarships/Awards**

Nomination of: _____

Course(s) involved: _____

Comments:

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY SCHOLARSHIPS AND AWARDS

Due to the generosity of various donors, the Department of Chemistry and Biochemistry is fortunate to offer a number of scholarships and awards to Chemistry and Biochemistry majors in both the A.B. and B.S. degree programs. Candidates are nominated by the Chemistry/Biochemistry Faculty and/or the Department Honors and Awards Committee on the basis of performance in individual courses, chemistry/biochemistry GPA, and overall GPA. Scholarship/award recipients are determined by vote of the Chemistry and Biochemistry Faculty, subject to approval by the Office of Student Financial Aid. In excess of \$42,000 and \$14,000 were awarded to undergraduate and graduate students, respectively, by the Department of Chemistry and Biochemistry for the 2003-2004 academic year. These scholarships are independent of those awarded by Miami University. Descriptions of specific scholarships and awards are given below.

Analytical Chemistry Award - to a senior with an interest in analytical chemistry (the Award is a one-year subscription to the journal *Analytical Chemistry*, not awarded in 2004)

Harvey Clayton Brill Scholarship - to an upperclass chemistry major (one \$1300, two \$1000, and one \$700 Scholarships were awarded in 2003)

John H. Buckingham Scholarships - to outstanding chemistry majors (three \$2500 Scholarships were awarded in 2003)

James A. Coulter Chemistry Scholarship - to a junior chemistry major for use in senior year (one \$400 and two \$450 Scholarships were awarded in 2003)

CRC Press Freshman Chemistry Achievement Award - to an outstanding student in the CHM 151/153, CHM 158/161 series (the Award is a copy of the "CRC Handbook of Chemistry and Physics"; one Award was made in 2003)

Joseph A. Culler Chemistry Scholarship - to an upperclass chemistry major (one \$450 and one \$550 Scholarship was awarded in 2003)

Raymond E. & Vonna D. McBride Scholarships - awarded by Department Chair to promising entering freshman chemistry majors renewable up to four years (two continuing \$2500 Scholarships)

Gervaise O. Frost Award - to an outstanding junior in the CHM 251/254, CHM 252/255 series (one Award of \$100 was made in 2003)

Elmer G. Gerwe Chemistry Scholarship - to an upperclass chemistry major (one \$750, one \$450, and one \$300 Scholarships were awarded in 2003)

Procter and Gamble Award - to an upperclass chemistry major (two Awards of \$1000 were made in 2003)

Richard E. Heckert Scholarship - to an incoming freshman chemistry major who has participated in the American Chemical Society Project SEED program (no Scholarship was awarded in 2003)

David Hershey Memorial Scholarship - to upperclass chemistry majors (one \$550, one \$500, one \$450, and two \$250 Scholarships were awarded in 2003; this scholarship is awarded every other year)

Anastas Karipides Memorial Scholarship - to upperclass chemistry majors (one \$500, one \$400, and one \$300 Scholarships were awarded in 2003)

Lubrizol Chemistry Scholarship - to a sophomore or junior chemistry major for use in junior or senior year (two \$825 Scholarships were awarded in 2003)

Merck Index Award - to an upperclass chemistry major (the Award is a copy of the "Merck Index"; one Award was made in 2003)

William Hartmann Schwarz Scholarship - to a sophomore or junior chemistry major (one \$1100, one \$600, and one \$200 Scholarships were awarded in 2003)

Robert A. Stalzer Memorial Scholarship - to an upperclass chemistry major (no award was given in 2003)

Clyde E. and Alice W. Stiner Scholarship - to an upperclass chemistry major (no Scholarships were awarded in 2004; this scholarship is awarded every other year)

Malcolm E. Switzer, M.D., Award - to a junior pre-med chemistry major (one \$600 Scholarship was awarded in 2003)

E. O. and B. V. Weidner Chemistry Scholarship - (by Analytical Division) to a junior chemistry major carrying out undergraduate research in analytical chemistry; for use in senior year (one \$2000 Scholarship and one \$1000 Scholarship was awarded in 2003)

E. O. and B. V. Weidner Chemistry Scholarship - (by Analytical Division) to a graduate student with an interest in analytical chemistry; (one \$1400 Scholarship was awarded in 2003)

1809 Club Kreger Award - to an outstanding student in the CHM 251/254, CHM 252/255 series (one \$200 award was given in 2003)

Certificate of Merit - to an exceptional student worker (two certificates were awarded in 2003)

TA Award - to an outstanding graduate teaching assistant (one awarded in 2003)

Dissertation Scholar - to an outstanding graduate student in their last year (one awarded in 2003)

R. Thomas Davidson Graduate Awards - (by Department Chair) summer supplement to outstanding graduate students in their last year in the department (two awards in 2003)

CONSULTING

The university policy on outside consulting is intended to encourage, within limits, outside professional consulting where this contributes to the faculty member's professional growth and development and thus allows the faculty member to be more effective in university service. Outside professional activity often tends to reflect credit and prestige on the faculty member as well as the Department and Miami University; thus the University provides a mechanism whereby the individual may accept outside work. The form "Request for Approval to Perform Outside Service" is included as **Exhibit M**. This request should be submitted after discussion with the department Chair regarding departmental responsibilities. For full-time faculty members, advanced authorization via this form must be received prior to the acceptance of outside work. Any work for which additional compensation is received during the academic year, must not exceed an average of one day per week. University guidelines on consulting are detailed in the **POLICY AND INFORMATION MANUAL**.

EXHIBIT M



**MIAMI
UNIVERSITY**
OXFORD OHIO

**Request for Approval to Perform Outside
Service / Consulting**

Academic Year

Name: Last, First, Middle

Rank/Title: Department

Description of outside service: (A separate form must be completed for each entry for whom outside service is to be performed.)

1. Entity for whom service is to be performed:

Name:

Address:

2. Nature of service: (Explain in detail—use additional pages if necessary.)

3. Does the entity for whom you will be performing service conduct business either directly or indirectly with Miami University?
(Yes No) If yes, please explain:

4. Will any portion of this service be performed on campus or otherwise involve the use of University resources?
(Yes No) If yes, please explain:

5. Will the performance of outside service cause you to reschedule or otherwise provide substitute coverage of one or more
scheduled classes or laboratories? (Yes No). If yes, please describe:

6. Indicate additional commitments you have during the period covered by this request by checking all boxes that apply:

Overload teaching

One semester

Both Semesters

Release time for work on a grant or contract

% time

Other: if checked please describe:

7. Duration of outside service/consulting: From: To:
(Approval must be obtained each academic year.)

8. Specific dates of service/consulting
(Time may not exceed an average of one day per week in any semester. If dates are not set, give an estimate of time per week or days per month.)

9. Is outside consulting to be performed for remuneration? (Yes No)

I hereby certify that: (1) the proposed outside service will not interfere with my duties as a full time member of the instructional staff; and (2) that it will contribute to my professional development or contribute an expertise not commonly available to the solution of a societal problem or has carryover value resulting in the improvement of instructional or research programs of the University; and (3) that the time engaged in outside service will not exceed an average of one day per week in any semester; and (4) the proposed outside service does not create a conflict of interest or commitment as described in Section 3.11 of the *Miami University Policy and Information Manual*.

Signature of Instructional Staff Member

Date

Approved:

Department Chair

Dean

Executive Director (If Applicable)

Provost and Executive Vice President
for Academic Affairs

B-34a

FACULTY RESEARCH FACILITIES

1. Allocation of research space shall be the responsibility of the Department Chair, in consultation with the Planning Committee. Space will be allocated to each faculty member who engages in research; the minimum allocation shall ordinarily be adequate for the faculty member and one researcher. Factors to be considered in allocating research space shall include: size and composition of the research group, nature of the research, and external support of the research.
2. Faculty requests for changes in space allocation, or appeals against decisions on space allocation, should be directed in writing to the Department Chair.

DEPARTMENTAL SUPPORT OF GRADUATE RESEARCH

The Department recognizes that a portion of its operating expense budget must be used to support research and other scholarly activity. The primary purpose of these funds is to support research by the graduate students which is performed as part of their degree requirement, but even faculty without graduate students in a given year merit support in order to maintain continuity in their research program. Support of undergraduate research is justified likewise.

1. The source of principal support for graduate research is expected to be faculty research grants and contracts from agencies outside the University.
2. Whenever possible, the Department shall provide an equal allocation to all Research Active and Transitional faculty members.
3. In addition to point 2, each faculty member will receive an allocation determined by the Chair for costs of copying, supplies, etc. associated with teaching. This allocation will be announced at the beginning of each fiscal year.

EXHIBIT M-C

TO: Department of Chemistry and Biochemistry Faculty
FROM: Equipment and Supplies Committee

RE: DEPARTMENTAL EQUIPMENT NEEDS & PRIORITIES FOR THE
ACADEMIC YEAR

A copy of the following form is to be completed for each piece of equipment requested and should be submitted to the Equipment and Supplies Committee. A list of all requested items will be drawn up by the committee and will be distributed to the Faculty. A copy of each individual item justification will be placed in the main office for faculty perusal prior to the noon meeting at which time each requested item will be discussed.

It should be noted that equipment not on our final list cannot be purchased until a subsequent fiscal year.

Requests should be consistent with the following:

Members of the Department of Chemistry and Biochemistry have an obligation to obtain external funding for research. Consistent with this view, Department funds shall not be requested for research equipment unless prior application for alternative funding has been made.

Most of the items regarding the attached form are self-explanatory, but the following specific comments are necessary.

1. Item a -- your relative priority for this item among those items you are specifically requesting.
2. Item b -- if your source is other than a standard catalog (e.g., a manufacturer's data sheet), it would be advantageous to furnish a copy of available information on the item.
3. Item h -- an example would be an additional accessory for an existing piece of equipment.

It should be pointed out that while the information requested in items a-j will be extremely useful to the Faculty, such information is, in fact, required by the Dean.

One should keep in mind the Administrations' definition of "equipment":

1. non-glassware
2. cost: above \$1200
3. lifetime > 5 years
4. no office furniture

Additional forms are available from the Manager of Laboratories and Administrative Operations.

EXHIBIT M-C-1

**STOREROOM EQUIPMENT COMMITTEE
EQUIPMENT NEEDS**

Name _____ Date _____

I request that the following item be considered for the equipment priority list.

- a. Your priority for this item. 1 2 3 4
- b. Catalog, catalog date, page number, catalog number of item.
- c. Description of item.
- d. Is this a new or replacement item? New Replacement
- e. Intended use (specify course number if applicable).
Research
Instructional
Both
- f. Number of persons using this item.
Faculty (specify)
Graduate Students
Undergraduates
- g. Is a similar item available on campus for our use? Yes No
- h. Is this item part of a larger equipment package? Yes No
- i. Expected life of item. ____ years
- j. Cost of item; date of quoted price.
- k. Has the item been requested in a research proposal to an external agency?
- l. Include detailed justification (for external use) on back of this form.

POLICY FOR FACULTY TRAVEL

The Department of Chemistry and Biochemistry has traditionally encouraged faculty members to participate in and/or attend professional meetings. In addition to the support of scholarly activity, the Department has also utilized travel funds for the purpose of recruiting, interviewing, and performing other necessary functions on behalf of the University. The above policies for disbursement of departmental travel funds can be summarized as follows:

1. The Department shall bear the normal expenses of travel by Department faculty members on official Departmental business.
2. The source of principal is expected to be faculty travel related to research and scholarship is expected to be faculty research grants and contracts from agencies outside the University.
3. The Department shall, consistent with the College plan, provide to Department faculty members support for one scientific meeting per year where the faculty member presents a paper or has official professional responsibilities. The Department may also provide support for other professional travel by Department faculty members in special cases.

THE VOLWILER ENDOWMENT IN CHEMISTRY

The announcement by President Pearson of the generous gift by Dr. Ernest H. Volwiler (Class of 1914) provides a new level of recognition and involvement for members of the Department of Chemistry and Biochemistry at Miami University. It will provide the opportunity to honor Dr. Volwiler and to recognize his many accomplishments by providing funds to build and support the research programs of the Department of Chemistry and Biochemistry, in particular the Volwiler Distinguished Research Professor in chemistry.

THE DONOR

Ernest Volwiler received the A.B. degree from Miami University in 1914 graduating *cum laude*. He was awarded the Ph.D. from the University of Illinois in 1918 after having worked as the first research student of the now famous organic chemist, Professor Roger Adams. In 1946 he was awarded an honorary ScD by Miami University (2 June 46) and received the Special Medal at the Miami Sesquicentennial in 1959. He was also one of the distinguished guests at the dedication of Hughes Laboratories in 1970.

Dr. Volwiler received honorary degrees from Northwestern (ScD 1949), Coe College (LLD 1953), Knox College (LLD 1954), Philadelphia College of Pharmacy (ScD 1954), Southwestern University at Memphis (D.Med.Sc. 1958), University of Illinois (ScD 1959), and Lake Forest College (DHL 1977). From his initial employment as plant chemist in 1918 at Abbott Laboratories, he progressed through various involvements including that of Research Chemist, Chief Chemist, Director of Research (1930--1933), Vice President for Research (1933-1946), Executive Vice President (1946-1950), President of Abbott Laboratories (1950-1958) and Chairman of the Board (1958-1959) when he retired. After retiring, he continued to be an active scientist interested in all facets of chemical research and was an ardent supporter of Miami University and the Chemistry Department. Dr. Volwiler died on 3 October 1992 at the age of 99.

The establishment of the Volwiler Professorship provides the Department and the University with an opportunity to recognize scholarly research and excellence within the Department of Chemistry and Biochemistry at Miami University. The endowment provides funds to support the scholarly research activities and travel of the Volwiler Professor and Chemistry and Biochemistry faculty. Emphasis will be placed on supporting the development of new research activities and avenues in the department. Clearly, the Volwiler Professorship provides an incentive for outstanding research activities and also represents a worthwhile goal for faculty members in the Department of Chemistry and Biochemistry in terms of their research activities.

DETAILS OF THE ENDOWMENT

The procedures for selecting the Volwiler Distinguished Research Professor in Chemistry and Biochemistry and the distribution of other funds associated with the Volwiler Endowment are described below.

1. A Departmental Committee (referred to as the "Volwiler Committee") shall be established to nominate candidates for the Professorship. The Chair of the Department (or his/her designate) who will chair the Committee, two members elected from and by the Departmental faculty, and two members of cognate departments (one from physical sciences and one from biological sciences), also elected by the Departmental faculty, shall comprise the Committee.
2. The Volwiler Professor will be selected by the following procedure. The Volwiler Committee will solicit nominations from the Department faculty. Candidates will prepare dossiers, including a description of the research planned for the period covered by the Professorship. The Volwiler Committee will collect and forward the dossiers to the Volwiler Selection Committee which will be comprised of the Department Chair (or his/her designate), the Dean of the College of Arts and Science, and the Provost. Criteria used for the selection of the Volwiler Professor will include past research accomplishments, and the potential of the professor's future research plans to further elevate their research program. The Volwiler Selection Committee will choose the Volwiler Professor from the nominees submitted and will notify the Department and the Professor. The selection process will normally take place in Spring preceding the Fall appointment.
3. The Volwiler Professor will be appointed for a three-year, nonrenewable term. Persons awarded the Volwiler Professorship will be eligible for reappointment six years after the end of their initial appointment.
4. The primary use of the income from the Volwiler Endowment is to provide support to expand the research program of the Volwiler Professor. At the beginning of an appointment as Volwiler Professor, the amount of funds available to the Professor from the Volwiler Endowment will be determined for the three-year term. Specifically, the Volwiler Professor will have available an expense account of at least \$40,000/yr. or 55% of the current income from the endowment, whichever is greater. Funds can be used for any professional expense, including, but not limited to, summer salary, staff salary, graduate student stipends, supplies, and travel. It cannot be used to supplement the base salary of the Professor. Income not expended during the preceding fiscal year will be carried over and added to any current income generated by the Fund. However, funds to support the Volwiler Professor's research must be used during their three year appointment.

5. The secondary objective of the Endowment is to provide funds to support the general scholarly activities of Departmental faculty. These funds will be available for distribution to departmental faculty by the Department Chair. The Chair is expected to give the highest priority to requests for foreign travel to participate in major conferences (especially for participation by invitation), or to present invited seminars at foreign universities. Other

priorities will be to enhance research programs by (1) providing opportunities for off-campus scholarly activities during research leaves granted through normal University procedures, (2) bringing to campus scientists from other universities, (3) providing funds to establish/develop new areas of research in the department. Funds can be used for supplies, personnel, and equipment. No additional approval, except the signature of the Department Chair, is required at the Departmental level for use of Endowment funds.

6. The Professor is subject to annual evaluation in accordance with the faculty review and evaluation procedures applicable to all faculty in the Department of Chemistry and Biochemistry.
7. The Chair will prepare an annual report for the Department summarizing how the departmental funds from the Endowment were utilized.
8. The Professor will prepare a report for the Volwiler Selection Committee at the end of his/her tenure as Volwiler Professor documenting their accomplishments during their time as Professor.

The holder of the Volwiler Professorship is expected to meet the following criteria.

The Volwiler Professor should be a nationally and internationally recognized researcher. They should also be a dedicated teacher, having demonstrated the ability to communicate concepts, theory, and practice to students at all levels. Research and teaching should be the Professor's primary responsibility within the Department. He or she should be an individual who professionally-inclined students could adopt as a role model. The Professor should:

- a. Demonstrate a continuing high level of scholarly activity including publication and participation in scientific meetings and the receipt of extramural funding.
- b. Have the ability and the willingness to teach undergraduate as well as graduate courses and to participate in professional activities.
- c. Inspire other faculty members to have a keen interest in teaching and research.
- d. Have a strong concern for the success of the students and be generous in committing time to their needs.
- e. Be willing to serve on professional committees, task forces, and boards as a part of his/her responsibilities.
- f. Encourage students and others to view chemistry as a rewarding and desirable career opportunity.

g. Regard the Professorship as an honor.

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- h. Be willing to participate, within reason, in Department, College and University activities.
9. Specific terms of the appointment include the following:
 - a. The Professor will be chosen from a pool of full-time faculty members at the rank of Associate Professor or Professor within the Department of Chemistry and Biochemistry, or from potential new additions to the Department at the tenured ranks noted above. Faculty holding administrative appointments, or another endowed position, are not eligible for appointment as Volwiler Professor. Should the Volwiler Professor accept an administrative position, their term as Volwiler Professor will automatically terminate at the end of the current academic year.
 - b. The appointment will call for nine month's service each Academic Year, unless the Professor is on an approved sabbatical leave.
 - c. The Professor must serve as a full-time member of the Department of Chemistry and Biochemistry and will continue to be eligible for all University rights and benefits (for example, sick leave, research leave, retirement benefits, and the like).
 - d. The specific teaching assignment of the Professor will be decided upon by the Chair of the Department in consultation with the Professor.
 10. The Professor will be entitled, in addition to the support set forth herein to resources and privileges accorded other members of the Department of Chemistry and Biochemistry including, but not limited to, office space, chemicals, supplies, duplicating and typing services, travel allowances, postage, telephone, office furnishings, and equipment.
 11. Finally, the Department of Chemistry and Biochemistry gratefully acknowledges the kind and generous gift of Dr. Volwiler in remembering Miami University and the Department of Chemistry and Biochemistry.

The first Volwiler Distinguished Research Professor in Chemistry was Dr. Gilbert Gordon. He was initially appointed on May 10, 1984. He was reappointed May 10, 1989, and June 28, 1994, and continued through August 14, 2003.

**WAIVER STATEMENTS FOR RECOMMENDATION DOCUMENTS
FOR STUDENTS**

The Family Education Rights and Privacy Act of 1974 guarantees students access to certain institutional records concerning them. Students are also permitted access to confidential letters of recommendation written after January 1, 1975. A student may choose to waive his or her right of access to these confidential recommendations. The faculty member, when writing a recommendation for a student, should obtain a waiver or non-waiver of right of access to the recommendation in the form of the following statements:

I waive the right to inspect the contents of the recommendation I have requested.

Signed _____ Date _____

I do not waive the right to inspect the contents of the recommendation I have requested.

Signed _____ Date _____

FACULTY PROFESSIONAL LIABILITY

Miami University has an Educators Legal Liability Insurance Policy. This policy covers faculty for some wrongful acts arising from their employment at Miami University. Faculty should contact the Director of Business Affairs for details of Miami's current policy and to determine if additional individual coverage through a private policy is deemed necessary.

GRIEVANCES

The faculty member has several avenues open for the resolution of professional or personal problems and concerns. Grievances may be discussed with the Chair of the Department, either for his personal consideration, or for inclusion on the Agenda for a Department Faculty Meeting. Problems or complaints limited to the physical plant, maintenance, services, and non-academic staff may be referred to the Manager for his/her attention. Grievances brought against Faculty members by students, and not resolved satisfactorily by the Chair and/or Departmental Faculty, may be carried by the student to the Dean of the College, who will assign the problem to the Academic Appeals Board for consideration and recommendation. Grievances forwarded to the Dean on behalf of a faculty member are usually referred to the Dean's Faculty Committee for review and recommendation. Two Committees of the University Senate stand ready to hear faculty grievances, after which they may report to the Provost, President, and/or the Senate.

1. The Committee on Faculty Rights and Responsibilities. Considers faculty grievances in matters pertaining to faculty rights and responsibilities.
2. The Faculty Welfare Committee. Considers non-academic matters such as salaries, insurance, retirement, leaves, and travel.

INFORMATION MANUAL

Additionally, the Affirmative Action Policy of Miami University provides for grievance hearings which are outlined in the **Policy and Information Manual**. These procedures also cover the right to appeal. The sexual harrasment policy is likewise treated in the **Policy and Information Manual**.

**ADJUNCT AND AFFILIATE APPOINTMENTS IN
THE DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY**

(Appointments are Reviewed and Processed Annually)

- PURPOSE:**
1. To provide a professional involvement with the Department of Chemistry and Biochemistry for members of the Faculty/Staff of Miami University. These appointments require approval of the immediate supervisor of the potential appointee.
 2. To provide a medium by which a scientist may continue to contribute professionally after retirement from an organization other than Miami University.
 3. To provide an opportunity to scientists employed by an organization other than Miami University to participate in professional activities of the Department. Potential appointees in this category will be required to submit a letter from their employer acknowledging the potential appointment as an Adjunct member of the Department.

THE REQUEST: In general, it should be recognized that Adjunct and Affiliate Appointments in the Department are unusual--and are normally made only for compelling reasons. In requesting such an appointment in the Department of Chemistry and Biochemistry, the candidate should supply a current Curriculum Vita along with a proposal which takes into account as many of the following items that apply.

The proposal should address:

1. The objectives of the appointment including potential interactions or professional relationships with specific faculty members, research groups or the Department in general and a clear description of the benefits to be realized by the Department and the appointee.
2. A statement of availability of funds to cover any "costs" associated with the appointment such as office space, laboratory space, charges for the use of instrumentation, chemicals, office supplies and the like.
3. For reappointments, the candidate should prepare a brief annual report as a part of the proposal for reappointment.

- PROCEDURE:**
1. Potential Adjunct and Affiliate appointees in the Department of Chemistry and Biochemistry will have their proposal and Curriculum Vita reviewed by the Senior Staff Appointments Committee and presented to the Faculty at a regular voting meeting of the Department.
 2. Approval by the Faculty will require a simple majority vote.
 3. Approval by the Department Chair will be following by submission through the normal University channels for approval and appointment as an Adjunct or Affiliate Member of the Department of Chemistry and Biochemistry.

From MUPIM:

7.12 Affiliate

Faculty holding rank in one department may be considered for appointment to the additional title of Affiliate in another department or interdepartmental program. The Affiliate title is ordinarily used to recognize specific contributions on the part of the faculty member in teaching, and/or research, and/or service to a second department or interdepartmental program. The nomination for an Affiliate title can be initiated only by the appropriate department or interdepartmental program, and it will be granted only on the approval of the appropriate chairs, the program director(s), the dean(s), and the Provost.

The Affiliate title is intended to recognize the linkage of appropriate cognate faculty to academic departments and programs. Guidelines for administering this title are as follows:

- A. Nomination for an Affiliate title must be initiated by an academic department or interdepartmental program.
- B. An Affiliate title may be initiated at any time. The title continues until such time as a department or interdepartmental program or the person wishes it to be removed.
- C. There is no limit to the number of Affiliate titles a faculty member may hold.
- D. The Affiliate rank (i.e., assistant, associate, full) shall be at the same rank as that held in the home department.
- E. The department chair or program director (when appropriate) initiating the Affiliate rank will prepare a letter outlining the expected contributions (e.g., teaching a course or courses in the program, serving as an adviser to students working on a collaborative research project, etc.) the person will make to the unit.
- F. Since the expectation is that an Affiliate is making a significant contribution to the second unit, the chair or director of the home department or program will endorse the letter requesting Affiliate rank and will indicate how the Affiliate's responsibilities to the home unit have been adjusted to accommodate the person's new activities. These letters are then forwarded to the appropriate dean(s) and then to the Provost for approval.

VISITS OF POTENTIAL GRADUATE STUDENTS TO MIAMI UNIVERSITY DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

Procedure for Hosts

At the time a prospective graduate student is offered a teaching assistantship, the Chair of the Graduate Admissions Committee will designate a member of the Departmental Faculty to act as the student's host. In general, the host will be chosen from the area of interest indicated by the student. In the cases where the area is unspecified, the Chair of the Graduate Admissions Committee will make a decision based on the best information available.

The host has two types of responsibilities: communication with the candidate regarding any questions or details about Miami University and the Department of Chemistry and Biochemistry and acting as host should the student decide to visit our department. Thus, it is the responsibility of the host to set up the schedule for the student's visit and ascertain that meals, lodging and transportation have been arranged. In general, these expenses are the responsibility of the visitor. The Dean of the Graduate School and the Department Chair do have limited funds to partially reimburse the student's travel expenses.

This visit should include the following points:

1. A tour of the Department of Chemistry and Biochemistry facilities.
2. A tour of the Oxford Campus (optional).
3. An opportunity to meet with the Chairs of the Department, the Graduate Admissions Committee, and the Graduate Advising Committee, if available.
4. An opportunity to meet several members of the faculty in order to discuss generalities associated with the visitor's research interests.
5. An opportunity to meet with graduate students and to discuss any areas of concern.

Although it is important that the host gives his colleagues as much advance warning as possible of an impending visit, it should be recognized that many students decide to visit our Department at the very last moment. It is also true that the potential graduate students may not have any particular ideas with respect to what they might like to see and with whom they might wish to meet. Thus, flexibility and "on the spot" decisions can be very important.

It is the intention of the Department to distribute host responsibilities equitably. Faculty help, cooperation and suggestions with respect to all dimensions of this program are greatly appreciated.

Department of Chemistry and Biochemistry Assessment Plan

Whereas the University frequently is asked to document the quality of its programs, the Department must have formal means by which its performance on teaching, research, and service is evaluated. In order to document the quality of our programs, we must collect data in several categories. To document "value-addedness" we must monitor the quality of entering students and determine the outcome of the students' education in our Department. The attractiveness and quality of our curricula, the manner in which we are meeting the needs of the State, and the quality of our facilities also are part of assessment.

The Department of Chemistry and Biochemistry Assessment Plan is based on the use of the existing Committee and Special Assignment structure; overall coordination is the task of the Department Chair. In this manner, the tasks are spread to include most faculty thereby maximizing input to the program and minimizing the impact on an individual or subgroup of faculty.

The assessment tasks are distributed as follows:

A. Program Assessment

1. Assure that the B.S. curriculum meets the American Chemical Society's certification requirements; Chief Departmental Advisor (pentennial).
2. Monitor course sequences, (A.B., B.S. and graduate) to determine whether they are consistent with national trends; Educational Policy Committee (annual).
3. Determine whether our A.B. and B.S. curricula are attractive to applicants expressing an interest in a baccalaureate-level major in chemistry; Undergraduate Recruiting Committee (annual).
4. Monitor courses and sequences offered as part of the University's liberal education requirement for compliance with the approved agreements with the Liberal Education Council; General Chemistry Committee (annual).
5. Maintain records on GPAs of B.S. and B.A. Departmental graduates and keep data on their GPAs relative to those of other majors; Chief Departmental Advisor (annual).
6. Evaluate such teacher demographic functions as student-teacher ratio, distribution of assignments of faculty in various professorial ranks throughout the curriculum, and overall teaching loads in terms of the University's mission; Chair (annual).

7. Survey graduates' satisfaction with the curricula; Chair (pentennial).
8. Initiate external review of the Department; Chair (pentennial).
9. Collect data on underrepresented groups in Chemistry and Biochemistry on graduates (A.B., B.S., M.S. and Ph.D.) from the Department and from U.S. universities in general (provided that its available from the American Chemical Society, National Science Foundation, or a similar agency); Chief Departmental Advisor (annual).

Student Quality

1. Monitor such factors as GPA, class rank, national test scores and scholarships/honors for entering undergraduate students; Chief Departmental Advisor (annual).
2. Monitor entering graduate student GPAs, GRE scores, and diagnostic examination performances; Graduate Advisor (annual).
3. Monitor the progress of baccalaureate students (except as noted, annual).
 - a. Performance on national standardized examinations; Chair.
 - b. Scholarships (including national honors/awards upon graduation); Honors and Awards Committee.
 - c. Comparison of course GPAs vs. departmental averages; Procedures and Records Committee.
 - d. Publications and presentations, Chair.
 - e. University and/or Departmental Honors earned by graduates; Honors and Awards Committee.
 - f. Postgraduate employment; Chair (pentennial).

Quality of Teaching (except as noted, annual)

1. Peer evaluation records; Chair.
2. Student evaluation records; Chair.
3. Extramural funding for course improvement and curriculum development; Chair.
4. Teaching awards received; Chair.
5. Monitor outreach programs; Chair.

Departmental Scholarship

1. The Chair will maintain annual records on publications, patents, and extramural funding.
2. In conjunction with pentennial external review of the program, the Chair will obtain data on professional consulting and awards.

Departmental Service

1. Maintain records on service to the University, State and Nation; Chair (annual).
2. Maintain records on manuscript and proposal reviewing, editorship, and the like; Chair (annual).

Resources and Facilities

1. Monitor the condition of all storerooms and laboratories; Safety Committee (semi-annual).
2. Monitor physical conditions of the classrooms, including audio visual equipment; Chair (annual).
3. Monitor the quality of equipment; Equipment and Supplies Committee (annual).
4. Evaluate the needs of the operating budget; Chair (annual).
5. Monitor cost effectiveness of experiments; Equipment and Supplies Committee (annual).
6. Evaluate computer resources in the department; Computer Committee (annual).
7. Monitor journal subscriptions, book purchases, reference materials, data bases for literature; Library Committee (annual).
8. Evaluate adequacy of the support facilities available; Chair (biannual).