

DEPARTMENT OF CHEMISTRY  
POLICIES AND PROCEDURES

Revision 1999

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DEPARTMENT OF CHEMISTRY  
STATEMENT OF POLICIES AND PROCEDURES

Preface

This Statement of Policies and Procedures provides an operational basis for carrying out departmental functions. The philosophy underlying this Statement is one of colleague participation in decision-making processes. Departmental operations have been designed to maximize the input from departmental personnel and to utilize colleague consensus as extensively as is practical and workable as the method for arriving at decisions.

Any change in state/system/university/college laws or by-laws that introduces a conflict between such laws or by-laws and a stated departmental policy or procedure will immediately void the stated departmental policy or procedure.

Distribution of the Statement of Policies and Procedures

A copy of this statement will be issued to each faculty, academic staff, and support staff person assigned to the Department.

Two copies of this statement will be kept in the departmental files and another copy will be provided to the Dean of the College of Arts and Sciences. Copies may be provided to other administrative offices in the University and for special university purposes upon request to the Department chairperson.

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## I. Identification of the Unit

- A. The name of the unit is the Department of Chemistry.
- B. The unit is housed in the College of Arts and Sciences, the Division of Academic Affairs, the University of Wisconsin-Stout.

## II. Mission

The principal mission of the Department is the provision of appropriate courses and educational experiences in chemistry as support and background for the degree programs offered at UW-Stout.

A second mission of the Department is the provision of minor programs in chemistry, and in materials.

The third mission of the Department is the provision of opportunity to allow departmental faculty to carry out research and to encourage university, professional, and community service.

## III. Organization and Operation

### A. ORGANIZATION

#### 1. Staffing

In order to carry out its mission, personnel assigned to the Department will fall into these categories with the definitions being those in the University of Wisconsin-Stout Handbook For Unclassified Employers:

- a. Tenured faculty
- b. Probationary faculty
- c. Indefinite term academic staff
- d. Probationary academic staff
- e. Fixed term academic staff
- f. Classified personnel
  - (1) Laboratory technician
  - (2) Program assistant
- g. Student assistant

- (1) Graduate assistant
- (2) Student assistant ("state payroll")
- (3) Student assistant ("work-study")

h. Limited term employee

2. Supervisory Structure

a. Chairperson

The chairperson directly supervises the faculty, classified personnel, and academic staff assigned to the Department. The chairperson supervises the faculty in the Department using a collegial model for such supervision. The chairperson supervises student assistants assigned to the Department but may delegate such supervision to classified, faculty, or academic staff personnel.

b. Faculty and academic staff

Faculty and academic staff personnel will direct and supervise the activities of student assistants assigned to them by the Department chairperson. The activities of such student assistants will be outlined in the job descriptions found in Part VI of this statement. For activities other than those in the Part VI job descriptions, the faculty or academic staff person involved will write a job description and have it approved by the Department in a departmental meeting before student assistants are assigned to that faculty or academic staff person.

c. Classified personnel

Classified personnel will direct and supervise the activities of student assistants assigned to them by the Department chairperson. The activities of such student assistants will be outlined in the job descriptions found in Part VI.

B. OPERATION

In general, a consensus decision-making model will be used in departmental operations. Decisions on budget requests, major budget expenditures, staff teaching assignments, curriculum, and course offerings, will be made in departmental meetings by the regular departmental decision making process outlined in Part IV. Decisions that are made by the Department chairperson unilaterally will be reported to the faculty and staff. Such decisions are to be made with as much colleague input as possible under the circumstances prevailing.

Certain departmental operations require a more defined set of procedures. These are detailed in this section.

1. Academic Functions

a. Teaching courses

Individual faculty and academic staff persons are responsible for providing suitable sets of educational experiences for the students in the courses to which they are assigned. These experiences are limited by the course descriptions and methodologies which have been approved for these courses. Evaluation of

student progress and assignment of grades to students is also the responsibility of the individual faculty/academic staff person. Current course syllabi and course protocols are to be provided to the Department chairperson at the beginning of each semester or summer session by the personnel assigned to the courses.

b. Developing new courses

Individual faculty or academic staff personnel may initiate a proposal for the development of a new course. This proposal is to be submitted to the Department chairperson for approval. Approval is to be granted only after a positive departmental decision in a regular department meeting. The approved proposal will be forwarded by the Department chairperson to the Dean of the College of Arts and Sciences for the next step in the approval process. Upon approval of the course by all of the committees and individuals involved in the approval process, the Department may then act to offer the course and assign the course to an appropriate faculty or academic staff member in a regular departmental meeting.

c. Changing course names, changing course numbers, changing methodologies, changing course descriptions, changing course prerequisites, changing course credits.

Individual faculty or academic staff personnel may initiate a proposal for such changes. The process to be followed is the same as that for a new course.

d. Selection of learning resources

Individual faculty and academic staff persons are responsible for the selection of learning resources to be used in the courses to which they are assigned. Requests are to be submitted to the Department chairperson or the chairperson's designee for materials to be provided by Instructional Resources. Such requests are to be in accord with the existing policies and procedures of the Instructional Resources. Requests for materials to be made available for purchase at the student center bookstore will be made in accord with existing policies and procedures of the bookstore.

2. Personnel Functions

a. Departmental profiling

Profiling is to be a continuous process in which the faculty carry out long-range planning and determine the personnel needs for the Department based on the Long-Range Plan. Since unpredicted changes in programs, funding, student interest, student background, and student program selection can alter the Long-Range Plan, review of the plan is necessary. The procedure for review and revision of the Long-Range Plan is as described below.

The Department chairperson initiates the process of review by announcing in a departmental meeting that such a review is necessary and suggests a date for completion of such a review. The chairperson then may appoint a committee of faculty (two to four members) to carry out a preliminary review of the existing Long-Range Plan and suggest a revised Long-Range Plan. (The chairperson may be on that committee.)

The review will consider these factors:

- (a) the expressed departmental objectives,
- (b) the personnel needed to meet the objectives.

The personnel needs will be defined using differentiated staffing within the Department in terms of faculty, academic staff, classified personnel, LTE, and student help. The committee in carrying out its review and in preparing a revision will utilize existing University policies with respect to class sizes, flexibility, tenure density, affirmative action, and equal employment opportunity. The revised Long-Range Plan will then be presented to the Department in a regular departmental meeting. The revision will be discussed and modified by the faculty of the Department (with input from academic staff and classified personnel also sought). The faculty in a regular departmental meeting must approve the final form of the revision by the decision making process outlined in Part IV. The revision will then be presented to the Dean of the College of Arts and Sciences.

b. Developing position/job descriptions

The Department chairperson will initiate the process of formulating a position/job description by announcing the need in a departmental meeting and appointing an individual or a committee to prepare a preliminary description for the position/job. (The chairperson may appoint her/ himself.) A date will be set for the completion of the preliminary description. The preliminary description will be presented to the Department in a regular departmental meeting for discussion and possible modification. Once an informal consensus has been reached on the description, the faculty will decide on approval by the normal decision making process found in Part IV. (The description will be revised informally until approval is reached.) The approved description will be sent to the Dean of the College of Arts and Sciences.

Position/job descriptions will be developed and included in Part VI of this statement for all personnel assigned to the Department.

c. Definitions of terms for use in the Department

Certain terms need to be defined within the context of the mission and operations of the Department of Chemistry since these terms will be used in personnel decision matters. As the need for the definition of a new term arises or the need for a revision of an existing definition arises, the procedure to be used to arrive at the new definition (includes the revised definition) is as follows.

The Department chairperson will initiate the process of producing a definition by announcing in a department meeting the need for such a definition. The chairperson may then appoint an individual or committee (of up to four, chairperson not excluded) to propose a definition of the term and suggest a date for completion of the proposed definition. The proposed definition will then be presented to the Department in a regular departmental meeting for discussion and

modification. In an informal manner, a consensus will be reached on the definition to be used. The faculty will approve the definition by regular decision making process outlined in Part IV. The approved definition will be forwarded to the Dean of the College of Arts and Sciences. Approved definitions will be added to this statement in Part VI.

### 3. Personnel Committee Action and Procedures

#### Personnel committee:

The Department of Chemistry personnel committee is comprised of all the faculty of the Department.

- a. Recruitment/Hiring of Faculty and Full-time Academic Staff Subcommittee: all continuing (will be in the department the following year) faculty.

In a regular departmental meeting, the faculty will review the needs for personnel within the Department and the Department chairperson will convey the needs to the Dean of the College of Arts and Sciences. The UW-Stout recruiting procedure will be followed with the Department chairperson assuming the duty for following all the details of the procedure.

After advertising the position, all complete applications of fully qualified candidates will be made available for review.

Each person will be asked to rank the candidates from high to low. (These rankings are to be considered advisory in nature.) During a regularly scheduled departmental meeting, or during a special meeting called to review candidates, the continuing faculty will rank the candidates from high to low and select a group of candidates to screen more closely. Telephone interviews (or other appropriate techniques) may then be conducted to aid in selecting candidates to bring on campus for an interview. The faculty will then meet again (regular or special meeting) to make the selection. The chairperson in cooperation with the Dean of the College of Arts and Sciences, will arrange for interview trips for the candidates.

During the interview trip, each candidate will be asked to make an oral presentation of about one hour in length. Each candidate will also visit with the Dean of the College of Arts and Sciences the provost and with as many departmental personnel as is practical. Subsequent to the interview trips, the faculty will meet again to recommend the hiring of a candidate and the chairperson will carry the recommendation to the Dean.

- b. Retention/Non-retention Subcommittee: the tenured faculty of the Department.

#### (1) The Philosophy

The philosophy adopted by the committee is that each decision on retention is a step in the tenure track. As such, the various areas suggested for tenure evaluation in the University of Wisconsin-Stout Handbook For Unclassified Employees, teaching, research, professional and public service, and contributions to the institution are to be considered. The major consideration in each decision should be the performance of probationary

faculty within the job description provided on initial appointment. The "Criteria for Tenure" adopted by the Department will serve to address all considerations in retention and tenure decisions.

(2) The System

The Department chairperson (or his/her designee) will:

- Notify the probationary faculty of the dates, times, and places of the meetings of tenured faculty to consider retention/tenure. Such notice must be at least 20 days in advance of such a meeting. A copy of the job descriptions for these faculty members will be attached to the notices.
- Invite the probationary faculty to meet with the group at the beginning of such a meeting to ask/answer questions, and to clarify any items of concern to the tenured faculty.
- Solicit a written statement from each probationary faculty member under consideration covering all items the probationary faculty member feels should be considered in the retention/tenure decision.
- Solicit from every faculty member anonymous written comments addressing the performance of probationary faculty in the areas of teaching, research, professional and public service, and contributions to the institution.
- Make available for review by the tenured faculty the comments provided concerning the performance of probationary faculty. (Such review should be prior to the decision-making meeting and should be carried out by arrangement between the chairman and the individual tenured faculty members.)
- Act as chairman of the tenure/retention meeting or will designate a chairman for that meeting
- Report in writing to each of the probationary faculty the results of the meeting. The report will include the recommendation for retention/non-retention. If the recommendation is retention, specific areas of concern will be highlighted if these areas will be weighed more heavily in future decisions on retention/tenure. Also highlighted will be areas of excellence exhibited by the probationary faculty member.

(3) The Recommendation

A recommendation for retention must be by a simple majority of the tenured faculty participating in the meeting.

(4) Forms

The forms used are found in Appendix C.

c. Promotion

Subcommittee: Departmental faculty at or above the rank being sought by the candidate.

Faculty members eligible for promotion are urged to apply for promotion to the Department chairperson using the forms provided by the Vice-Chancellor's Office. The date for such submission is set each year. The Department chairperson must certify that the candidate meets the minimum requirements for experience and educational preparation for the rank sought or must state that the candidate is to be considered as an exception to the requirements.

On receipt of the application, the chairperson will set a review date when all departmental faculty at or above the rank being sought by the candidate will convene to consider the candidate. The candidate may appear before this committee to answer questions or to provide clarification of parts of the application. The committee will then meet in closed session to recommend or not recommend the candidate. A majority vote will be necessary for recommendation for promotion. The committee's recommendation will be forwarded to the next level and the candidate will be notified of the committee's decision.

If more than one candidate applies for promotion, the committee will rank the candidates, if necessary, before forwarding recommendations to the next level. A majority decision is needed on the ranking also.

If there are less than three faculty on the promotion review committee, the Dean of the College of Arts and Sciences will be asked to appoint enough other faculty from the Department of Chemistry (or from another science department if there are not enough disinterested chemistry faculty available) to seat a committee of three.

d. Tenure

Subcommittee: the tenured faculty of the Department.

The system used to evaluate retention/non-retention of probationary faculty will be used to recommend granting tenure to a probationary faculty person with a modification in the voting procedures. In recommending/not recommending tenure, the "Criteria for Tenure" established by the Department must be used as

the guideline for the committee's deliberations. A positive recommendation for tenure must be by a 2/3 majority of the tenured faculty participating in the meeting. (Exceptions to the 2/3 will occur if 1/3 is less than two tenured faculty. In that event, two tenured faculty must refuse to recommend for tenure.) The committee will make a recommendation to the Department chairperson and the chairperson will then make a recommendation to the Dean of the College of Arts and Sciences.

e. Faculty performance evaluation

Evaluation of the performance of faculty assigned to the Department of Chemistry shall be the responsibility of the Department chairperson. The chairperson will incorporate peer evaluation, student opinion of instruction, and faculty self assessment as data in assigning the rating. Evaluations will be based on the faculty member's performance in meeting objectives related to the individual's position description. These objectives will have been discussed with the chairperson and approved previously. Probationary faculty members will use the position descriptions associated with their hiring. Tenured faculty will use the Department of Chemistry Tenured Faculty Position Description found in Appendix D. All faculty will have expectations in teaching, research/Scholarly activity, service and student advising. Tenured faculty will also have expectations for professional development. A performance objective form for use in this process is also found in Appendix D. Evaluation will cover the past two years for probationary faculty and the past four years for tenured faculty.

Peer evaluation data will be assembled using the peer evaluation form in Appendix D. Student opinion of instruction data will be collected at least once every three years for each faculty member (more often for individual faculty as requested by the chairperson) and the process outlined in Appendix F. Self assessment will consist of a written statement from the faculty member describing performance in each area of the position description and a self-rating using the form in Appendix D. The written statement will be made available for use by peers in the peer review process.

The ratings assigned by the chairperson will be the "above", "within", or "below" rating categories found on the forms from the Human Resources office. An "above" rating will be assigned for performance that is deemed functioning in an exemplary, praiseworthy manner and all performance objectives have been addressed. A "within" rating will be assigned for adequate performance that addresses all performance objectives and a "below" rating will be assigned for inadequate performance and/or performance that does not address all performance objectives.

f. Academic staff evaluation

Evaluation of the performance of academic staff personnel assigned to the Department of Chemistry shall be the responsibility of the Department

chairperson and shall be carried out in timely fashion in accord with policies stated in the University of Wisconsin-Stout Handbook for Unclassified Employees. The chairperson will seek input from students (using the forms and process outlined for faculty) and from departmental faculty, academic staff and classified personnel. All evaluations will be based on performance of the academic staff personnel within their job descriptions.

For probationary academic staff in the final review year before possible recommendation to indefinite status, the Department chairperson will request written input from the Departmental faculty concerning recommendation to indefinite status and will use this input in connection with the prescribed review conference with the academic staff person in making (or not making) a recommendation for indefinite status. The review conference will deal with the performance of the academic staff person within that person's job description, the person's qualifications, and with other factors relating to the recommendation. The chairperson will then make a recommendation for or against indefinite status to the Dean of the College of Arts and Sciences.

g. Positive Action

The Department of Chemistry will elect either a representative or an alternate from its faculty to serve on the Arts and Sciences Positive Action Committee as needed.

h. Faculty Development

The Department chairperson should encourage faculty development and seek ways to accomplish such development.

i. Academic Staff Development

The Department chairperson should encourage academic staff development and seek ways to accomplish such development.

j. Initial Employment and Changes in Classified Positions

The Department chairperson will work with the UW-Stout Human Resources Office in carrying out employment procedures for classified personnel. Changes in classified positions will also be made by the chairperson in cooperation with the Human Resources Office.

k. Department Chairperson Recommendation

Recommendations for Department chairperson appointments are to be made by the faculty and full-time academic staff (who have been accorded the privilege of voting) of the Department of Chemistry to the Dean of the College of Arts and Sciences every three years. Such a recommendation should be made in the fall of the last academic year of the chairperson's appointment. Persons eligible for consideration as chairperson must be faculty members of the Department of Chemistry.

In a regular departmental meeting, the faculty and voting full-time academic staff will, by secret ballot, either endorse or reject a motion to recommend that the current chairperson continue in office for another three years. The departmental secretary or another disinterested person will tally the ballots. A majority of the votes cast will be needed for endorsement. An abstention will not count as a vote cast. If the chairperson is endorsed, the recommendation will be forwarded to the Dean of the College of Arts and Sciences as part of the minutes of the meeting. An informational memo should also be sent by the current chairperson to the Dean to call the Dean's attention to the minutes of the meeting.

If the chairperson is not endorsed, the faculty and academic staff must then select and recommend a replacement. Each will write the name of an eligible person on a secret ballot. The department secretary will tally the ballots and select the two candidates with the highest number of votes. (If tie votes make such a selection impossible, as many additional persons will be selected as needed to include the highest tie votes.) The faculty and voting academic staff will write the name of one of the candidates selected from the above process on a secret ballot. The votes will be tallied. A majority of the votes cast will be needed for a recommendation. An abstention does not count as a vote cast. Voting will be repeated until one candidate receives a majority of votes cast or until an impasse is perceived. (No decision on the sixth ballot = impasse.)

If a candidate is selected, the recommendation will be sent to the Dean of the College of Arts and Sciences as part of the minutes (with an informational memo also as above) for approval and further action. If an impasse is reached, the names of the top two candidates will be forwarded to the Dean as part of the minutes (along with an informational memo as above).

#### 4. Laboratory Operations Policy

##### a. Eye Protection

Approved laboratory safety goggles are required for students performing laboratory operations. Laboratory supervisors should enforce compliance.

##### b. Student supervision. Undergraduate and Graduate

- (1) For regularly scheduled laboratory classes, the instructor or laboratory supervisor is to be in the room with the students while experiments are in progress. Short absences from the laboratory, based on the instructor's professional judgment are acceptable.
- (2) For students in scheduled classes who are working outside the regularly scheduled laboratory period, the following will apply:  
If only one student is present, the instructor or supervisor is to be in the room; if two or more students are present, the instructor must be on the

floor.

- (3) For "independent study" students and other students doing research under the direction of University faculty and/or staff the following provisions will apply: On a case-by-case basis, the individual faculty/staff will be responsible for reasonable safety precautions being taken to ensure the safety of the students working on research projects.

c. Late Admission of students to a Regularly Scheduled Laboratory Session

An instructor or lab supervisor may deny entry to the lab to a tardy student who has missed the introduction to the experiment provided that the introduction included safety precautions or laboratory operations which, if not followed, could endanger the student or other students in the lab. Such denial will result in the student getting no credit for the day.

If a student were admitted late to a scheduled laboratory, the instructor is not obligated to allow the student working time beyond the regularly scheduled laboratory period.

d. Lecture/lab Instruction Division

The lecture instructor for the course of which lab sections are a part is responsible for experiment selection, sequence, experiment grading, and briefing laboratory supervisors. Lab supervisors are responsible for carrying out the instructions of the lecture instructor during the laboratory sessions. If the lecture instructor allows laboratory make-up the lecture instructor will either supervise these make-up labs or make arrangements with another instructor for such supervision. The obligated laboratory supervisors are not to supervise make-up labs.

5. Non-Smoking Policy

The entire third floor of the Science Wing, including faculty and staff offices, has been designated as a non-smoking area.

6. Summer Session Policy

Summer school teaching positions are to be offered on a rotation basis to all faculty of the Department of Chemistry. In the event that faculty are unavailable for summer session, academic staff may be offered the opportunity to teach.

In the event that a faculty person rejects an offer to teach during summer, that person will retain preference for the next available summer position. A person may continue to reject consecutive offers and still retain the favorable position in the rotation. \_\_\_\_\_

An effort will be made to allow faculty within two years of retirement to teach during summer in order to increase retirement benefits.

7. Policy on Grants and Contracts

a. Philosophy

(1) Professional development

Departmental policy encourages and should continue to encourage the professional growth and development of departmental faculty and staff. The use of grants and/or contracts by individual faculty/staff members to assist in their own professional development is to be encouraged. Procedures to allow effective utilization of grants and/or contracts within the mission of the Department of Chemistry are necessary.

(2) Department impact

Professional development activities of individual faculty/staff members will have an impact on the Department in its operations. The Department as a whole, should benefit from the professional growth and development activities of individual faculty/staff members. (Benefit must not be measured as additional dollars only, but also as a balance of time investment and assistance from the rest of the faculty/staff members in allowing the professional growth/development activities of an individual faculty/staff member.) Such benefit to the Department may be long-term or short-term. Short-term negative impact on the Department may be allowed if equal or greater long-term benefit results.

b. Policy for grants and contracts

(1) Approval sequence for grants/contracts

- (a) The individual faculty/staff member discusses the idea for a grant/contract with the Department chairperson. (This is not meant to preclude informal contacts between individual faculty/staff members and various possible funding agencies.) Permission to develop a proposal based on the idea must be granted before proceeding to the next step. (Appeal of a negative decision to the Department of Chemistry faculty/staff may be made as an agenda item in a regularly scheduled staff meeting.)
- (b) A full proposal is developed and submitted to the Department chairperson in a timely fashion (a minimum of three working days prior to the next regularly scheduled departmental meeting) for consideration by the department. The chairperson will put review of the proposal on the agenda for the next regularly scheduled departmental staff meeting. Approval by a majority of the faculty and academic staff eligible to vote will be necessary. On approval, the Department chairperson will be requested to sign the proposal and forward it for consideration by the remainder of the university approval channels. (Appeal of a refusal of the Department chairperson to sign and forward the proposal is to the Dean of the College of Arts and Sciences.)



- (c) On award of a grant/contract to a faculty/staff member, activities that are involve:
  - i. release time
  - ii. being off-campus
  - iii. use of department equipment
  - iv. use of instruction space
  - v. scheduled instructional contact hours
  - vi. use of departmental classified staff, require that arrangements be made with and approved by the Department chairperson and the department must be informed of the arrangements.
- (d) Responsibility for carrying out the provisions of the grant/contract rest with the faculty/staff proposer. All activities and reporting specified in the grant/contract are to be carried out within the time line and budget submitted in the proposal for the grant/contract.

(2) Grant/contract proposal limitations

- (a) Faculty/staff release time purchased by a grant/contract will be limited to laboratory instruction release time. Primary course instruction (lecturing, testing, grading, scheduling, and lab experiment sequencing) will remain as a part of the load of the faculty/staff member. Exceptions to this restriction must be made through departmental action in a regularly scheduled department meeting during the academic year.
- (b) Payments to a faculty /staff member for services provided under a grant/contract agreement may be in these forms:
  - (i) part of regular contract payment for purchased release time;
  - (ii) extended contract where time is purchased during a summer session (outside the contract year) and no release time is purchased during the contract year.
  - (iii) overload payment(subject to university limitations) for services provided during the contract period and no release time is purchased during the contract year;
  - (iv) combinations of above.

The form of payment must be negotiated with the Department chairperson before the grant/contract proposal is submitted for funding.

(3) Grant/contract proposal budget suggestions

- (a) Specific funding for laboratory research assistants (student or other) should be sought;

(c) Specific funding for secretarial assistance should be sought;

- (d) Specific funding for specialized equipment, services, and supplies should be sought; (including telephone, photocopying, photography, etc.)
- (e) Specific travel funding should be sought for travel related to grant/contract activities.
- (f) Purchased release time (within the limitations) should be sought for activities during the academic year in preference to overload payments.
- (g) Specific funding for student/graduate assistants to help with grading and laboratory monitoring should be sought.

8. Faculty Senate Representative

The Department will elect a representative and an alternate representative to the Faculty Senate for a three-year term. The faculty member serving as the Department chair may not concurrently serve as the Department's representative to the Faculty Senate. The election will be held in the spring semester before the first year of office. If the representative does not complete the term, the alternate representative will fill the remainder of the term.

## IV. Departmental and Committee Meetings

### A. RULES OF ORDER

Robert's Rules of Order will apply to the conduct of staff meetings as modified by specific voting rights and decision making methods detailed in this document.

### B. DECISION MAKING

#### 1. Faculty Only

For decisions that are designated as the responsibility of faculty only, a simple majority of votes cast by faculty will constitute a favorable decision. Abstentions will not count as votes cast. (Academic staff awarded "faculty status" may be allowed to vote in these decisions also. Personnel decisions designated as faculty only however may not include academic staff.)

#### 2. Other than Faculty Only

For decisions that are not specifically delegated to faculty or to other specific groups of personnel a simple majority of votes cast by all eligible voters will constitute a favorable decision. Abstentions will not count as votes cast.

#### 3. Voting Eligibility

Within Department meetings, all faculty assigned to the Department will have privileges. Individuals may be excluded by the Department chairperson from voting on a issue on a case-by-case basis if a conflict of interest is apparent or if personnel decisions are to be made which involve individual faculty members or involve only faculty with specified qualifications (such as tenure and academic rank).

Voting privileges may be extended by a majority vote of the faculty members of the Department to academic staff personnel and/or classified personnel assigned to the Department. Academic staff awarded "faculty status" will automatically be awarded voting privileges.

### C. MEETING SCHEDULE

At least one regular departmental meeting per month will be scheduled during the academic year. The time and place for such a meeting will be set to allow all faculty to attend and will also be scheduled to allow as many other departmental personnel to attend as possible.

Other meetings during the academic year and during summer session may be scheduled by the Department chairperson as need arises. One week notice is to be considered the usual minimum notice for such meetings.

### D. OPEN MEETING LAW COMPLIANCE

Departmental meetings are open meetings and notices of such meetings are sent to the University publicity office by the Department chairperson. Meetings to consider personnel issues may be closed. The Department chairperson will be charged with the responsibility for ensuring compliance with the open meeting law when closed meetings are scheduled.

For departmental meetings, the agenda will be posted in the Department of Chemistry Office complex in an accessible location as many days prior to the meeting as is practical (usually at least two days prior to the meeting).

### E. MINUTES AND RECORDS

#### 1. Recording Secretary Selection

The position of recording secretary for departmental meetings is to be a rotating position. Faculty and full-time academic staff who have been accorded the privilege of voting in departmental matters are eligible to serve. The term of responsibility begins with the first departmental meeting of the academic year and continues through the academic year. For any meetings held during the summer, the recording secretary for the academic year may continue in that role. In the absence of the recording secretary, the Department chairperson will appoint a recording secretary.

#### 2. Housing of the Minutes and Records

The departmental secretary will keep a file of all departmental minutes in a specific location in the Departmental files. Personnel files will be kept by the Department chairperson.

Copies of the minutes will be sent to the Dean of the College of Arts and Sciences and to all departmental faculty, academic staff, and classified personnel who desire to receive a copy. (Notify the departmental secretary.)



## V. Revisions of Policies and Procedures

### A. DEPARTMENTAL ACTION AND APPROVAL

Revisions to specific parts of the policies and procedures may be proposed by any faculty or academic staff member at a regular departmental meeting. At a regular meeting, the revision will be voted on by the faculty of the Department of Chemistry. A majority of the faculty must approve the revision.

### B. APPROVAL BY THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES

The departmentally approved statement of policies and procedures will be submitted to the Dean of the College of Arts and Sciences. An effective date for implementation of the policies and procedures will be designated by the Department on the copy sent to the Dean.

### C. IMPLEMENTATION OF POLICIES AND PROCEDURES

The statement of policies and procedures will be implemented by the Department of Chemistry on the date designated.

## VI. Appendices

### A. POSITION/JOB DESCRIPTION

#### 1. Faculty Positions

Faculty position descriptions are detailed on initial employment. Faculty are responsible for carrying out teaching, research, advising, and university and community service. The proportions for each of these are expected to vary from one faculty member to another, but all must be addressed in some manner by all faculty members. For purposes of performance evaluation, probationary faculty will use the position descriptions detailed on initial employment. Tenured faculty will use the following position description:

# Department of Chemistry

## Tenured Faculty Position Description

Tenured faculty in the Department of Chemistry carry out:

### Teaching

- Effectively teach assigned sections of chemistry/industrial hygiene courses including lab sections. Teaching includes preparing course outlines, developing new course material as needed, writing and grading examinations and problem sets (or using other appropriate evaluation methods), selecting and evaluating lab experiments, delivering lectures (or using other appropriate methods for presenting course material), continuously evaluating student progress, maintaining regularly scheduled office hours, and assigning evaluative grades to each student at the end of each course.

### Research/Scholarly Activity<sup>1</sup>

- Conduct research in chemistry, industrial hygiene, materials science, food science, or other related area and/or on the scholarship of teaching. The research may be basic or applied. Student involvement in research is encouraged as is seeking of extramural support. Reporting results through presentations, publications, patents, or other appropriate means is encouraged.

### Professional, Public, and University Service<sup>1</sup>

- Maintain active status in appropriate professional organizations;
- Provide appropriate professionally related service to the public sector as expertise and resources permit;
- Participate in university-related committee work at the department level minimally with service at the college and university level (including the governance system) encouraged.

### Advising

- Advise students as minor program director, concentration coordinator, freshman undecided/undeclared advisor, research advisor, student organization advisor, and/or M.S. thesis/field problem advisor.

### Professional Development Activity

- Carry out activities that ensure continuing growth and development in professional skills and/or explore new ways of promoting academic excellence and/or improve deficiencies in regards to professional expectations.

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(1) Definitions found in Policies and Procedures Appendix B.

2. Academic Staff Positions

Academic staff position descriptions are detailed on initial employment. Academic staff are responsible only for the duties and responsibilities detailed in those position descriptions. Academic staff may elect to participate in other university activities but are not required to do so.

Performance ratings will be based solely on performance of the duties outlined in the initial employment position descriptions.

3. Indefinite Term Academic Staff

Indefinite term academic staff position descriptions are detailed on initial employment. These positions are to be of an on-going, long-term nature and critical to both the Department and to the University.

4. Fixed Term Academic Staff

Fixed term academic staff position descriptions are detailed on initial employment. These positions are to be of a temporary or changing nature, renewable for only as long as the need for the particular duties specified continues and budget is adequate.

5. Laboratory Technician

Laboratory technician duties are specified in great detail by the Department chairperson in cooperation with the university personnel office. The technician organizes, inventories, prepares, and requisitions laboratory supplies and reagents; supervises student employees; serves as Department of Chemistry Chemical Hygiene Officer; prepares teaching laboratories for classes; assists faculty with laboratory activities or laboratory supervision; and assists with equipment ordering, equipment repair, and equipment modification or construction.

6. Program Assistant

Program assistant duties are specified in great detail by the Department chairperson in cooperation with the university personnel office. The duties of the program assistant must include typing, budget monitoring, supervision of student assistants, and providing general office support for the chairperson and for departmental faculty and academic staff.

7. Graduate Assistant - Teaching

A teaching graduate assistant will have duties related to the provision of credit instruction. This may include supervision of laboratory sections, running problem sessions which are scheduled as part of a course, and teaching specified lower division (1xx level) courses. Some grading may be included as part of the position description, but may not be a major part of the position description.



8. Graduate Assistant - Research

A graduate research assistant will have duties related directly to a research project ongoing within the Department. Funding for this type of assistantship will ordinarily be from extramural sources.

9. Student Assistant - Grading

A grader may grade lab reports and problem sets assigned by instructors. Answer keys and detailed formats are to be supplied to graders by the instructors. Updating of an instructor's gradebook and totaling points in a gradebook may also be included, but assigning final semester grades is the instructor's responsibility.

10. Student Assistant - Research

A research assistant may carry out duties related to specific research projects of faculty and/or academic staff. The duties will be detailed by the research director and any training needed by the research assistant will be provided by the research director. Funding for these positions ordinarily will be work-study allotments or extramural funding.

11. Student Assistant- Secretarial/Clerical

A clerical assistant may carry out duties involving general office work including typing, operating the duplicating machines (ditto, photocopy), collating, stapling, taking and delivering messages, and other related activities. The duties will be detailed by the departmental program assistant and any training needed will be provided by the program assistant.

12. Student Assistant-Laboratory Operations Assistant

A "stockroom assistant" may dispense glassware, goggles, and other supplies from the stockroom under the direction of the laboratory technician. The assistant may also perform filing functions related to inventory maintenance, may clean laboratories, and may prepare solutions and set out chemicals and equipment for laboratory sessions. Specific directions and training will be provided by the laboratory technician. Funding for these positions will ordinarily be from work-study allotments.

13. Department Chairperson

The Job Description for the Department of Chemistry Chairperson begins on the following page.

## JOB DESCRIPTION FOR THE DEPARTMENT OF CHEMISTRY CHAIRPERSON

The job description of a Department chairperson cannot be specified in its entirety because of the ambiguity associated with the position. Many different roles are combined in that one position and priorities in carrying out these roles may change with time and situation. A paragraph excerpted from volume entitled "Departmental Leadership and the Academic Chairperson", authored by Allan Tucker, and presented as part of an American Council Education Leadership Seminar (Columbus, Ohio (1981)) serves to highlight this ambiguity.

In any analysis, it is clearly apparent that one of the outstanding characteristics of the role of chairperson is its ambiguity. The chairperson is a leader, yet is seldom given the scepter of undisputed authority. He or she is first among equals, but any strong coalition of those equals can severely restrict the ability to lead. They are looked upon by their deans and vice-presidents as the individuals primarily responsible for shaping the future of the department, yet faculty members regard themselves as the primary agents of change in department policies and procedures. The chairperson, then, is both a manager and a faculty colleague, an advisor and advisee, a soldier and a captain, a drudge and a boss.

Within the Department of Chemistry, the concept of management assumed is one in which each of the staff (faculty, academic staff, and classified staff) shares in the goals and objectives of the department, the School, and the University and strives to achieve them. The chairperson then works with the department in a collegial manner, sharing the decision making and obtaining consensus among the staff in departmental matters.

Specific duties of the chairperson include, but are not limited to the following.

- Reports to the Dean of the College of Arts and Sciences.
- Prepares agendas for and chairs departmental meetings.
- Supervises unclassified faculty and academic staff assigned to the department.
- Supervises classified staff assigned to the department.
- Serves on the College of Arts and Sciences Council.
- Provides leadership for the department in evaluating, revising and developing courses, and programs; improving methods of instruction; providing services to the University and Community; and encouraging progress.
- Provides assistance to the staff in matters of professional and personal importance related to the member's role in the department.
- Encourages the initiation and development of new courses.
- Encourages the evaluating and revision of existing courses and programs.
- Encourages the initiation and development of new teaching strategies.
- Encourages the writing for publication of scholarly articles and public presentations of topics.
- Develops class schedules and staff assignments.
- Develops and administers budgets for departmental needs, including instruction, space, capital items, supplies, and materials.

Encourages appropriate consultative services to students, other members of the University, and Community.

Participates in and encourages staff to participate in appropriate professional organizations.

Serves as a departmental advocate to the Dean and the administration and as a communication medium between the department and various publics.

Serves as representative of the administration to the department.

Other duties may be specified in the UW-Stout Faculty Handbook and /or the College of Arts and Sciences Department Chairperson's Handbook.

## B. DEFINITIONS

### 1. Research

Research is defined as a creative or scholarly activity related to the academic preparation and position description of the researcher that results in the production of a culminating report, paper, presentation, or publication. Chemical research, both pure and applied, qualifies as does educational research which leads to presentations, texts, lab manuals, and journal publications.

### 2. University Service

University service is defined as an activity that assists the university in carrying out its mission in areas other than teaching and research. The committee structure of the university is an appropriate avenue for carrying out university service as is participation in the governance system of the university. Such service may occur at the departmental, school, division, or all-university levels.

### 3. Community Service

Community service is defined as an activity that the faculty or academic staff member provides to the local community. Examples include serving as a resource person in answering questions from individuals in the community (How can I tell if this is gold?), working with local school district to provide tours of the labs, taking chemicals demonstrations out to schools, being helpful to local law enforcement agencies, judges, and lawyers with chemically related questions, being involved in curriculum, development in science at the local school district level, and other similar activities.

### 4. Professional Service

Professional service is defined as an activity related to the academic preparation and position description of a faculty or academic staff member that is being performed for an individual or organization outside the university under some form of contractual arrangement. The faculty or academic staff member may or may not be receiving a fee for this activity, but the benefits from the activity must specifically accrue to the outside organization or individual. A formal contract may or may not have been written covering the activity. Some grant related activities may qualify as professional service as well as research if the benefits accrue to an outside organization or individual.

C. FORMS USED IN RETENTION/NON-RETENTION

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: Department of Chemistry Tenure/Retention Committee

This note is to inform you of meeting scheduled for \_\_\_\_\_ (time/date) in \_\_\_\_\_ (room/building) to consider recommending you for retention tenure (cross out the one not applicable). In conjunction with this meeting, would you please forward to the Department chairperson by \_\_\_\_\_ (date) a summary (not more than three pages) of your activities in the area below. You may include any other activities you feel pertain to retention/tenure.

Address these areas:

1. Teaching
2. Research
3. Professional, Public, and University Service
4. Advising
5. Other activities specified in your position description

In addition to forwarding the above, you are invited to meet with the tenure/retention committee at the beginning of the meeting to ask/ answer questions and to clarify any questions committee members may have with respect to the activities listed in the summary you presented to the chairperson.



(The following form is addressed to faculty. An identical form addressed to academic staff is to be used to provide additional input to the Tenure/Retention Committee.)

To: Faculty

From: Department of Chemistry Tenure/Retention Committee

Please forward this paper with anonymous comments related to the performance of \_\_\_\_\_ in the areas cited below to the Department chairperson by \_\_\_\_\_ (date). These comments will be available for review by the tenured faculty to aid them in formulating tenure/retention decisions. Please comment on both strengths and weaknesses you perceive.

1. Teaching
2. Research
3. Professional, Public, and University Service
4. Advising
5. Other activities specified in your position description



D. FORMS USED IN PERFORMANCE EVALUATION

DATE \_\_\_\_\_

Merit Evaluation Suggestions  
Department of Chemistry

Recommendation for \_\_\_\_\_

I believe this faculty member deserved to be rated as:

Above the range acceptable for the position

Below the range acceptable for the position

because:

Well within the range acceptable for the position

No opportunity to observe



Date \_\_\_\_\_

Merit Evaluation Suggestions  
Department of Chemistry

Recommendation for \_\_\_\_\_

I believe this academic staff member deserves to be rated:

Above the range acceptable for this position

Below the range acceptable for the position

because:

Well within the range acceptable for the position

No opportunity to observe



## E. STUDENT OPINION SURVEY FORM

### STUDENT OPINION SURVEY

For each of the questions below, select the response that most closely reflects your opinion. Responses are these:

- A = Strongly Agree  
B = Agree  
C = Undecided or Neutral  
D = Disagree  
E = Strongly Disagree
- 1. The material was presented in a well-organized fashion.
  - 2. The instructor related the material of this course with other areas of knowledge, when it was appropriate.
  - 3. The instructor raised challenging questions or problems for discussion.
  - 4. The instructor conveys an interest and enthusiasm for this particular subject.
  - 5. The instructor met classes promptly at the regularly scheduled time.
  - 6. The instructor related chemistry to the events of the everyday life.
  - 7. The instructor's explanation of difficult points or concepts were clear and understanding.
  - 8. The instructor makes good use of examples and illustrations.
  - 9. The instructor comprehends the meaning of student's questions and presents clear and complete answers.
  - 10. The teacher encourages and responds to student's comments.
  - 11. The instructor was concerned with student's progress and actively helpful.
  - 12. Instructor enunciates words clearly.
  - 13. The tests (or other means of evaluation) related to the major objectives of the course.



## F. STUDENT OBSERVATION OF INSTRUCTION PROCESS

### 1. Sampling Requirements

All teaching faculty and academic staff will have on file with the Department chairperson the computer printouts of the results of student opinion surveys for all the sections taught during a single semester. The results may not be more than three years old. Teaching staff in the first semester of employment must gather student opinion during the first semester. Some effort should be made to obtain opinions from all the students in any one section, such as collecting the opinions during a regularly scheduled class meeting.

### 2. Opinion Collection Format

The teaching staff member to be evaluated will make arrangements with an appropriate individual other than the teaching staff member to collect student opinion forms. That individual will distribute the survey forms and computer answer sheets, collect the completed answer sheets, and deliver them in a sealed envelope to the Department of Chemistry office immediately after the evaluation.

The departmental secretary will keep the evaluation forms on file until after that semester's grades have been delivered to the registrar. The secretary will then deliver the forms to the computer center for analysis. After processing by the computer center, the summary forms and the individual forms will be returned to the departmental office. The individual forms will be given to the evaluatee but the compilation will be given to the Department chairperson for filing and use in performance evaluations. The evaluatee may see and copy the compilation for use in improving instruction.

## G. CRITERIA FOR TENURE

In accord with the UW-Stout Faculty/Academic Staff/Limited Appointees Handbook, the following criteria will be evaluated by the Department of Chemistry Tenure/Retention Committee in making recommendations for renewal of contracts for probationary faculty and for recommending tenure for a probationary faculty member.

1. Performance within the job description
2. Performance as a contributor to the department
3. Performance within the profession
4. Performance as a contributor to the university
5. Acquisition of appropriate academic credentials
6. Continuing programmatic need for expertise
7. Budget limitations requiring flexibility

## H. STANDING COMMITTEES

### 1. Tenure/Retention

All tenured faculty in the Department of Chemistry.

### 2. Hiring

All faculty and academic staff awarded faculty status who will be on staff for the following academic year.

3. Promotion  
All faculty at or above the rank to which an applicant is requesting promotion.
4. Curriculum  
All faculty and academic staff awarded faculty status.
5. Capital Equipment  
Two or three faculty/academic staff appointed by the chairperson.
6. Services and Supplies  
Two or three faculty, academic staff, and/or classified staff appointed by the chairperson.
7. Long-Range (Strategic) Plan  
Two or three faculty, academic staff, and/or classified staff appointed by the chairperson.
8. Safety  
The Laboratory Technician and two faculty or academic staff appointed by the chairperson
9. Tutor Center  
One faculty or academic staff appointed by the chairperson

This document is stored in magnetic form on the hard drive of the Department of Chemistry office

Macintosh and the Department chairperson's office computer. There is also a back-up copy in the office files.