I. Appointment to the Biochemistry Program

The Biochemistry Program welcomes all faculty whose teaching and scholarly interests intersect with the discipline of Biochemistry and who wish to become members of the program. Faculty members who wish to join the Program should inform the Biochemistry Program Director.

Members of the program will receive a letter from the Provost officially appointing them to the Biochemistry Program that defines the expectations for Program Members (see Section I.A). They will also be informed of the Biochemistry Program’s Review Policy and Procedures for members undergoing reappointment, tenure or promotion in their home units (Sections II and III of this document).

Normally, members will be appointed for a term of five years. Faculty may be reappointed to the Biochemistry Program at the end of their term and will receive a letter of reappointment to the Program from the Provost, along with a reminder of the Program’s Review Policy and Procedures.

A. Expectations for Biochemistry Program Members (as stated in the Program’s appointment letter to be sent by the Provost)

“As a Biochemistry Program member, you are expected to attend regular program meetings and events hosted by the program and to serve as an academic advisor for Biochemistry majors. In addition, you may be asked to perform a specific task or service for the program, such as coordinating seminars, serving as the Library Liaison, Director of Honors, representative to the SCCD or Program Director. Most importantly, members of the program are called upon to provide research opportunities for Biochemistry majors by mentoring students in Special Studies and Honors Thesis projects. These types of hands-on research experiences are critical to the future success of our majors, and we depend upon the expertise of our program faculty to make these opportunities possible.”

B. Representation from the Chemistry and Biological Sciences Departments

Normally, the Biochemistry Program Committee has at least 3 representatives from the Chemistry Department and 3 from the Department of Biological Sciences. Ideally, these faculty members are also Members of the Program (as described above). However, in the case where a faculty member is simply serving as a departmental representative to the Biochemistry Program Committee, they would not be subject to the expectations set for program members as described in this document.
II. Review Policy for Biochemistry Program Members undergoing Reappointment, Tenure or Promotion in their Home Units

As described in Section I of this document, each faculty member will be informed of the Biochemistry Program’s Review Policy and Procedures before being appointed to the Program and reminded of these procedures at the time of their reappointment to the Program (normally every 5 years).

All Tenured/Tenure-track Program Members
All Program members who are being considered for reappointment, promotion or tenure in their home units will be reviewed with respect to their service to the Biochemistry Program. We consider the Special Studies (BCH 400) and Honors (BCH 430, 432) research opportunities that we offer to our students to be a critical part of the BCH curriculum. Therefore, we will review the scholarship of Program members and examine the ability of their research program to provide these experiences for our majors.

Tenured/Tenure-track Program Members who Regularly Teach Core Courses
In addition, those Program members who regularly teach in the Biochemistry core courses (BCH 252, BCH 352, and CHM 335) will have their teaching in those courses reviewed to allow the Program to give input into the quality of teaching that our majors experience in their required coursework.

III. Review Procedure for Biochemistry Program Members undergoing Reappointment, Tenure or Promotion in their Home Units

The procedures outlined below reflect the Program’s commitment to gather information and to provide feedback to faculty participating in the Program in ways that are collegial, constructive, substantive and cognizant of the expectations of the candidate’s home unit. These procedures include regular opportunities for exchanges between tenured and pre-tenure members of the Program Committee and are intended to clarify the requirements outlined in the Policy of Appointment, Reappointment, Promotion, and Tenure.

Annual Meetings with the Program Director
At the end of each academic year, the Director will meet individually with all pre-tenure Program members and the Chairs of their home units. The annual meeting provides an opportunity for the pre-tenure member to identify specific goals for the year so that the Program can be of most use in helping the candidate develop his or her progression through the ranks. For example, the pre-tenure member may wish to focus on teaching (e.g. visiting classes of senior colleagues and inviting them to visit, reviewing syllabi, developing new courses,) or on scholarship (e.g. having tenured colleagues read and comment on work in progress, consulting with senior colleagues about submitting work for publication) or both. It also provides an opportunity for the Program Director to be informed of the expectations of the home unit with respect to progression toward tenure and promotion. Pre-tenure members may elect to have their assigned Program mentor (see Biochemistry Program Mentoring document for details) join the annual meeting, another more senior Program member(s) of their choosing, or neither.

Composition of the Review Committee
When a member of the Program is being reviewed for reappointment, tenure or promotion, the Director, after consultation with the candidate and the Chair of the candidate’s home unit, will appoint a review committee composed of up to three tenured members of the
Program, senior in rank to the candidate. All tenured members are eligible to serve on the
review team except 1) members of the Program who will vote in the candidate’s home unit
and 2) members who will vote on the College’s Committee on Tenure and Promotion. The
review committee will be finalized upon consultation with the Provost.

Access to Review Materials and Evidence
The candidate will provide the Program review committee with his or her dossier in order for
the committee to review the relevant sections. In the cases where the candidate regularly
teaches in the Biochemistry core courses, the review team will acquire first-hand knowledge
of teaching within three semesters prior to a personnel review through class visits. Information about the candidate’s teaching in Special Studies (BCH 400) and Honors (BCH
430, 432) may be obtained through examination of the candidate’s dossier and discussions
with the candidate. The review committee will also examine copies of the external evaluators’ comments provided by the Committee on Tenure and Promotion.

Evaluation of Teaching (for those who regularly teach in the Biochemistry core courses)
Classroom visits should occur regularly, guided by the timetable set in annual meetings with
the director, and should not be limited to the semester immediately preceding personnel
decisions. Classroom visits will be conducted by faculty members at times suggested by
the faculty member being visited. Classroom visits between tenured and pre-tenured
faculty can be reciprocal to increase the benefits to both and are encouraged outside the
purposes of personnel reviews. The visits should be followed within two weeks by a
conference to discuss outcomes.

For evaluation purposes, class visits should be limited to the review team only unless
opened to other Committee members by the candidate. When class visits are related to
tenure and promotion decisions, they should be arranged in consultation with the home
unit. Classroom visits are a valuable, but not the sole, means of acquiring first-hand
knowledge of teaching and improving teaching effectiveness. Discussion of syllabi,
assignments and attending public presentations given by the candidate are also important
means of gathering information.

Review Committee Evaluation
Before writing its evaluation, the review committee will meet with all tenured members of
the Biochemistry Program senior in rank to the candidate to discuss its recommendations
and to solicit additional information concerning the candidate. Given that expectations for
progress toward tenure and promotion can differ in different scholarly disciplines, the
Program Director, assisted by senior Program members from the candidate’s home unit,
will be asked to provide context for the review committee concerning the expectations for
scholarship, service, and teaching (where applicable) in both the candidate’s home unit and
discipline at large. This will ensure that the review committee will be mindful of the
expectations for progress toward tenure and promotion that have been consistently
expressed to the candidate before writing their review.

The Chair of the review committee will provide a letter on or before November 15 to the
candidate’s home unit in time for their review, to the Provost (in cases of reappointment to
the home unit), and to the Committee on Promotion and Tenure (for cases of tenure and
promotion) detailing the results of the review and highlighting the candidate's contributions
to the Biochemistry Program. A copy of the letter will be provided to the candidate. The
candidate may respond in writing to that letter.