



**Provost and Academic Vice President**  
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September 29, 2021

Dr. Mike Nichols  
Department of Chemistry  
John Carroll University

Dear Dr. Nichols,

I have received the department's Criteria for Promotion to Rank of Professor updated on September 22, 2021 and I am in agreement with Dr. Bonnie Gunzenhauser that the department has responded carefully to issues.

I hereby approve the September 22, 2021, Department of Chemistry's Criteria for Promotion to Rank of Professor (copy attached.)

Thank you for your careful attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Steven T. Herbert".

Steven T. Herbert, Ph.D.  
Provost and Academic Vice President

Attachment

cc: Dr. Bonnie Gunzenhauser  
Dr. Chrystal Bruce  
Dr. James Krukones

## Department of Chemistry

### Standards for Promotion to Full Professor

“Appointment to the rank of professor recognizes an advanced degree of professional and personal maturity accompanied by a record of outstanding accomplishment in teaching, scholarship, and general service to the needs of the University. In general, the professorship is reserved for those persons who have attained the stature of leaders in the academic community and whose presence on the Faculty adds to the prestige of the University.” – Faculty Handbook

General procedural policies will be followed as outlined in Appendix K of the Faculty Handbook.

### Standards for Promotion to Full Professor

The successful candidate for promotion to Full Professor will demonstrate that they are, as the Handbook notes, “leaders in the academic community.” Leadership in teaching and scholarship may include consistently excellent evaluations and other pedagogical contributions, external awards, invitations to speak or publish, significant ongoing scholarly productivity, or other institutional or national recognition. Leadership in the area of service includes significant responsibility in departmental, institutional, and disciplinary organizations.

The Promotion Committee will not consider accomplishments and recognition already credited during the process of awarding tenure and/or promotion to Associate Professor.

### **Standards for Teaching, Scholarship and Service.**

#### Teaching

Outstanding accomplishment in teaching is a primary expectation of the candidate for promotion. The ability to respond to needs of student learning using a variety of tools and background knowledge, as well as being able to adapt one’s teaching based on critical self-evaluation, are hallmarks of outstanding teaching. The candidate should demonstrate

ongoing efforts in improving student learning and their own pedagogical skill and knowledge base.

Outstanding accomplishments in teaching will be judged on the extent to which the candidate presents evidence that he or she:

- Engages students and facilitates their learning, including the development of critical thinking skills
- Evaluates student and peer evaluations and then considers implementation of appropriate improvements
- Evaluates student learning to determine possible improvements in coverage of course material and then incorporates the improvements as appropriate
- Keeps the course content up-to-date by introducing new material, references, techniques and technology, as appropriate
- Considers changes in the way course material is covered and evaluates their effectiveness and applies appropriate revisions
- Educates students in the processes of science, including planning, safety, experimentation, and communication of the results, through course work and student participation in the candidate's research program
- Advises students and considers changes to their advising style based on the self-reflection.

There is no expectation that the successful candidate will have all of the above. It is expected, however, that the candidate presents a preponderance of evidence demonstrating outstanding accomplishments in teaching.

### Scholarship

Outstanding accomplishment in scholarship is an expectation of the candidate for promotion. Among the goals of this scholarship are advancing knowledge in the field, maintaining awareness of developments in the field, and contributing to the external reputation of John Carroll University and the department. We believe that the most important indicator of outstanding scholarship is evidence of a steady progression of work in one's research

program. The combination of past and present success along with future research plans will be privileged.

The candidate should continue to maintain a high quality chemistry based research program which generally includes at least 3 peer-reviewed scholarly achievements.

- Generally, at least two of these items should be a peer- reviewed publications in the primary chemistry research literature (including pedagogical research) describing work initiated and conducted while a member of the faculty of John Carroll with the candidate acknowledged as a significant contributor.
- Others can be peer- reviewed publication(s) in the primary chemistry research literature (including pedagogical research) describing work initiated and conducted while a member of the faculty of John Carroll with the candidate acknowledged as a significant contributor or a funded peer-reviewed grant that has a research question where the candidate had a significant responsibility in preparing and administering the grant.

Outstanding accomplishment in scholarship will be judged on the extent to which he/she:

- Displays an ability to generate independent ideas or questions and develops an appropriate research program to investigate the idea or question to an appropriate conclusion, utilizing the resources available at John Carroll, through collaboration; and/or obtained through grants
- Displays a commitment to personal scholarly development as evidenced by a combination of publications, presentations at professional meetings, and/or external grant applications
- Includes undergraduate students as an integral part of the candidate's scholarly development
- Evaluates how attendance at professional meetings, participation in continuing educational opportunities and maintaining awareness of developments in their field impacts the candidate's research program, and, as appropriate, the content of their courses.

## Service

Outstanding accomplishment in general service to the needs of the University is another expectation of the candidate for promotion. The goal is for the candidate to be an active participant in the University and the wider community as interest, talent, time, and needs dictate. Service that informs and is informed by the candidate's teaching and scholarship is particularly beneficial.

Outstanding accomplishment in service will be judged on the extent to which he/she:

1. Is an active member of the John Carroll community, providing leadership and substantive, documented contributions to advancing university programs, committees, initiatives, or operations
2. Serves on and contributes to departmental committees and contributes to departmental mission and function
3. Serves the professional community, and/or the wider community

The candidate must provide evidence of meeting at least the first two bullet points. Additional professional and community service further enhance the candidate's accomplishments in the area of service.

Guidance on the types of questions that the candidate could address related to judging outstanding accomplishment in service can be found in the Department's Appendix to tenure and promotion guidelines.

Evidence to support meeting the above standards may include the following non-exhaustive list of items (there is no expectation that the successful candidate will have all of the following):

1. Peer reports from classroom visitations;

2. Peer-reviewed publications to be considered (citation references and copies of correspondence related to authorship and the peer-review process for each would be welcome);
3. Grant proposals submitted to be considered (copies of correspondence related to authorship and the peer-review process for each would be welcome);
4. Copy of any textbooks written;
5. Invitations to give presentations;
6. Invitations to review manuscripts;
7. Requests from outside organizations;
8. List of presentations given at relevant venues;
9. List of any awards received with a description;
10. List of any offices held with a description of duties performed;
11. Descriptions and Outcomes of projects undertaken;
12. Letters of support from outside reviewers, -alumni, colleagues, and/or students are strongly encouraged to demonstrate a record of leadership in either teaching, scholarship, or service;
13. Copies of all past communications with the Promotion Committee related to promotion to Professor

The Chemistry Department standards presuppose the continuation of University and departmental support for the activities listed at the level existing when this Standards for Promotion document is accepted.

The candidate is strongly recommended to consult with the Promotion Committee or department chair on their progression to promotion. If requested by the candidate, the Promotion Committee will formally respond on the candidate's progression to promotion, in writing, within one month of the request, excluding breaks.

These standards were accepted at via electronic vote on 9/22/21 by a vote of 7 yeas and 0 nays, with 0 abstentions.

Approved by Dean of CAS, Dr. Bonnie Gunzenhauser

9-28-2021

Approved by Provost and Academic Vice President, Dr. Steven Herbert

9-28-2021

*Steven T. Herbert*  
9/28/21