**UCONN**
MOLECULAR AND CELL BIOLOGY

**Department of Molecular and Cell Biology**
**University of Connecticut, Storrs**
Departmental By-Laws
*Approved by the Faculty on December 13, 2022*

1. **PREAMBLE**

These policies and procedures are intended to govern the affairs of the Department of Molecular and Cell Biology (MCB) in harmony with the provisions of the College of Liberal Arts and Sciences (CLAS) and the University of Connecticut's policies. In the event of conflict or inconsistency between this document and the CLAS and University laws and by-laws and/or any specific provisions of any collective bargaining agreement, the CLAS and University By-Laws and/or the collective bargaining agreement shall prevail. MCB departmental by-laws can be adopted or revised only by majority aye vote of returned ballots.

2. **INTRODUCTION**

MISSION STATEMENT

The mission of MCB is to understand fundamental biological processes at the molecular and cellular level across all domains of life. We accomplish this through research, classroom teaching, and laboratory training directed at promoting the intellectual curiosity and critical thinking of individuals at all career levels including undergraduate and graduate students, post-doctoral fellows, research staff members, and faculty.

We recognize and celebrate the interdisciplinary research critical for doing modern science. Research in MCB is highly interdisciplinary, spanning four major disciplines: Cell & Developmental Biology, Genetics & Genomics, Microbiology, and Structural Biology, Biochemistry & Biophysics. These areas are integrated in MCB through common research interests, training and collaboration. MCB graduate students can earn a PhD or MS degree in "Molecular and Cell Biology". Graduate student training takes place as a collaboration between the student, advisor and thesis committee.

VISION STATEMENT

MCB is a learning community that supports and welcomes all individuals irrespective of race, gender, sexual orientation, ability, and religion. We strongly believe that education is a transformative experience for our trainees, and that their advances benefit the communities of our department, UConn, the nation, and the world. By facilitating a collaborative environment and providing access to state-of-the-art research facilities, MCB enables students, postdocs, research staff, and faculty to excel in their research and make revolutionary discoveries. MCB fosters the development of scholarship, capacities for leadership, and career paths of all in our community, and provides exemplary undergraduate and graduate programs that meet the highest standards of our profession. Our approach pairs an emphasis on the fundamentals of molecular and cellular biology with significant engagement in the practice of our disciplines. MCB's objective is for our trainees to leave the university with deep knowledge of the fundamentals of our fields, as highly effective communicators, and exceptionally competent scientists.

**3. DEPARTMENT ADMINISTRATIVE STRUCTURE**

3.1 DEPARTMENT HEAD

The selection of the Head is governed by CLAS laws and by-laws, and in accordance with procedures agreed to between the AAUP and the University. The responsibilities of the Head are, *inter alia*, the following:

- Call and preside over faculty meetings
- Assign teaching responsibilities to faculty members
- Assign research laboratory and office space to faculty members
- Assign mentors to tenure-track and in-residence faculty members
- Evaluate the performance of faculty members (tenured, non-tenured and in-residence)
- Evaluate the performance of staff
- Solicit the manner of awarding merit by ballot, and implement the chosen method
- Assign faculty participation in standing departmental committees (listed below) and in ad hoc committees
- Encourage faculty member participation on college and university committees
- Negotiate terms with potential new faculty members and the Dean concerning space, start up funds, teaching loads, and other working conditions

3.2 ASSOCIATE DEPARTMENT HEADS

The Head will appoint Associate Department Heads from among MCB faculty members who have attained the rank of Associate or Full Professor. The number of Associate Heads may vary and their term of office is subject to agreement between the Head and Associate Head. At present, there are two Associate Heads whose responsibilities include:

**Associate Department Head for Undergraduate Education**

- Review MCB undergraduate teaching needs, course offerings and MCB major requirements.
- Aid the Areas of Concentration (AOCs) and the Department Head in assigning teaching to members of the Department.
- Serve as liaison between the MCB Department and the Center of Education Teaching and Learning (CETL), the Honors Program and the Office of Undergraduate Research, in order to advise the Department on innovations in teaching, instruction and undergraduate research opportunities.
- Coordinate programs and grant applications for undergraduate research and education.
- Act as a liaison between the Storrs MCB department and regional campuses that are teaching MCB courses and/or Biology courses that are the responsibility of MCB.
- Other duties associated with undergraduate education, as they arise.

**Associate Department Head for Graduate Programs**

- In conjunction with other MCB stakeholders, review, and update, course offerings and milestones for MS and PhD degrees in MCB.
- Serve as a point of contact for graduate students seeking advice.

- Serve as the head of the MCB department Research and Graduate Education Committee.
- Work with the Graduate Program Coordinator to track the progress of graduate students as they move through their programs.
- Coordinate rotations for first year PhD students.
- Other duties associated with graduate education, as they arise.

The Associate Department Heads will be evaluated by the Department Head. This will take place at the same time as each Associate Head's annual faculty member performance review.

## 4. FACULTY GOVERNANCE

### 4.1 MEMBERSHIP OF THE FACULTY

All ranks of full-time faculty members including tenured, tenure track, and Professors-in-Residence are considered voting members of the faculty. Other faculty members with temporary titles are also included in the general category of "MCB faculty."

### 4.2 ELIGIBILITY TO VOTE

Full-time faculty members including tenured, tenure-track and in residence faculty are eligible to vote on departmental matters. Faculty members with temporary, honorary or emeritus titles are not eligible to vote on department matters.

### 4.3 DEPARTMENT FACULTY MEETINGS – Meetings of the faculty are scheduled by the Head once per month during the semesters. Faculty members must be notified at least 24-hours prior to scheduled meetings.

- The Head presides over general faculty meetings. The Head may designate a substitute, typically an Associate Department Head, to preside over the meeting.
- Agendas for faculty meetings are determined/collected by the Head in consultation with faculty, and will be transmitted to the faculty at least a day prior to a scheduled meeting.
- Items or motions to be voted upon will be provided to the faculty with the agenda.
- The Head will determine the order of business at faculty meetings.
- Minutes and Reports. Minutes of the meeting will be provided in a timely manner to the faculty.
- Special Meetings. Special meetings may be called by the Head to address time-sensitive situations.
- For a vote to be valid at least half of the voting members of the Department must be present and the majority of those attending must vote in the affirmative.
- In certain cases, and at the request of a faculty member, specific votes may be done by distributed hard-copy ballot.

## 5. FACULTY WORKLOAD

To keep this document current and congruent with faculty workload expectations, it will be presented to the faculty for annual review by the Policy and Procedures Committee.

All tenure track faculty members are expected to maintain research and teaching levels as described below. In addition, tenure track faculty members will provide service to the Department, College and/or University, typically through participation on committees. In-residence faculty members are expected to 5teach at the levels that are delineated in their current contract. In-residence faculty often

do service and, with approval of CLAS, research, service, outreach, advising, or administrative duties may be substituted for a portion of the teaching obligation. Faculty workloads will be congruent with those in similar departments in peer and aspirant Research I institutions.

Tenure track and in-residence faculty members are expected to have different distributions of teaching, research and service activities. Individual faculty members within each group may have different balances in their teaching, research and service workloads; the Head will assess this balance to help ensure that each faculty member's overall workload is equitable. Workload guidelines pertain to the nine-month academic year. Administrative, teaching and research activities during the summer months are not counted toward nine-month workload guidelines unless specifically agreed to by the Head.

## 5.1 RESEARCH

Tenured and tenure-track faculty members are expected to establish and maintain internationally recognized research programs supported by extramural funding from national agencies (*e.g.* NIH, NSF, NASA etc.), international agencies, state agencies and/or private agencies or companies. Tenured and tenure-track faculty members are expected to publish their research findings in reputable, peer reviewed journals. In residence faculty members are not required to participate in research, unless stipulated in their contract. However, research and presentations of student research is one item that can be included when in-residence apply for promotion.

## 5.2 TEACHING

All faculty members will participate in undergraduate and/or graduate teaching.  The Head determines teaching load.  "Teaching efforts" include:

- Formal classroom teaching
- Lectures, seminars, laboratory courses, independent studies, and honors courses
- Course development and teaching innovations
- One-on-one teaching of undergraduate students, graduate students and postdoctoral fellows. For undergraduate and graduate students, such teaching is generally tied to for-credit research courses.

## 5.3 SERVICE

The Head will distribute departmental service as evenly as possible among faculty members, recognizing that perfect parity is not achievable. Faculty with fewer contributions in teaching and/or research can expect service assignments to be above average.  Appropriate service activity outside the department (i.e. College, University, national and international professional societies, peer-review panels, etc.) can also be taken into consideration towards the overall service effort although service to the Department is expected by all.

6. **COMMITTEES**

All faculty members (tenured, tenure-track, and in-residence) are eligible to serve on all departmental committees unless otherwise noted in the descriptions below. Service on a committee is determined either by appointment by the Head or, in the case of PTR, by election by the faculty. A faculty member may serve for multiple consecutive terms on each committee, except for PTR, where after serving three consecutive terms, a member may ask to be excused from the ballot for one year.

6.1 DEPARTMENTAL COMMITTEES include, *inter alia*:

- Academic Misconduct Committee
- Associate Professor Mentoring Committee
- Biology 1000s Committee
- Courses and Curriculum Committee
- Department Workplace Climate Committee
- Department Mentors of Assistant Professors
- Department Retreat Committee
- Department Outreach Committee
- Departmental Seminar Committee
- Diversity, Equity and Inclusion Committee
- Faculty Prizes and Fellowships
- Honors and University Scholars Committee
- Graduate Admissions Committee
- Graduate Recruiting Committee
- Graduate Student Seminar Committee
- Independent Research, Honors, and Univ. Scholar Committee
- Mentoring Committee (Asst/Assoc Professors)
- Promotion, Tenure & Reappointment Committee
- PSM Advisory Committee
- Research and Graduate Education Committee
- Student Awards, Prizes and Fellowships Committee
- TA Assignments Committee
- Undergraduate Involvement Committee
- Publicity, Website, Social Media Committee

6.2 *Ad Hoc* COMMITTEES

As required, the Head may assign faculty to *ad hoc* committees to deal with situations that arise within the department.

7. **PROMOTION, TENURE AND REVIEW PROCEDURES AND GUIDELINES**

Departmental standards and criteria for tenure and promotion are in compliance with the Provost's Criteria at the Provost's website where more information may be found.

7.1 TENURE TRACK FACULTY MEMBERS

The categories evaluated for the award of tenure and promotions, in order of importance to the MCB PTR Committee are as follows:

- **Research** – Evidence of an active, independent, funded, research program recognized by experts outside of the University as resulting in significant and impactful discoveries. Primary evidence includes independent published or in-press research articles in reputable, peer-reviewed, high-impact journals and extramural grant awards. Also included in the evaluation are other types of publications (submitted manuscripts, reviews, letters, papers held over from graduate school or postdoctoral positions) national and international prizes and awards, meeting invitations and presentations, intramural grants, University awards, patents, and other intellectual properties.

- **Teaching** – Satisfactory performance in formal lectures/labs is the primary requirement for teaching. Also included in the evaluation are other teaching activities (e.g. extramural training grants, development of new courses, supervising postdoctoral, graduate and undergraduate research and independent studies, national awards, University awards, formal and informal seminars, advising and mentoring of junior faculty and students).

- **Service** – Evidence of strong service to the Department and University. Also included in the evaluation is service to the field (*e.g.* active membership in professional societies, serving on major grants review panels, reviewing for journals, and serving on journal editorial boards).

## 7.2 PRE-TENURE EVALUATION

Prior to tenure, the PTR Committee annually reviews and assesses progress in the above areas, and provides a detailed letter to the Head recommending for or against reappointment, promotion or tenure depending on the applicant's situation. The applicant can request access to the assessment letters at each step of the process. Note that the Provost conducts a review of all tenure-track faculty members at the beginning (in the Fall) of their third or fourth year; that is, after two or three years of service. (Note that the precise timing is currently under debate.)

The Head reviews all PTR materials plus the recommendation of the PTR Committee and forwards his/her recommendation to the CLAS Dean's Office. The Head includes a consideration of any Memoranda of Understanding that may have been agreed to at the time of employment or later joint appointment that divides responsibilities among different units. The Head requests input from the Head or Director of the other unit(s) and includes that input in the final recommendation to the CLAS Dean.

## 7.3 TENURE AND PROMOTION APPLICATION

Normally, the body of work upon which tenure is based is submitted for review after the spring semester of the fifth year of service. The tenure review process proceeds in the sixth year, and tenure, if awarded, is effective in the fall at the start of the 7th year. Candidates may choose to be considered for tenure early, but must meet all qualifications as if they were following the standard timeline. The tenure "clock" may be paused for certain qualifying major life events, or for delays in the progress of research that were due to factors outside of the control or responsibility of the faculty member. Refer questions about pausing the tenure clock to the Department Head, Dean, and University's Human Resources leave Administrator.

In all cases, candidates for both tenure and promotion must submit a complete PTR application at the beginning of the summer before the semester in the year in which they will be considered for promotion and/or for tenure but may add information at any point in the process. Candidates also submit to the PTR committee an annotated list of names of four or five scholars who are appropriate to serve as referees and letter writers for the PTR file. The candidate also submits their *curriculum vitae* and copies of their independent research work, published and submitted papers that are sent to

the referees. The PTR Committee generates a list of potential referees (8-10) that may include some of the scholars on the candidate's list.  The Department Head solicits letters from the scholars on the Committee's list. The PTR Committee also invites letters of evaluation from Department members or other faculty members within the University to include in the PTR application.

7.4 FOR PROMOTION TO ASSOCIATE PROFESSOR TENURE TRACK

**Philosophy:** Research in Molecular and Cell Biology takes place in fields with different traditions and opportunities; teaching in MCB includes diverse approaches and modes of instruction, which encompasses mentoring. In addition, candidates for reappointment or promotion differ in their individual life histories. The department strives to consider the individual circumstances in the evaluation of a candidate's contributions to the department and their research field.

**The Process:**
**The MCB Promotion and Tenure Review (PTR) Committee:** The PTR committee is composed of five faculty members who are elected to the committee by the MCB faculty each year. All tenured or tenure-track members of the faculty are eligible for the committee, with the exception of those who are being considered for promotion or tenure.

**Annual reappointment:** Each year, all pre-tenure faculty members must submit a PTR dossier to be evaluated by the PTR committee. Based on the primary criteria for tenure and promotion as detailed below, the committee will assess the pre-tenure track candidate's PTR dossier and offer advice in the form of a letter to the department head. The candidate can meet with the chair of the PTR committee to discuss their progress. Each year the dossier is also evaluated by the Dean's Advisory Committee. At the 4th year review (after 3 years as an Assistant Professor) the candidate's dossier is also reviewed by the Provost's PTR committee. All letters of evaluation will be sent to candidate each year.

**Please see: [https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/](https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/) and [https://clas.uconn.edu/faculty-staff/guidelines/](https://clas.uconn.edu/faculty-staff/guidelines/) for further details about the reappointment and tenure process.**

**Promotion:** The primary criteria for promotion to associate professor with tenure are a demonstration of excellence in **scholarship, teaching,** and **service**. A major emphasis is given to the trajectory of the research accomplishments, and it is imperative that the candidate demonstrates to have made contributions with an impact in their field. Letters of evaluation of the candidate's portfolio by external reviewers will be solicited (see below), and contribute to the assessment of the candidate.

**Scholarship:** The candidate should have achieved recognition in their field comparable with newly promoted associate professors at peer institutions. In general, quality is more important than quantity, although the quantity must be sufficient to show a significant level of scholarly productivity. This assessment of the candidate's scholarly contributions is made through a review of the candidate's peer-reviewed and non-peer-reviewed publications, invited published commentaries or perspectives, invited and contributed conference presentations, and any research-related awards. Manuscripts in preparation and those submitted to preprint servers (*e.g.*, bioRxiv) are considered, but have less weight than published manuscripts or ones accepted for publication. Other forms of scholarship will also be considered where their value to the candidate's field can be demonstrated. The candidate must have a record of external funding and a trajectory toward establishing a funded research program that is commensurate with the area of the candidate's research and sufficient to support the scholarly activities of the candidate's research team.

MCB supports interdisciplinary and collaborative scholarship, and assistant professors are encouraged to pursue their scholarly interests in collaboration with other scientists both at UConn and elsewhere in academia or industry. However, it is expected that the candidate's contribution should be original and significant, *e.g.*, as a lead author or co-corresponding author on papers or as a PI or co-PI on grants. Patents and development of those patents related to the scholar's field of expertise is also evidence of scholarship.

The candidate is allowed to update their PTR portfolio, including the PTR form, during the departmental review period to reflect changes in publications, grant funding or other scholarship activities. Once the Department Head has forwarded their recommendation letter to the Dean, updates may be submitted in form of letters to the Dean and Provost, which are added as addenda to the candidate's dossier. These must be dated and the department will state that the departmental PTR committee did not review the material at the time of the department decision. No materials can be removed from the PTR file.

**Teaching:** For promotion to associate professor, the candidate must demonstrate excellence in teaching. Teaching includes formal classroom education and mentoring of undergraduate, graduate and post-doctoral researchers. Assessment of classroom teaching can be evaluated by a variety of means including, but not limited to, peer-evaluations, demonstration of students' learning achievements, utilization of novel teaching methods, inspection of syllabi and class materials in a teaching portfolio, and teaching awards and honors (SET+, https://cetl.uconn.edu/student-evaluations-of-teaching-plus/).

Student evaluation of teaching (SETs) are considered though they are not the sole criteria for evaluation of effective teaching. As with other assessments, no single factor is sufficient, and the assessment involves an analysis of multiple factors, as appropriate. (https://provost.uconn.edu/wp-content/uploads/sites/2165/2017/03/SEoT.guidelines.pdf). See also the MCB policy for evaluation of teaching beyond the SETs. https://mcb.uconn.edu/wp-content/uploads/sites/2341/2019/05/MCB-policy-for-teaching-assessment.pdf .

**Service:** The candidate is expected to have established a track record of service. Service may include participation on departmental and/or university committees, advising of undergraduate students including honors students, serving on graduate and undergraduate student committees, review assignments for journals and federal (*e.g.*, NIH, NSF, DOE, USDA, etc.), state, or other funding agencies, and contributions to field related professional organizations.

Broader impact activities may also count as service.
(see Box 1 from https://academic.oup.com/bioscience/article/65/4/397/254803).

Examples of broader impact service include, but are not limited to:
-outreach, *e.g.*, to broaden participation in science (or STEM in general) for individuals from traditionally underrepresented groups, activities involving K-12 students and teachers, and/or the development of activities that communicate the value and impact of biological sciences to the general public;
-dissemination of research beyond standard publications, *e.g.*, developing open access databases, engaging the public or industry in research or educational activities, presenting results to policymakers and broad audiences.

**Applying for Promotion and Tenure**
**The PTR form.** Candidates seeking promotion need to fill out the University of Connecticut's PTR Form available at: https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/#ptr-18
Additional information about procedures for reappointment and promotion is provided by CLAS at: https://clas.uconn.edu/faculty-staff/guidelines/
**Letters of evaluation.** For promotion, **at least five letters** are required from external reviewers who evaluate the candidate's portfolio. The candidate and the Department Head/PTR committee will separately create a list of five or more names of potential external reviewers. The PTR committee will identify the potential reviewers from this list and the department head will contact the reviewers. About half of the letters requested will come from the candidate's list. Reviewers should be tenured faculty, or scholars of equivalent stature, in the candidate's field external to the University who can speak to their professional contribution to scholarship and/or creative accomplishments. Reviewers cannot be close collaborators or former mentors. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the reviewers for their list.

**Rough timeline of important events in promotion process.** Actual dates are provided each year:

| | |
|---|---|
| **May, middle** | PTR Committee elects Chairperson |
| **May, middle** | Notice to PTR candidates about process, information needed, deadlines |
| **June, middle** | Candidates provide PTR Committee a list of potential external reviewers |
| **June, end** | Candidates provide materials to be sent to external reviewers |
| **June, end** | PTR Committee select potential external reviewers |
| **July, early** | Email to potential external reviewers requesting evaluation |
| **July, middle** | Letters, PTR materials sent to external reviewers |
| **August, end** | Candidates provide completed PTR package to the PTR committee |
| **September, early** | External letters due |
| **September, end** | Committee submits recommendations to the Department Head |
| **October, early** | Department Head submits completed PTR materials to the Dean |

## 7.4 FOR PROMOTION TO PROFESSOR

Candidates must evince sustained productivity in the areas of research, teaching and service occurring at a higher level of maturity than expected of an Associate Professor. Together with research productivity as measured by publications and substantial grant support, promotion to Professor is earned by establishing a national and/or international reputation as a leading scholar in his or her field and by service to the field as evidenced by editorships, holding office in national or international professional organizations or by other means that demonstrate recognized maturity in the field. Teaching and service similarly must show evidence of maturity and sagacity reflective of the title of Professor.

## 7.5 NON-TENURE TRACK FACULTY

**Procedure for Promotion of Non-tenure Teaching Track Faculty (Faculty-in-Residence)**

The Department of Molecular and Cell Biology affirms the integral role that both its tenure and non-tenure track faculty play in advancing our reputation for excellence in teaching and research. However, in appreciation of the differences in duties, professional circumstances, and responsibilities between tenure-track and non-tenure track faculty, the Department also appreciates the need to distinguish the criteria for promotion and reappointment to ensure that all members are evaluated equitably within the context of their role in the Department and University.

**Reappointment:** Faculty-in-Residence with satisfactory performance in teaching would qualify for reappointment. Satisfactory performance will be evaluated as successful communication of knowledge using evidenced-based instructional practices, engaging students, and preparing students to be successful in their chosen careers.

**Promotion in rank:** Faculty-in-residence may apply for promotion in rank at any time. If the first attempt at promotion fails, the candidate may apply again in subsequent years. After an appropriate period in rank, an Associate Professor-in-Residence may apply for promotion to Full Professor-in-Residence.

The following are examples of activities that can be added to a candidate's portfolio in support of promotion in rank. Activities must contribute to the overall teaching and research mission of the MCB department

**1. Teaching-** The following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:
>   **a)** the development and implementation of new curricula in the areas of molecular or cell biology
>   **b)** innovations in teaching, and the scholarship of teaching and learning, as demonstrated by developing and implementing new courses, laboratories, pedagogies and teaching materials in the areas of molecular or cell biology
>   **c)** enhancing teaching skills through the participation in teaching workshops; supervising and mentoring of graduate teaching assistants employed by the department
>   **d)** supervising and advising of undergraduate students in independent study, honors coursework, research and as course assistants
>   **e)** receiving university or national awards
>   **f)** giving formal and informal seminars
>   **g)** advising and mentoring of junior faculty and students

**2. Service-** Teaching faculty can elect to strengthen their candidacy through service, but excellence in service is not a requirement for promotion to either Associate or Full Professor-in-Residence. The following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:
>   **a)** service to the Department and to the University through serving on committees and participation in departmental or University student groups
>   **b)** service to their field including, but not limited to, active membership in professional societies, service on grant panels or ad hoc reviewing of proposals, reviewing for journals, and service on journal editorial boards
>   **c)** advising and mentoring of junior faculty and students

**3. Research-** Teaching faculty can elect to strengthen their candidacy through research, but excellence in research is not a requirement for promotion to either Associate or Full Professor-in-Residence. The following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:
>   **a)** grant awards or peer reviewed publications reflecting educational or science scholarship in the areas of molecular or cell biology
>   **b)** attendance and presentations at national or international educational or basic science conferences
>   **c)** university prizes and awards for research or pedagogy; patents and other intellectual property.

**The Process of Seeking Reappointment and/or Applying for Promotion**

In-Residence faculty may be offered a multi-year contract after completing one year of employment and must be offered multi-year contracts if reappointed after completing six consecutive years in title. Candidates seeking their first multi-year reappointment and/or promotion will need to fill out the University of Connecticut's Non-Tenure Track PR Form available at: https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/

Additional information about procedures for reappointment and promotion of In-Residence faculty members is provided by CLAS at: https://clas.uconn.edu/faculty-staff/guidelines/

**For initial multi-year reappointment:**  As part of the process for receiving the initial multi-year contract Faculty-in-residence must fill out the Non-Tenure Track PR Form for evaluation by the departmental PTR committee and department head.

**For subsequent reappointments:**  Review of faculty for reappointment to a second, third, fourth, fifth, and sixth year, and for the renewal of a multi-year contract, shall be carried out by the head or director of the department or unit of which the individual is a member. The PR form does not need to be used for these routine reappointments and they are not reviewed at the dean's or provost's level. At the discretion of the department head, NTT faculty-in-residence may be requested, in any year, to fill out the PR (or an alternate form).

**For reappointment, please follow the timeline for submission of the PR form as outlined by the Provost:**
https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/

**For promotion in rank:** Faculty seeking promotion to associate professor in residence or professor in residence should follow the promotion procedure with the same deadlines and committees as the tenure-track process. The candidate should inform department head of his or her intention to apply for promotion by April 1st. After that, the process of gathering documents, asking for letters of evaluation and making recommendations follows a timeline that is completed at the departmental level by early October, as outlined below.
The PTR committee may ask candidates to write additional statements describing their teaching and service, plus research accomplishments if research is a criterion chosen by candidate for evaluation, and for an outline of plans to address any potential shortcomings in these areas.

**Letters of evaluation.** For promotion in rank, four letters in total are required. The letter writers should be able to provide an objective evaluation of the candidate's teaching, and if applicable also evaluate the candidate's service and research contributions. Two letters can be from within UConn. One of these can be from within the unit but cannot be from a close collaborator, and the other must be from a different unit than that of the candidate. Two letters must be external to UConn. The candidate must provide the names of members of the University faculty and external scholars who could write letters of evaluation. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the letter writers. The PTR committee will also request letters of evaluation from members of the University and external scholars.

**Rough timeline of important events in promotion process.** Actual dates are provided each year:

| | |
|---|---|
| **May, middle** | PTR Committee elects Chairperson |
| **May, middle** | Notice to PTR candidates about process, information needed, deadlines |

| | |
|---|---|
| **June, middle** | Candidates provide PTR Committee a list of potential external reviewers |
| **June, end** | Candidates provide materials to be sent to external reviewers |
| **June, end** | PTR Committee select potential external reviewers |
| **July, early** | Email to potential external reviewers requesting evaluation |
| **July, middle** | Letters, PTR materials sent to external reviewers |
| **August, end** | Candidates provide completed PR package to the PTR committee |
| **September, early** | External evaluations due |
| **September, end** | Committee submits recommendations to the Department Head |
| **October, early** | Department Head submits completed PR materials to the Dean |

**Procedure for Promotion of Non-tenure Track Research Track Faculty (Research Professors)**

The Department of Molecular and Cell Biology affirms the integral role that both its tenure and non-tenure track faculty play in advancing our reputation for excellence in teaching and research. However, in appreciation of the differences in duties, professional circumstances and responsibilities between tenure-track and non-tenure track faculty, the Department appreciates the need to distinguish the criteria used for evaluating promotion and reappointment to ensure that all members are treated equitably in regard to their roles in the Department and University.

**Reappointment:** Since Research Professors are usually paid from research grants, their annual reappointments are done by their direct supervisor.

**Promotion in rank:** Research Professors may apply for promotion in rank to Associate or Full Research Professor after an appropriate time in each rank. If the first attempt at promotion fails, the candidate may apply again in subsequent years.

The following are examples of activities that can be added to a candidate's portfolio in support of promotion in rank. Activities must contribute to the overall research and teaching mission of the MCB department:

**1. Research-** The following are examples of activities or other items that can strengthen the portfolio of a Research Professor applying for promotion to either Associate or Full Research Professor:
    **)** extramural grant awards
    **b)** peer reviewed publications reflecting scholarship in the areas of molecular or cell biology
    **c)** attendance and presentations at national or international science conferences
    **d)** university prizes and awards for research; patents and other intellectual property
    **e)** giving formal and informal seminars

**2. Teaching-** Research faculty can elect to strengthen their candidacy through teaching, but teaching is not a requirement for promotion to either Associate or Full Research Professor. The following are examples of activities, or other items, that can strengthen the portfolio of a Research Professor applying for promotion:
    **a)** the development and implementation of new curricula in the areas of molecular or cell biology
    **b)** innovations in teaching, and the scholarship of teaching and learning, as demonstrated by developing and implementing new courses, laboratories, pedagogies and teaching materials in the areas of molecular or cell biology
    **c)** enhancing teaching skills through the participation in teaching workshops; supervising and mentoring of graduate teaching assistants employed by the department
    **d)** supervising and advising of undergraduate students in independent study, honors coursework, research and as course assistants
    **e)** receiving university or national awards

**f)** giving formal and informal seminars
**g)** advising and mentoring of junior faculty and students

**3. Service-** Research faculty can elect to strengthen their candidacy through service, but service is not a requirement for promotion to either Associate or Full Research Professor. The following are examples of activities or other items that can strengthen the portfolio of a Research Professor applying for promotion:

**a)** service to the Department and to the University through serving on committees and participation in departmental or University student groups
**b)** service to their field including, but not limited to, active membership in professional societies, service on grant panels or ad hoc reviewing of proposals, reviewing for journals, and service on journal editorial boards
**c)** advising and mentoring of junior faculty and students

**The Process of Seeking Promotion**
**For promotion in rank:** Faculty seeking promotion to Associate Research Professor or Full Research Professor should follow the promotion procedure with the same deadlines and committees as for the tenure-track process. The candidate should inform the department head of his or her intention to apply for promotion by April 1st. After that, the process of gathering documents, asking for letters of evaluation, and making recommendations follows a timeline that is completed at the departmental level by early October, as outlined below.
Research Professors seeking promotion must fill out the Non-Tenure Track PR Form (https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/) for evaluation by the departmental PTR committee and department head. The PTR committee may ask candidates to write additional statements describing their teaching and service or research accomplishments.

**Letters of evaluation.** For promotion in rank, four letters in total are required. The letter writers should be able to provide an objective evaluation of the candidate's research, and if applicable also evaluate the candidate's teaching and service contributions. At least two letters must be external to UConn. The candidate must provide the names of members of the University faculty and external scholars who could write letters of evaluation. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the letter writers. The PTR committee will also request letters of evaluation from members of the University and external scholars.

**Rough timeline of important events in the promotion process.** Actual dates are provided each year:

| | |
|---|---|
| **May, middle** | PTR Committee elects Chairperson |
| **May, middle** | Notice to PTR candidates about process, information needed, deadlines |
| **June, middle** | Candidates provide PTR Committee a list of potential external reviewers |
| **June, end** | Candidates provide materials to be sent to external reviewers |
| **June, end** | PTR Committee selects potential external reviewers |
| **July, early** | Email to potential external reviewers requesting evaluation |
| **July, middle** | Letters, PTR materials sent to external reviewers |
| **August, end** | Candidates provide completed PR package to the PTR committee |
| **September, early** | External evaluations due |
| **September, end** | Committee submits recommendations to the Department Head |
| **October, early** | Department Head submits completed PR materials to the Dean |

**8. DEPARTMENT SEARCH COMMITTEES**

Search committees comply with Human Resources (HR) and Office of Institutional Equity (OIE) guidelines for the formation, recruitment, and responsibilities of search committees.

8.1 COMMITTEE FORMATION

Tenured and tenure-track faculty members are eligible to serve on search committees for tenure-track faculty. In other searches, staff may be appointed to a search committee should their expertise be required. The Head appoints the members and Chair of search committees, taking into account faculty rank and field of interest. Ordinarily, the Chair of a search committee should be tenured.

8.2 COMMITTEE DUTIES

The Search Committee develops advertisements for job searches. Processes for recruiting faculty members must follow procedures and policies described by HR and OIE and State of Connecticut law. The committee must also work with Human Resources, OIE, and the CLAS Dean's Office to find the appropriate venues to advertise positions so that the potential applicant pool has the appropriate diversity and breadth.

8.3 FACULTY RECRUITMENT GUIDELINES

The goal of the committee is to find the best candidate for the position advertised. Members should discuss and agree on the criteria to be used in evaluating applicants prior to reviewing application materials. All applicants must be objectively screened using the same set of criteria. Generally, five to six candidates are selected for interview either via video-conferencing or in person.

Once the interviewing stage has been completed, the committee identifies and ranks the candidates, and provides the ranked list the Head who will seek approval for the listing from the appropriate administrative units. Before a final offer is made to a candidate, the candidate post-interview evaluations must be submitted to OIE for review.

➢ *Faculty searches:* Once approved, the Head communicates the offer and negotiates with the selected candidate(s). Following OIE approval, HR will review the offer letter and notify the department to proceed with the offer.
➢ *Staff searches:* Once the Head has made a final decision about the selected candidate, the candidate post-interview evaluations must be submitted to OIE via Recruiting Solutions for review. Following OIE approval, HR will review the offer letter. HR will notify the department to proceed with the offer.

As a matter of courtesy, candidates who are unsuccessful should be notified of their non-selection as soon as a firm decision has been made about their status, even if the search process is still underway. Finalists not chosen should be notified as soon as possible after an offer has been officially accepted.

**9. MERIT**
   o Merit in MCB is awarded for performance beyond that expected in Research, Teaching and Service. The merit pool coming to the Department will be split into two separate pools (for tenure-track/tenured and non-tenure track faculty) based on the fraction each group contributed to the pool.

- The Head determines the merit recommendation to the Dean for departmental faculty.
- Merit criteria for tenured/tenure-track and non-tenure-track faculty are governed by separate policy documents, see Appendices A and B, respectively.
- This policy shall be affirmed via email ballot of the full voting faculty each year prior to the beginning of the evaluation period.
- Timeline for modification and approval of the merit calculator:
    - Proposed changes to the merit calculator should be submitted in writing for faculty review by February 1st each year.
    - A vote will be held by March 1st to accept or reject the proposed changes to the merit calculator. Shortly following the vote on proposed changes, a vote to affirm the merit calculator we be conducted.
    - If the policy is not affirmed, a merit committee will be established to revise the merit calculation policy. The revised policy must be affirmed by a full faculty majority vote. The revised policy should be voted on and approved by July 1st.
    - Voting on the tenure-track policy will be restricted to tenured/tenure-track faculty. Likewise, voting on the non-tenure track policy will be restricted to the merit eligible non-tenure track faculty.
- The Head shall inform each member of the Department of their merit recommendation at the same time such recommendation is submitted to the CLAS Dean. When the Head communicates their merit recommendation to each faculty member, a table will be provided which delineates the full departmental merit distribution in an anonymized fashion (see Appendix A & B for details). A faculty member has fourteen calendar days from the time of the Department Head's submission to the Dean to discuss the Head's recommendation with the Dean.
- Faculty merit awards may be contested, and those procedures are outlined in the AAUP contract. Grievances on merit must be presented to the administrator in charge of collective bargaining within fourteen calendar days of the receipt of the Provost's letter notifying the employee of their merit awards.

## Appendix A

### Merit Point System for Tenure-Track/Tenured Faculty

- Merit is awarded for meritorious professional activities, i.e., activities that are likely to increase the Department's standing in the rankings among our peer and aspirant institutions or if intramural activities exceed in quantity or quality the heuristic standards of the Department.

- Data are, except for expenditures, patent information, and SETs, self-reported in writing by a given deadline in a document that is organized as per the metric system below used for the evaluation.

- Salary compression/inequity issues are *not* to be corrected through departmental merit (but can be included in Head's recommendation to the Dean for the Dean's/Provost's merit).

- Transparency requirement: A table will be made available to all faculty that anonymously lists the rank, scaled merit points in research and scholarship, teaching, service, discretionary, total and percentage of merit pool awarded. In the annual salary adjustment

letter that each faculty receives, their percentage of the merit pool awarded should be listed so they can identify their position in the table, e.g.

| Rank | R&S | Teaching | Service | Discr. | Total Merit | % of Merit Pool |
|------|-----|----------|---------|--------|-------------|-----------------|
| Assoc | 45 | 15 | 15 | 5 | 80 | 4.4% |
| Asst | 40 | 20 | 10 | 4 | 74 | 3.9% |
| … | … | … | … | … | … | … |

o In a year in which a merit pool is not established the merit data should still be accumulated. Under this circumstance, merit should be determined based on the current year and all previous consecutive years in which merit was not awarded.

o Merit calculator formula should be affirmed via email ballot of the full voting faculty each year prior to the beginning of the evaluation period. Procedure and timeline for proposing changes to the merit calculator are outlined in department by-laws.

o Merit calculation algorithm is described at bottom of this document

**OVERALL WEIGHTING:** Scholarship (50%), Teaching (20%), Service (20%), Discretionary (10%)

I. **Research & Scholarship (R&S)**
 **I.A. R&S Publications (40% of R&S)**
  *I.A.1. Journal Publications*
   I.A.1.a. Peer Reviewed Research Articles (Multiply by 3 if corresponding author. Senior PI on consortium publications are considered equivalent to corresponding author)
   - Top tier (IF $\geq$ 20): 10 pts
   - 2nd tier (20 > IF $\geq$ 8): 8 pts
   - 3rd tier (8 > IF $\geq$ 2): 5 pt
   - 4th tier (IF < 2): 2 pts

   I.A.1.b. Review Articles (2-5 pts based on journal quality and length, multiply by 2.5 if corresponding author)

   I.A.1.c. Commentaries, other short publications (1-2 pts)

  *I.A.2. Books*
   I.A.2.a. Monographs (10-20 pts)
   I.A.2.b. Edited volumes (10-20 pts)
   I.A.2.c. Book chapter (5-10 pts)
   I.A.2.d. Textbooks, including published open source texts (10-20 pts)

*I.A.3. Patents (*Data will be provided by the OVPR's Tech Transfer & Venture Development office)

        I.A.3.a. Provisional Patent Filed (5 pts)
        I.A.3.b. Non-Provisional Patent Filed US (5 pts)
        I.A.3.c. Awarded US Patent (5 pts)
        I.A.3.d. Awarded Foreign Patent (any number of countries) (5 pts)

### I.B. R&S Funding (45% of R&S)

*1.B.1. PI on a major grant in your field (expected to be >$100K/year 20 pts/grant. For multiple PI/co-PI grants the 20pts are divided according to IPR distribution of credit)*

*I.B.2. PI on a minor grant in your field (expected to be $10K - $100K/year 5 pts/grant. For multiple PI/co-PI grants the 20pts are divided according to IPR distribution of credit)*

*I.B.1. Total expenditures* (excluding start-up and IDC returns), as reported by the CLAS Business Offices (1 pt/$50k internal funds; 2 pt/$50k external funds)

*I.B.3. Award of prestigious/meritorious grant* (Beckman, Dreyfus, Packard, Pew, Cottrell, Searle, Sloan, NIH Director's Awards, etc) (10 pts)

*I.B.4. External grant applications submitted* (Recommended scale: NIH R21 = 1 pt; R01/R35 = 2pt; T32 or program project = 4pts, Recommended scale NSF: EAGER = 1 pt; NSF career or equivalent = 2pts; program project/center grants = 4pts). *For multiple PI/co-PI grants the points are divided according to IPR distribution of credit)*

### I.C. R&S Other (15% of R&S)

*I.C.1. Professional Society awards* (5-10 pts)

*I.C.2. Professional fellowships* (Fullbright, Jefferson, Whitman, MacArthur, etc) (3-8 pts)

*I.C.3. Keynote address at major national or international conferences* (8 pts)

*I.C.4. Invited departmental seminars* (2 pts)

*I.C.5. Contributed talks at regional, national/international conferences* [including trainee presentations] (1, 3 pts respectively)

*I.C.6. Posters presentations at regional, major or national/international conferences* [including trainee presentations] (1,2 pts respectively)

## II. Teaching

**II.A. SET ratings that are above the department mean for courses at comparable levels** (up to 10 pts/course)

**II.B. Other evidence of teaching effectiveness beyond SETs** (up to 10 pts/course)

**II.C. Developing a new course** (6 pts/credit plus up to 10 pts for lab component)

***II.D. Teaching load above dept. average*** [(total credits taught in AY- 5.0) * 3 ] (credit for co-teaching is ½)

***II.E. Teaching large service courses*** (1000-2000 level) (6-20 pts):

***II.F. MS/PhD student Major Advisor*** (8 pts per student)

***II.G. PhD student Associate Advisor*** (2 pts per student)

***II.H. Mentoring Postdocs*** (8 pts per postdoc)

***II.I. Honors or University Scholar Thesis Advisor*** (4 pts in the year of graduation or honor awarded)

***II.J. Undergraduate Research Advisor*** (4 pts for AY,  4pts for summer (>20hrs/week) or SURF, IDEA, McNair Scholar)

***II.K. McNair Apprentice Advisor*** (2 pts/student)

***II.L. Teaching innovations*** (up to 20 pts per innovated course)

***II.M. Campus/national teaching or mentoring award*** (20-40 pts)

***II.N Guest lecture (e.g. MCB 6001)*** (1 pt/class)

## III. Service
### III.A. Departmental
*III.A.1. Serve as MCB Associate Head* (10 pts/semester)

*III.A.2. Chair of Departmental Committee* (3-10 pts per committee, multiply by 1.5 if pre-tenure)

*III.A.3. Active member of a committee* (1-8 pts per committee, multiply by 1.5 if pre-tenure)


### III.B. CLAS, University, AAUP
*III.B.1. Chair of a committee or member of an Executive Committee* (3-10 pts per committee, multiply by 1.5 if pre-tenure)

*III.B.2. Member of a committee, including member of Faculty Senate, AAUP representative, etc.* (8 pts per committee, multiply by 1.5 if pre-tenure)

### III.C. Professional
*III.C.1. Officer in a professional association* (1-10 pts; range depending on factors such as national vs. regional, visibility and workload)

*III.C.2. Editorships* (1-10 pts per journal, depending on role and prestige of journal)

*III.C.3. Special Issue Journal Editor* (4 pts)

*III.C.4. Conference (Symposia) organizer* (3-6 pts; range depending on national vs. regional, visibility)

*III.C.5. Conference (Symposia) session chair* (1-3 pts; range depending on national vs. regional, visibility)

*III.C.6. External reviewer/evaluator of grant proposals, external theses, academic programs, external awards, etc.* (1-6 pts, depending on work load and organization prestige)

*III.C.7. Outreach in community – professional or DEI related* (1-10 pts, depending on extent)

IV. **Discretionary.** Up to 10 pts in total can be awarded. Discretionary points should be awarded for outstanding achievements that go beyond the scoring scale outlined above. Exceptional awards and honors such as induction as a Fellow into national/international societies and high profile awards and lectureships should be considered for discretionary merit. In addition, activities which are not captured in the above scoring system should also be given consideration for discretionary merit. Some examples are listed below, but are not limited to those listed activities.
   i.     Significant IP transfer funds that came to the department.
   ii.    Significant summer teaching funds that came to the department.
   iii.   Exceptional willingness to help out teaching above and beyond the standard assignments
   iv.    BOT professorship
   v.     Exceptional loads in search committees
   vi.    Exceptional success in undergraduate advising or mentorship successes
   vii.   Awards/honors/funding received by mentees

**Scoring Algorithm:**
   a) Research and Scholarship merit ($M_R$): In Research and Scholarship, the subcategories of publications $(R_p)$, funding $(R_f)$ and other $(R_o)$ must first be scaled according to their weights (publications=40%, funding=45%, other=15%). Total the points for all faculty in each of the subcategories. Order the list based on $R_p$ and award 40 pts to the top performer. All other faculty receive pts in that category according to the ratio of their pts divided by the top performer's pts.
      e.g. Prof A (top performer): $R_p = 55 \Rightarrow S_p = 40$ pts
           Prof B: $R_p = 43 \Rightarrow S_p = (43/55)*40 = 31.27$ pts

   Perform the same ordering and scaling based upon $R_f$ and $R_o$ where the top performer in *funding* will receive 45 pts and the top performer in *other* will receive 15 pts. Let us denote the scaled scores as $S_p$, $S_f$ and $S_o$.

   Total up the scaled scores ($S_T = S_p + S_f + S_o$) for each faculty member. Order the list according to the total scaled points ($S_T$) and assign 50 merit pts to the top performer (because R&S accounts for 50% of total merit). All other faculty will receive research merit pts ($M_R$) according to the ratio of their scaled scores to that of the top performer.
      e.g. Prof A (top performer): $S_T = 92 \Rightarrow M_R = 50$

Prof B: $S_T = 44 \Rightarrow M_R = 44/92*50 = 23.91$

b) Teaching Merit ($M_T$): Teaching does not have subcategory weighting and therefore the scores in this category can be totaled, ordered, and the top performer assigned 20 merit points ($M_T$). All lower performing faculty will receive teaching merit points according to the ratio of their score divided by the top performer's score, multiplied by 20.

c) Service Merit ($M_S$): To assign the service merit points ($M_S$), follow the same procedure as assigning the teaching merit points since teaching and service both account for 20% of total merit

d) Discretionary merit points ($M_D$): Up to 10 points can be awarded, there are no categories or scoring system for discretionary merit points.

e) Assigning merit award amounts.

e.1. For each faculty member the total merit points is to be determined ($M_{Tot} = M_R + M_T + M_S + M_D$), and the sum of all faculty merit points for the department is to be determined ($M_{Tot\_dept}$). The preliminary merit raises are determined by dividing each faculty members total merit points by the department total to obtain their initial percentage ($Perc_{Init}$) and multiplying their percentage by the merit pool dollar amount: $(M_{Tot}/M_{Tot\_dept})*\$POOL$.

e.2. The maximum amount of the merit pool any faculty member can receive is limited to not greatly exceed 8%. In the preliminary allocation of merit (e.1), if any faculty member exceeds 8% of the merit pool, an excess pool will be created. The excess pool ($\$POOL_{EX}$) is created by calculating ($Perc_{init} -$ 0.08)*$POOL for all faculty which have $Perc_{Init} > 0.08$, and summing those total dollar amounts. The excess pool is then distributed according to the $Perc_{Init}$ distribution. This formula will allow for a faculty member to exceed 8%, however it will provide a reduction from the initial allocation.

For example, if Prof. A has $Perc_{init} = 0.12$, Prof B has $Perc_{init} = 0.09$ and all other faculty have $Perc_{init} \leq$ 0.08 the excess merit pool would equal (.12-.08 + .09-.08)*$POOL = 0.05*$POOL. Prof A would receive 12% of the excess pool which would give them a revised percentage 8.6% and likewise Prof B would have a revised percentage of 8.45%

e.3. After the initial (e.1.) and excess (e.2) merit pools have been distributed, if all faculty that received merit points have merit raises equal to or greater than $500, award the merit raises as calculated. However, if some faculty members receiving merit points have a slated merit raise of less than $500 dollars, they will not receive a merit raise and their slated raise will be used to create the reduced pool ($\$POOL_{red}$). The reduced pool should then be evenly distributed to all faculty that have a merit raise greater than or equal to $500.

**Appendix B**

**Merit Point System for Non-Tenure Track Faculty**

o Merit is awarded for meritorious professional activities, i.e., activities that are likely to increase the Department's standing in the rankings among our peer and aspirant institutions or if intramural activities exceed     in quantity or quality the expectations outlined in the NTT contract.

o Data are, except for expenditures, patent information, and SETs, self-reported in writing by a given deadline in a document that is organized as per the metric system below used for the evaluation.

o Salary compression/inequity issues are ***not*** to be corrected through departmental merit (but can be included in Head's recommendation to the Dean for the Dean's/Provost's merit).

o Transparency requirement: A table will be made available to all faculty that anonymously lists the rank, scaled merit points in teaching, service, discretionary, total and percentage of merit pool awarded. In the annual salary adjustment letter that each faculty receives, their percentage of the merit pool awarded should be listed so they can identify their position in the table, e.g.

| Rank | Teaching | Service | Discr. | Total Merit | % of Merit Pool |
|------|----------|---------|--------|-------------|-----------------|
| Assoc | 55 | 20 | 5 | 80 | 14.4% |
| Asst | 40 | 10 | 4 | 64 | 10.9% |
| … | … | … | … | … | … |

- In addition to providing the above table, an accounting of the gender-based total merit distribution should be provided to the faculty

o Merit calculator formula should be affirmed via email ballot of the full voting faculty each year prior to the beginning of the evaluation period. Procedure and timeline for proposing changes to the merit calculator are outlined in department by-laws.

o In a year in which a merit pool is not established the merit data should still be accumulated. Under this circumstance, merit should be determined based on the current year and all previous consecutive years in which merit was not awarded.

o Merit calculation algorithm is described at bottom of this document

**OVERALL WEIGHTING:** Teaching (60%), Service (35%), Discretionary (5%)

I.      *Teaching*
        **I.A. Evidence of teaching effectiveness** (up to 20 points)

        **I.B. Major teaching innovation activities** (up to 15 pts per innovated course, depending on workload    )

        **I.C. Campus/national teaching award** (5/10 pts)

        **I.D. Evidence of continued professional teaching development** (such as workshops, conferences etc). (up to 10 pts)

        **I.E. Additional teaching responsibilities**
            *I.E.1 Additional classes* **(**such as MCB 3899, 4896, 4996, 4897W or 4997W, Honors Conversions and Summer/Intersession     classes) (up to 10 pts)

            *I.E.2. Letters of Recommendation for students*(up to 5 pts)

        **I.F. Mentoring** *(student research, honors research, honors thesis, etc.)*(up to 10 pts)


II.     *Service*
        **II.A. Departmental**
            *II.A.1. Chair of Departmental Committee* (3-6 pts, depending on workload; Search, Graduate Admissions, Graduate Program, and Undergraduate Committees are high workload     committees)

            *II.A.2. Member of a committee* (2-4 pts, depending on workload)

            *II.A.3. Undergraduate advising* (2-10 pts, depending on workload)

        **II.B. CLAS or University**
            *II.B.1. Member of a committee or advisory board* (up to 10 pts)

            *II.B.2. Involvement in inter- or cross-disciplinary activities* (2-5 pts, depending on workload)

            *II.B.3. Adviser or mentor for undergraduate college or University grants* (e.g. SURF or IDEA) (2-5 pts.)

        **II.C. Involvement in (regional) campus-wide activities** (2-5 pts, depending on workload)

        **II.D. Professional**
            *II.D.1 Officer in a professional association or Editorship/Associate Editorship* (1-5 pts; range depending on factors such as national vs. regional, visibility and workload)

            *II.D.2. External reviewer journal articles, evaluator of grant proposals, academic programs*, etc. (1-5 pts per review, depending on workload    )

*II.D.3. Outreach in community* – must be related to professional expertise (1-3 pts, depending on extend)

**II.E. Scholarship**

*II.E.1 Publications such as papers/textbooks including published open source texts* (up to 15 pts)

*II.E.2. Grants awarded* (1-15 pts, depending on internal/external, funding agency, size of grant, etc.)

*II.E.3. External grant applications submitted* (1 or 2 pts each, depending on co-PI or PI)

*II.E.4. Scholarship awards* (5-10 pts, depending on whether internal/external, national/international, visibility)

*II.E.5. Talks/posters at intramural/regional/national/international conferences* (2-5 pts, depending on venue, if invited or contributed.

**II.F. Other service** (anything else not covered in above categories that needs consideration) (points weighted based on service activity)

**III.    Discretionary**

This captures, for example:
- o    Exceptional willingness to help out with teaching when colleagues cannot
- o    Exceptional loads in search committees or undergraduate mentorship (advised on successful pre-doctoral fellowships, awards, etc.)
- o    Exceptional teaching success

**Calculate Merit for Non-Tenure Track Faculty as follows:**

$\text{Points}^{\text{Min}}$ = Minimum number of points needed to qualify for Merit = 5

$\text{Merit}^{\text{Min}}$ = Minimum dollar amount allowed by AAUP contract when qualified to receive Merit. ($500)

$\text{Merit}^{\text{PoolTotal}}$ = Total available merit to be allocated.

**Calculate Points Earned** ($\text{Points}^{\text{Total}}$)**:**

1) Calculate for each Faculty the number of points from each section (Teaching, Service, and Discretionary).
   - $\textbf{Points}^{\textbf{Teach}}$ = Total points from *section I* above – *Teaching*
   - $\textbf{Points}^{\textbf{Service}}$ = Total points from *section II* above - *Service*
   - $\textbf{Points}^{\textbf{Disc}}$ = Total points from *section III* above – *Discretionary*

2) Calculate for each Faculty their total Points ($\textbf{Points}^{\textbf{Total}}$ ) by adding together weighted points for each section.
   - $\textbf{Points}^{\textbf{Total}} = (\textbf{Points}^{\textbf{Teach}} \times 0.60) + (\textbf{Points}^{\textbf{Service}} \times 0.35) + (\textbf{Points}^{\textbf{Disc}} \times 0.05)$

3) If Faculty Member's Total points ($\textbf{Points}^{\textbf{Total}}$) is greater than $\textbf{Points}^{\textbf{Min}}$, the Faculty member qualifies for Merit.

**Calculate Total Merit Earned** ($\text{Merit}^{\text{Total}}$) :

4) Calculate the total minimum amount of Merit for all qualifying faculty as outlined in AAUP contract.
   - $\textbf{Merit}^{\textbf{MinTotal}} = (\textbf{Merit}^{\textbf{Min}} \times$ Number of Faculty qualifying for Merit)
   - If $\textbf{Merit}^{\textbf{MinTotal}} > \textbf{Merit}^{\textbf{PoolTotal}}$ then the lowest ranking faculty will no longer qualify for Merit, repeated until $\textbf{Merit}^{\textbf{MinTotal}} >= \textbf{Merit}^{\textbf{PoolTotal}}$

5) Calculate the total amount of additional Merit available
   - $\textbf{Merit}^{\textbf{AddTotal}} = \textbf{Merit}^{\textbf{PoolTolal}} - \textbf{Merit}^{\textbf{MinTotal}}$

6) For each Faculty, calculate the number of additional points ($\textbf{Points}^{\textbf{Add}}$) above the minimum Merit qualifying points ($\textbf{Points}^{\textbf{Min}}$)
   - $\textbf{Points}^{\textbf{Add}} = \textbf{Points}^{\textbf{Total}} - \textbf{Points}^{\textbf{Min}}$

7) Calculate the total number of additional points ($\textbf{Points}^{\textbf{AddTotal}}$) by summing all $\textbf{Points}^{\textbf{Add}}$

8) Determine dollar value for each additional point ($\textbf{Merit}^{\textbf{point\$}}$) (rounding down) by dividing total additional Merit ($\textbf{Merit}^{\textbf{AddTotal}}$) by the total additional points ($\textbf{Points}^{\textbf{AddTotal}}$)
   - $\textbf{Merit}^{\textbf{point\$}} = \textbf{Merit}^{\textbf{AddTotal}} / \textbf{Points}^{\textbf{AddTotal}}$

9) For each Faculty, determine the total additional Merit awarded ($\textbf{Merit}^{\textbf{Add}}$) above AAUP minimum by multiplying each Faculty's additional Points ($\textbf{Points}^{\textbf{Add}}$) by the dollar value calculated for each additional point ($\textbf{Merit}^{\textbf{point\$}}$)
   - $\textbf{Merit}^{\textbf{Add}} = \textbf{Points}^{\textbf{Add}} \times \textbf{Merit}^{\textbf{point\$}}$

10) For each Faculty, calculate their total Merit awarded ($\textbf{Merit}^{\textbf{Total}}$) by adding their minimum AAUP Merit ($\textbf{Merit}^{\textbf{Min}}$) plus their additional Merit Earned ($\textbf{Merit}^{\textbf{Add}}$)
   - $\textbf{Merit}^{\textbf{Total}} = \textbf{Merit}^{\textbf{Min}} + \textbf{Merit}^{\textbf{Add}}$

11) Any left-over Merit from rounding down (step 8) gets added to top scoring NTT faculty.

*~ End of Document ~*