

**Tenure and Promotion Guidelines**  
**UMKC Chemistry Department**  
**(4-21-95)**

Tenure and promotion in the Department of Chemistry are based upon scholarly activity both in research and teaching, and service to the Department and the University. In all areas of judgment, great weight will be placed on the quality of the activity than on the quantity. The department views a solid foundation in scientific scholarship as the indispensable ingredient to providing the needful quality of teaching and variety of service.

Tenure

The successful candidate shall have established a viable research program with solid promise for a successful career. This should be supported by publication in refereed journals, presentation of scientific lectures at conferences and at other institutions, and successful competition for research grants or research contracts. The progress of undergraduates and graduate students whose research is being directed will be considered.

The successful candidate shall have shown acceptable ability to teach chemistry courses at the undergraduate and graduate levels as supported by peer and by student evaluation. This performance shall have been demonstrated at different levels of courses.

The successful candidate is expected to have participated in activities related to professional service such as editing and refereeing of professional publications, service on professional committees, etc. Also, the successful candidate should have shown willingness and competence in serving the department in committee roles and other service functions.

Since the tenure decision is normally based on the judgment of several years' effort the following remarks are meant to be of guidance to new faculty members in their first few years of service.

New faculty member are required to seek extramural funding for their research. This activity should begin as soon as possible and the first proposal should leave the campus no later than the end of the faculty member's second year at UMKC. The effort to obtain extramural funding should be a continuous one and it is expected that by the time tenure has been awarded at least some success will have been achieved in obtaining such funds.

New faculty members are expected to begin a research program on campus. In time, research reports are published attesting to the productivity of the individual faculty member. Progress toward tenure is made by a new faculty member when a paper based in part or entirely on research done at UMCK is accepted for publication in a refereed journal at a time no later than his/her third year at UMKC. A new faculty member with credit towards tenure should have his/her first paper accepted no later than the end of his/her fourth semester.

Each year during the early part of the winter semester the faculty member will be asked to prepare and submit to the Department Promotion and Tenure Committee chairman a report on his/her activities in teaching, research, and service. The committee will examine the report and advise the faculty member on his/her progress toward tenure.

It is expected that by the time tenure is award, the successful candidate will have met most of the above guidelines.

In making its final decision in a tenure case, the Department Tenure and Promotion Committee may ask in certain cases external review. This procedure would be especially useful in evaluating the quality of research done by the faculty member in question.

## Promotion

Each year during the early part of the winter semester all tenured faculty members below the rank of professor are invited to prepare and submit to the Promotion and Tenure Committee chairman a summary of significant achievements in teaching, research, and service if they wish to be considered for promotion. The committee, on the basis of the submitted summary, may or may not ask a faculty member to submit a formal application for promotion.

### Associate Professorship

There is no limit to the duration an individual may remain an Associate Professor as long as he/she has tenure. The criteria for advancement to professor are listed below.

### Professorship

Promotion to full Professor is reserved for those who demonstrate excellence of performance. Advancement in rank is recognition for achievement rather than a routine reward for satisfactory service. The indispensable requirement for full professorship is excellence in scholarly activity, research, and teaching in its broadest sense. Promotion should reflect a positive appraisal of high professional competence and accomplishment.

The successful candidate must have achieved an international scientific reputation. This must be documented by a substantial publication record. Additional evidence would include receipt of awards, successful competition for external research grants, invitation to deliver plenary lectures at conferences and colloquia at other institutions, etc.

The successful candidate must have established a good reputation for the ability to teach undergraduate and graduate chemistry courses as acknowledged by peer evaluation and student opinion. He/she should also have brought graduate students or postdoctoral fellows to their scholarly potential.

The successful candidate should have attained prominence, through professional activities in the discipline which may include leadership positions in professional societies, service on professional committees, the organization and chairing of scientific conferences, consultations to groups outside the University, editorial and refereeing positions for professional journals as a reviewer of proposals to granting agencies and foundations.

The successful candidate should have demonstrated superior performance in University service responsibilities. This is demonstrated by selection for major tasks in the University and the department, and by election to governing or advisory bodies by peer groups.