

University of Minnesota
Department of Medicinal Chemistry

Statement Required by Section 7.12
of
Regents Policy on *Faculty Tenure*

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I. Introductory Statement

This document describes the indices and standards that will be used to evaluate whether candidates meet the general criteria in Section 7.11 of the Regents Policy on *Faculty Tenure*. For a complete perspective, the reader is advised to review Section 7 in its entirety. This document describes indices and standards for the following personnel evaluations:

- A. Recommendation for awarding indefinite tenure according to the Regents Policy on *Faculty Tenure*, Section 7.11. General Criteria.

7.11 General Criteria. What the University of Minnesota seeks above all in its faculty members is intellectual distinction and academic integrity. The basis for awarding indefinite tenure to the candidates possessing these qualities is the determination that each has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both [FN 2] This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service [FN 3]. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision [FN 4]. Demonstrated scholarly or other creative achievement and teaching effectiveness must be given primary emphasis; service alone cannot qualify the candidate for tenure. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. The awarding of indefinite tenure presupposes that the candidate's record shows strong promise of his or her achieving promotion to professor.

[FN 2] "Academic achievement" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus.

[FN 3] The persons responsible and the process for making this determination are described in subsections 7.3 through 7.6.

"Scholarly research" must include significant publications and, as appropriate, the development and dissemination by other means of new knowledge, technology, or scientific procedures resulting in innovative products, practices, and ideas of significance and value to society.

"Other creative work" refers to all forms of creative production across a wide range of disciplines, including, but not limited to, visual and performing arts, design, architecture of structures and environments, writing, media, and other modes of expression.

"Teaching" is not limited to classroom instruction. It includes extension and outreach education, and other forms of communicating knowledge to both registered University students and persons in the extended community, as well as supervising, mentoring, and advising students.

"Service" may be professional or institutional. Professional service, based on one's academic expertise, is that provided to the profession, to the University, or to the local, state, national, or international community. Institutional service may be administrative, committee, and related contributions to one's department or college, or the University. All faculty members are expected to engage in service activities, but only modest institutional service should be expected of probationary faculty.

[FN 4] Indefinite tenure may be granted at any time the candidate has satisfied the requirements. A probationary appointment must be terminated when the appointee fails to satisfy the criteria in the last year of probationary service and may be terminated earlier if the appointee is not making satisfactory progress within that period toward meeting the criteria.

- B. Annual performance appraisal of progress toward achieving tenure
- C. Annual performance appraisal for post-tenure review according to Section 7a.1 and 7a.2 of the Regents Policy on *Faculty Tenure*.
- D. Description of the criteria for promotion to Associate Professor

Hiring of regular faculty in the Department of Medicinal Chemistry is at the level of Assistant Professor or higher. The recommendation to promote to this rank is concomitant with a decision to grant tenure. Standards for tenure are set forth in Section IV.
- E. Description of the criteria for promotion to professor according to Section 9.2 of the Regents Policy on *Faculty Tenure*.

9.2 Criteria for Promotion to Professor. The basis for promotion to the rank of professor is the determination that each candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, (2) added substantially to an already distinguished record of academic achievement, and (3) established the national or international reputation (or both) ordinarily resulting from such distinction and achievement [FN 7]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service [FN 8]. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. But the primary emphasis must be on demonstrated scholarly or other creative achievement and on teaching effectiveness, and service alone cannot qualify the candidate for promotion.

[FN 7] "Academic achievement" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus. Not being promoted to the rank of professor will not in itself result in special post-tenure review of a tenured associate professor.

[FN 8] The persons responsible for this determination are the full professors in the unit who are eligible to vote. The outcome of the vote is either promotion to the rank of professor or continuation in rank as an associate professor. The procedures for voting are identical to those outlined in Section 7.4 for the granting of indefinite tenure, the nondisclosure of

grounds for the decision (Section 7.5), and the review of recommendations (Section 7.6). In addition, a petition to the Judicial Committee for review of a recommendation of continuation in rank as an associate professor follows the procedures specified in Section 7.7 for decisions about promotion to associate professor and conferral of indefinite tenure.

See the definitions of "scholarly research," "other creative work," "teaching," and "service" in footnote 3, subsection 7.11. A greater contribution in the area of institutional service is expected of candidates for the rank of professor than was expected for the award of tenure.

- F. Faculty hired with the rank of Associate Professor are required to meet the criteria specified in Section V. B. The decision for conferring the rank of Associate Professor will be made by the tenured faculty as specified by the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty, section III*.
- G. Faculty hired with the rank of Professor are required to meet the criteria specified in Section V. B. The decision for conferring the rank of Professor will be made by the tenured faculty holding the rank of Professor as specified by the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty, section III*.

II. Mission, Goals and Values

- A. With regard to graduate education and research, the mission of the Department of Medicinal Chemistry is:

To provide graduate students, as well as postdoctoral fellows and visiting scientists, with a firm academic foundation and research experience in medicinal chemistry with emphasis in physico-chemical and theoretical structure-based drug design, synthetic organic chemistry, molecular modeling, and molecular mechanisms of drug action and chemical toxicology, in order to prepare them for careers as scientists in the pharmaceutical industry and in government laboratories or as educators in colleges and universities.

With regard to professional education, the mission of the Department of Medicinal Chemistry is:

To provide professional pharmacy students with a firm academic foundation in medicinal chemistry in order to prepare them for subsequent courses in the College of Pharmacy; for careers as practicing pharmacists in community, hospital, or industrial settings; and/or for graduate education in the pharmaceutical or biomedical sciences.

- B. It is expected that those promoted to Associate Professor will show strong promise for achieving promotion to the rank of Professor.
- C. Medicinal Chemistry research, scholarship and teaching are grounded in core concepts and principles of medicinal chemistry, chemistry, biology, pharmacology and biochemistry. Consequently, interdisciplinary research and teaching will be valued and evaluated to the same extent as disciplinary research and teaching.
- D. The Department values faculty mentoring and views it as a multifaceted collaboration between colleagues that significantly contributes to the development of research, teaching and leadership skills that have a great impact on career satisfaction, career management and collegial networking.

III. Annual Appraisals of Probationary Faculty

The primary criteria for the continuation of probationary faculty is the satisfactory progress towards meeting the standards for promotion and tenure. All of the criteria and guidelines used by the Department for annual continuation reviews are contained in this document

A. Refer to section 7 of the Regents Policy on *Faculty Tenure*.

B. Faculty Mentoring

Probationary Faculty hired by the Department of Medicinal Chemistry will receive mentoring according to the departmental *Mentoring Policy* (see Appendix 1).

C. Department Procedure

Probationary faculty are required to submit an annual dossier of their activities as described in the departmental *Procedures for Annual Review of Probationary Faculty and for Promotion and Tenure* (see Appendix 2) to the department Head. The dossier is reviewed by a committee of tenured faculty appointed by the Head. The review committee conducts a critical evaluation of the probationary faculty member and forwards its report to the Head. The Head sends the report and the faculty member's dossier to the tenured faculty in the department. The department Head convenes a meeting of the tenured faculty where the committee's report and the probationary faculty member's qualifications for reappointment and progress toward promotion and tenure are assessed. A vote is taken by secret ballot on the question of reappointment. The results of the vote, faculty comments regarding the probationary faculty member's progress toward tenure, and department Head evaluation are discussed with the probationary faculty member, after which they are forwarded to the Dean.

D. Joint Appointments

Faculty members who hold dual (joint appointments) and whose appointment home is in the department of Medicinal Chemistry will be reviewed according to the procedures described in Section III. C.

E. Extending the Probationary Period

Probationary faculty have the right to extend the probationary period according to Section 5.5 of the Regents Policy on *Faculty Tenure*. If the probationary period is extended, the evaluation of the probationary faculty will not be adversely affected in future years.

IV. Criteria for Conferral of Indefinite Tenure

A. Teaching:

The requisites for effectiveness of a teacher include intellectual competence, integrity, independence, enthusiasm, a spirit of scholarly inquiry, a continuous increase in knowledge of the subject taught, an ability to effectively transmit knowledge to students, to arouse curiosity in beginning students and to stimulate advanced students to creative work.

The evaluation of teaching will be based on:

1. The candidate is expected to have been successful in attracting, teaching and advising of graduate students and/or postdoctoral fellows. These contributions can be demonstrated by any of the following:

- a. Student or postdoctoral co-authorship of publications and abstracts
 - b. Student MS and/or PhD degree advising and completion
 - c. Participation in graduate course teaching, including new course development, serving as course director, and development of course material
2. The candidate's overall teaching ability as perceived by either undergraduate, professional, or graduate students and documented by their responses on periodic formal student ratings of teaching
 3. The candidate's teaching competence as determined by teaching evaluation by peers and/or comments of other instructors of higher rank, in team taught courses.
 4. The candidate's contributions to education as demonstrated by any of the following:
 - a. Developing a new course or revising an existing course.
 - b. Receiving an educational development grant or directing an experimental educational program.
 - c. Development and/or teaching of interdisciplinary and/or interprofessional courses for graduate, professional, or undergraduate students.
 - d. Authoring or co-authoring a chapter in a textbook.
 - e. Participating as an invited contributor in a national symposium or workshop on some aspect of education.
 - f. Publishing an article on subjects relating to education.
 - g. Developing and presenting a continuing education program(s).
 - h. Receiving a teaching award.

Any of the candidate's contributions listed above must be judged by peer review as scholarly and of high quality and significance.

B. Research

The purpose of this evaluation is to determine whether or not the candidate has a distinguished record of intellectual leadership in disciplinary and/or interdisciplinary scholarly research. The candidate will be evaluated to determine if he/she has achieved the following standards:

1. Publications:

The candidate is a primary author of original research publications in peer-reviewed journals. Primary authorship is defined as being responsible for initiating, conducting and reporting the research.

2. Research Funding:

The candidate should demonstrate the ability to obtain research funding from federal agencies, foundations, or private sources as either principal investigator (PI) or co-principal investigator (Co-PI) by competition at a national level. PIs and Co-PIs are individual(s) judged by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program supported by the grant. The applicant organization may designate multiple individuals as PIs who share the authority and responsibility for leading and directing the project, intellectually and logistically. Each PI is responsible and accountable to the applicant organization, or, as appropriate, to a collaborating organization, for the proper conduct of the project or program including the submission of all required reports.

3. Peer Recognition:

The candidate has demonstrated that he/she is recognized by peers as making significant contributions to the field. Examples of such evidence include invited presentations in national scientific and professional meetings, invited review articles in high-quality professional journals, receiving recognition awards (e.g., career development, young investigator), serving on national review committees and editorial boards and election to prestigious national organizations that recognize scholarly distinction.

4. Technology Transfer

A strong record of involvement in patent issuances and technology transfer will strengthen the recommendation for tenure but will not replace a distinguished record of scholarly publications.

5. Quality of Work and Potential for Advancement:

A review of the candidate's publications and other research efforts by the tenured members of the department faculty who outrank the candidate and multiple academic peers as specified by university regulations and guidelines^b at peer or more highly ranked institutions must conclude that the work is scholarly, creative, original, and of high quality and significance.

C. Service

A strong record of service will strengthen the recommendation for tenure. Recognition will be given to faculty who make significant service contributions to the Department, the College of Pharmacy, student organizations, the University, government agencies, and scientific and professional organizations. Recognition will also be given for discipline related outreach and community engagement, as well as contributions to the local, state, national and international community.

D. Extending the Probationary Period

Probationary faculty have the right to extend the probationary period according to Section 5.5 of the Regents Policy on *Faculty Tenure*. If the probationary period is extended, the evaluation of the probationary faculty will not be adversely affected in future years.

V. **Promotion**

Excellence in teaching, research, and service are meaningful parameters for academic promotion. Although a balance among these functions is obviously desirable, it is recognized that the best use of professional talent may often dictate that a faculty member's contribution in one area will predominate. Service, while compensating for reduced contributions in teaching and research, will not be the primary criterion for promotion considerations.

A. Assessment of Academic Activities

Teaching:

The requisites for effectiveness of a teacher include intellectual competence, integrity, independence, enthusiasm, a spirit of scholarly inquiry, a continuous increase in knowledge of the subject taught, an ability to effectively transmit knowledge to students, to arouse curiosity in beginning students and to stimulate advanced students to creative work. Evaluation of the professional, graduate, and continuing education teaching skills should include appraisals by the members of the Department and critical

evaluation of student impressions of the candidate's performance as a teacher. Review articles, contributions to textbooks, and investigation of teaching techniques will be given consideration in evaluating teaching ability.

Research:

The requisites for evaluating the quality of a candidate's research should include the following:

1. A critical review of three scientific publications that reflect the candidate's most significant accomplishments by the department faculty who outrank the candidate.
2. A critical review of the candidate's research program by the faculty who outrank the candidate.
3. An appraisal of the candidate's research potential by academic peers with expertise in the same areas at other universities.
4. Other evidence of acceptance by peers.

Service

Recognition will be given to faculty who make significant service contributions to the Department, the College, the University, government agencies, the state, community and scientific and professional organizations.

B. Specific Standards for Various Ranks

Assistant Professor:

Appointment to Assistant Professor requires that a candidate has demonstrated a capacity for teaching and independent research. This rank may also be accorded a person who has completed only the educational program characteristic of this discipline when that person has given evidence of outstanding potential for professional growth and productivity. The candidate should have the ability to participate in the training of research investigators.

Associate Professor:

Promotion to the rank of Associate Professor requires that the candidate has a distinguished record of academic achievement, as evidenced by a program of original research, effective teaching and training of research investigators, and contributions to departmental, college and university service. Candidates shall also demonstrate the potential for adding substantially to their record of academic achievement in order to be promoted to the rank of Professor.

Professor:

It is expected that tenured faculty members will be promoted to the rank of Professor. Promotion to the rank of Professor requires that the candidate has added substantially to a distinguished record of academic achievement, as evidenced by a national and/or internationally recognized program of original research, effective teaching and training of research investigators, and significant contributions to departmental, college, university and professional service. The determination that the candidate has met the criteria for promotion to Professor is reached through a qualitative evaluation of the candidate's record of scholarly research, teaching and service. (See Section 9.2 of the Regents Policy on *Faculty Tenure*)

VI. Annual Review of Tenured Faculty and Post-Tenure Review

A. Policy

The general criteria that serve as the basis for Post-Tenure Review are cited in the Regents Policy on *Faculty Tenure*, Sections 7a.1, 7a.2, and 7a.3, and the University's *Procedures for Reviewing Candidates for Promotion and/or Tenure: Tenure-Track and Tenured Faculty*.

Principles: The goals and expectations with regard to teaching, research/scholarship and service for tenured faculty members will be consistent with those used in the granting of tenure. All faculty are expected to continue to make career-long contributions to all three areas, taking into account the different stages of professional development of faculty. It is recognized that, at various stages of academic careers, a faculty member's activities in certain areas (i.e. teaching or research/scholarship) may be predominant and that this variance in emphasis can vary from year to year or if a faculty member has a joint appointment or takes on administrative roles or other special assignments. In situations where there is a substantial departure from the general expectations of effort in the areas of teaching, research/scholarship and service, this redistribution of effort and revised goals and expectations should be agreed upon by the faculty member and the Department Head and documented in a memorandum of understanding. The general expectation for effort in teaching, research/scholarship, and service is 40%, 40%, and 20%, respectively.

The performance criteria for teaching, research/scholarship, and service are as follows:

Teaching: It is expected that a faculty member will effectively and responsibly carry out the teaching activities to which the faculty member has been assigned and agrees to teach. Furthermore, it is expected that the faculty member will receive satisfactory evaluations from students and/or peers for these teaching activities. It is expected that a faculty member will be available and responsive to students who have been assigned to the faculty member as advisees and to undergraduate, professional, and graduate students with whom the faculty member has agreed to serve as an advisor. Finally, it is expected that a faculty member will routinely accept all responsibilities associated with serving on preliminary written, preliminary oral, and final thesis defense examinations for graduate students. Evidence of teaching effectiveness may be documented through the results of student ratings, the results of peer review of teaching, development of new courses, the receipt of teaching awards, revision of course materials, development of new course materials, advising of graduate and professional students, and successful accomplishment of other teaching-related activities, such as authoring a textbook.

Research and Scholarship: Tenured faculty are expected to maintain a consistent record of research and scholarship productivity. Evidence of such productivity is typically exemplified by meeting one of the research criteria for tenure as outlined in section IV.B. over a three-year period. Evidence of scholarly activity may consist of publication in peer-reviewed journals, submission of grant proposals, presentation of research results at scientific conferences, or other documented evidence of sustaining an active research agenda.

Service: It is expected that tenured faculty will contribute to service activities related to department, college, or university governance or mission to which they are assigned or volunteer and that the faculty member will carry out their duties in a reliable and responsible manner.

Although the above criteria represent the basic expectations for a faculty member, the teaching, research, and service criteria outlined in section IV.A.–C. are examples of activities we will see being fulfilled by outstanding faculty members. Faculty that fail to perform their basic activities in teaching, service, and research would fall below expectations and may be subject to special peer review as described in section 7a.3 of the *Faculty Tenure* policy. Examples include failure to participate in assigned service and teaching activities (including absenteeism from committee meetings or course

instruction), failure to respond to staff, student, or administrative requests, or failure to perform duties related to student advising, lab supervision, or the administration of funds.

B. Process

1. Annually, faculty members will submit a summary of their activities in research/scholarship, teaching, and service for the past year to the Department's Peer Review Committee (see Appendix 3). The Peer Review Committee will evaluate the report of annual activities using its Faculty Evaluation Rating Form and report the results of its evaluation of each faculty member to the department head.
2. The Department Head will meet with each tenured faculty member to discuss their evaluation by the Peer Review Committee and the Head's own evaluation of their past performance and future plans. If appropriate, steps that should be taken to improve performance will be discussed, along with what assistance and guidance will be provided.
3. If the department head and the Peer Review Committee concur that a faculty member's performance is substantially below goals and expectations, they shall advise the faculty member in writing, including suggestions for improving performance, and establish a time period (of at least one year from the date of the letter) within which improvement should be demonstrated.
4. If, at the end of the time period for improvement described in the previous paragraph, a tenured faculty member's performance continues to be substantially below the goals and expectations of the department and there has not been a sufficient improvement of performance as determined by the Peer Review Committee and the Department Head, the head and the Peer Review Committee may jointly request the dean to initiate a special peer review of the faculty member as described in section 7a.3 of the *Faculty Tenure* policy.

VII. Expiration Statement

The Dept. of Medicinal Chemistry 7.12 Statement will expire 7 years from the date of its approval. A committee of tenured faculty will review and, if necessary, update the 7.12 document in accordance with the Regents Policy on *Faculty Tenure*. Tenured and tenure track faculty members will be eligible to vote to approve the 7.12 document.

APPENDIX 1

Mentoring Policy **Department of Medicinal Chemistry**

Approved March 11, 2008
Revisions approved on June 14, 2018

The following Medicinal Chemistry Mentoring Plan comprises procedures and guidelines used by the Department to implement its mentoring policy for junior faculty.

Overview

Every new faculty member hired at the rank of Instructor or Assistant Professor, tenure-track or non-tenure-track, will be assigned one or more mentors. There will be at least one Medicinal Chemistry senior faculty member on the mentoring team. The Department Head will not typically be one of the formal mentors. If a junior faculty member is awarded a mentored career development grant or similar award, the composition of the Medicinal Chemistry formal mentoring plan will be individualized to avoid redundancy.

Mentoring Plan

The mentoring plan consists of the following components:

1. **Mentor selection.** The mentor(s) will be selected consensually by the mentor(s) and mentee. Either can terminate the relationship at any time. In this event, it is the responsibility of the mentee to notify the Department Head in order to facilitate replacement of the mentor.
2. **Meetings.** The mentee and mentor(s) will meet formally twice annually and record the content and outcomes of the meetings using the Mentor Meeting Record Form. Additional, informal meetings are strongly encouraged. The mentoring process will be discussed annually with the Department Head by the mentee.
3. **Career development plan.** During the first six months of the mentee's appointment, a career development plan will be developed with the mentor(s). This plan will be evaluated annually and revised biannually, depending upon prior successes and revised assessments of how to achieve future goals. The career development plan will have specific timelines and quantifiable goals that include the following items:
 - a. **Research projects.** Mentees should plan for diversity in their research interests to avoid the cyclical effects of research sponsor priorities, economic cycles, and the unpredictable nature of research itself.
 - b. **Teaching.** A plan to document the types of teaching developed, and peer and student review of teaching will be developed.
 - c. **Grants.** A plan and timeline for types of grants and career development awards will be established. This should include plans for submission of new grants and revision and resubmission of unsuccessful applications.
 - d. **Publications.** Goals for the number and types of publications, including strategies for accomplishing these goals.
 - e. **Professional development.** A plan to obtain additional skills and experiences needed for further development, such as grant writing seminars, teaching techniques and skills, residence in an outside lab to acquire a new technique, journal reviewer activities, and becoming a member of study sections.
 - f. **Graduate student advising.** A discussion of strategies and skills to train and advise graduate students and postdocs.
 - g. **Service.** A discussion of what level of service activities is expected, and identification of areas of interest at the Departmental, College, University, and national levels.
4. **Accountability.** The mentor(s) and mentees will document their mentoring activities so that the department head, the dean, and senior university officials can ascertain that all eligible faculty are receiving and benefiting from mentoring. Reports of mentoring activities will be used for annual faculty reporting, preparation of the appraisals of probationary faculty, promotion dossiers, and other departmental or collegiate reports.

APPENDIX 2

Procedures for Annual Review of Probationary Faculty and for Promotion and Tenure Department of Medicinal Chemistry

*Adopted on June 25, 2009
Revisions approved on June 14, 2018*

A. Annual Review of Probationary Faculty

- Probationary faculty will submit documentation to the Department Head that includes the faculty member's curriculum vitae, a research and scholarship narrative, and a description of goals and plans. A teaching narrative, service narrative, and reprints of publications should be included, as appropriate.
- The Department Head will appoint a review committee of 3-5 eligible, tenured faculty members from the Department of Medicinal Chemistry. The review committee usually will include the probationary faculty member's faculty mentor. The committee chair will be appointed by the Department Head.
- The review committee will evaluate the probationary faculty member's progress and qualifications for reappointment on the basis of the criteria listed in the Department's 7.12 statement. A report will be prepared and forwarded to the Department Head who will distribute the report, along with the documentation materials, to the Department's eligible, voting faculty. The committee will not report a vote on the question of reappointment.
- The Department Head will convene a meeting of the eligible, voting faculty to discuss the review committee's report and the probationary faculty member's qualifications for reappointment. A vote will be taken by secret ballot on the question of reappointment.
- Following the departmental faculty meeting, the Department Head will meet with the probationary faculty member to inform the faculty member of the results of the departmental vote and to provide a summary of the faculty's discussion.

B. Promotion and Tenure

- Any faculty member may request a formal promotion review by his/her Department. All probationary faculty also need to submit documentation for review of progress towards tenure and promotion. Faculty should refer to the University policy on *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty* (<http://policy.umn.edu/hr/tenure>).
- A faculty member who wishes to be considered for promotion and/or tenure should send a letter requesting a review and his/her promotion/tenure dossier to the Department Head as stipulated in the timetable set by the College of Pharmacy.
- Candidates being considered for promotion and/or tenure must prepare a document citing accomplishments in the areas of teaching, service, and research. The Provost's office requires that all dossiers follow the dossier format established by the University. The Department Head (or his/her designee), along with the faculty member's mentor, will provide guidance and assistance to the candidate in the preparation of the candidate's promotion and tenure file. In addition, the candidate should seek advice, as needed, from other members of the faculty holding an academic rank equal to or above that being sought by the candidate.
- The faculty candidate may update the document through written correspondence with the Department Head. When appropriate, supporting documentation should be enclosed.

- The Department Head will advise the Faculty of any changes in the candidate's promotion/tenure documents prior to any vote. It is possible, depending upon the nature of the change in the document, that the Faculty may be polled again as to the vote. The faculty vote is final once the dossier is forwarded to the second level review committee of the College.
- Shortly after submission of a faculty member's request for promotion and/or tenure, the Department Head will appoint a candidate review committee of 3-5 eligible, tenured faculty members from the Department of Medicinal Chemistry. For a candidate being considered for promotion to the rank of Professor, the candidate review committee will consist of tenured professors. For probationary faculty candidates, the review committee will usually include the candidate's faculty mentor. The chair of the candidate review committee will be appointed by the Department Head.
- The Department Head will convene a meeting of the eligible, tenured faculty to select the outside reviewers. At least fifty percent of the reviewers will be selected from the names submitted by the candidate.
- The Department Head will solicit reviews from the selected reviewers. Each reviewer will be provided with the following dossier sections: the Department's 7.12 statement, the candidate's curriculum vitae, research and scholarship narrative, teaching narrative, service narrative, and selected reprints.
- Once the external reviews have been received, the candidate review committee will meet to discuss the reviews and the candidate's credentials. A report, which weighs the strengths and weaknesses of the candidate's qualifications for tenure and/or promotion, as defined in the Department's 7.12 statement, will be prepared and forwarded to the Department Head. The committee will not report a vote on the question of tenure and/or promotion.
- The Department Head will distribute the report, along with the candidate's dossier, to the eligible, tenured faculty members of the Department. The candidate will be provided a copy of the candidate review committee's report. The Department Head will convene a meeting of the eligible, tenured faculty to discuss the report and the candidate's credentials. A vote will be taken by secret ballot on the promotion/tenure question(s).
- Following the Departmental Faculty meeting, the Department Head will meet with the faculty candidate and share with the candidate the Department vote along with a summary of the discussion of the faculty.
- The Department Head will forward the original dossier plus requested copies to the Collegiate Review Committee as outlined in the Collegiate Review Committee Guidelines. The candidate may include a rebuttal with the forwarded dossier.

Peer Review Committee Policy
Department of Medicinal Chemistry

Adopted on June 14, 2018

The role of the Peer Review Committee is to provide input into the Department's annual merit review and the post-tenure review processes.

Committee Make-up

- The committee is made up of three tenured faculty who are elected by the departmental tenured and tenure-track faculty.
- Each committee member serves for a period of three years, with one faculty rotating off each year.
- The faculty member who is serving their last year on the committee serves as the chair of the committee.
- A faculty member cannot serve a consecutive term on the committee.
- The committee reports to the Department head.

Responsibilities

- Review and evaluate quantitatively and qualitatively each faculty's annual report of activities and their self-assessment using the Department's Faculty Evaluation Rating Form. This review serves as the basis for annual merit compensation and for post-tenure review.
- Ensure reporting is consistent across faculty and in accord with assigned duties.
- Review assessment criteria and the rating form annually and bring any proposed revisions to the faculty for a vote to ensure that the evaluation tool is fair and in accord with University and College policy.
- Report the results of each faculty's review to the Department Head.
- The Peer Review Committee will determine if a faculty member's performance is substantially below the goals and expectations of the Department and if the Department Head concurs the Committee will work with the Department Head to advise the faculty member in writing of the deficiencies and suggestions for improving performance along with the timeframe in which improvement should be demonstrated.
- The Peer Review Committee and the Department Head will determine if a faculty member should undergo a special peer review if a faculty member's performance continues to be substantially below the goals and expectations of the Department.