

**PREAMBLE**  
**Committee on Guidelines for Tenure and Promotion**  
**Department of Basic Pharmaceutical Sciences**

The attached templates for specific criteria-based evaluation of teaching and research performance candidates for promotion and/or tenure reflect the Committee's central point of view that assessment should be a dynamic, ongoing process, emphasizing the primary goal of improvement or enhancement of benchmarks for both activities.

**Department of Basic Pharmaceutical Sciences  
Committee on Guidelines for Tenure and Promotion**

**Guidelines for Evaluation of Teaching Performance:**

Instruction on fundamental, foundational topics of generally recognized significance within a defined body of course/unit material.

Principal benchmark: Student knowledge, understanding and application of course/unit material.

Measured by:

- Student performance on standardized examinations (if available)
- Periodic (annual if possible) evaluation of the following by:
  - a) peers within the general field
  - b) Department Chair
  - c) Tenure/Promotion Committee (or other departmental review body)

Course/unit material:

Goals and objectives

Content (syllabi)

Organization

Coverage

Examination materials:

Origin

Objectivity, fairness, applicability

Degree of difficulty, complexity

Scope of coverage

Instructional materials:

Adequacy of coverage

- d) Student evaluations

Secondary benchmarks: Professional conduct and attitude

Measured by:

- Punctuality and attendance
- Preparation

Other: Scholarly publications on pedagogy

Measured by:

- Publication rate/vehicle

## Department of Basic Pharmaceutical Sciences Committee on Guidelines for Tenure and Promotion

### Guidelines for Evaluation of Research Performance:

#### Tenure and Promotion to Associate Professor:

- Scholarly activity:
  - Principal benchmark: Establishment of an independent, progressive research program.
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  - Measured by: Submission and publication of first/principal-author manuscripts in quality, peer-reviewed journals; *recommended: 1 publication/24 months.*
  - Secondary benchmarks: Scientific collaboration
  - Measured by: Secondary authorship on published manuscripts.
- Grantsmanship:
  - Principal benchmark: Persistent, feasible effort to obtain and maintain extramural funding for research
  - Measured by: Submission of well-prepared, competitive proposals to appropriate federal/state/private funding agencies or industry; *recommended per annum: two federal/private agency proposals; annual submission to BoR Research Competitiveness Program until successful.*

Successful procurement of research funds by one or more of the above mechanisms

#### Promotion to Professor:

- Scholarly activity:
  - Principal Benchmark: Maintenance of a dynamic research program of mounting stature.
  - Measured by: Submission and publication of first/principal-author manuscripts in quality, peer-reviewed journals; *recommended: 2 original publications/year.*

#### Grantsmanship:

- Principal Benchmark: *Consistent success* in procurement of extramural funds for research.
- Measured by: Ability to *maintain* appropriate levels of federal/state/private/corporate funding to support cutting-edge research activities, as evidenced by one or more active grants, with lapses of no more than 18 months.

**APPENDIX**  
**Committee on Guidelines for Tenure and Promotion**

1. Establishment of a Committee charged with identifying and defining appropriate tools and mechanisms for evaluation of specific benchmarks
  
2. Implementation of a third year review of tenure-track assistant professors
  
3. Implementation of a document wherein a recorded vote on promotion and/or tenure is accompanied by signature, date, and brief, concise statement of basis for that vote.