



Department of Chemistry & Biochemistry
Central Connecticut State University

BYLAWS

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Bylaws
Department of Chemistry & Biochemistry
Central Connecticut State University

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Mission Statement
Department of Chemistry & Biochemistry
Central Connecticut State University

Mission

The mission of the Department of Chemistry and Biochemistry is to provide its majors with a sound undergraduate education on which to build successful professional careers; to provide other science and science-related majors with the solid knowledge of chemistry required for their disciplines; and to equip students with the knowledge needed to function as informed citizens. The department is committed to optimizing student learning through quality instruction in chemistry theory and practice with emphasis on a hands-on approach. In addition, our majors are prepared for careers or advanced studies in chemistry and biochemistry as they engage in undergraduate research with faculty members with specialties in various areas of chemistry. Through interactions with departmental faculty, students have the opportunity to learn to become ethical professionals.

Revised by the Department of Chemistry & Biochemistry— November 4, 2013

Department of Chemistry & Biochemistry Procedures and Policies. (Bylaws)

The following procedures and policies have been approved to clarify and/or establish practices for use in this Department. The policies and procedures mandated by the current Collective Bargaining Agreement between Connecticut State University American Association of University Professors and Board of Regents for Higher Education, hereinafter referred to as “the Contract”, remain in effect and the following serves only as a supplement. In case of any inadvertent conflict, the main contract provisions take precedence.

I. Chairperson

A. Term of Chairperson

The Chairperson is appointed for a term not to exceed 3 years.

B. Selection of Chairperson

1. **Nomination:** The Chairperson shall be elected by secret ballot. All full-time members of the Department may submit nominations by secret ballot, and all nominees who are willing to serve shall be included on the election ballot. Only full-time, tenured members of the Department shall be eligible to serve as Chairperson.
2. **Voting Procedure:** From the list of nominees, voters shall cast one vote for Chair. Whoever receives the majority of the votes wins the election. In the event of a tie between the highest vote getters, a run-off election (or elections) shall be held until one of these candidates has achieved the majority vote.
3. **Monitoring:** Another academic department shall monitor the election.
4. **Recommendation for Appointment:** The name of the person with the majority vote shall be forwarded to the President through the Dean for appointment as Chairperson.

C. Duties/responsibilities

The Chairperson shall administer and oversee the Department and its facilities with the advice of the members. In matters mandated by the contract and in all matters when feasible, the consent of the members shall be sought.

II. Department Proceedings

A. Frequency of Department Meetings

The Department of Chemistry and Biochemistry shall meet at least once a semester. The Chairperson may call additional meetings during the academic year as appropriate. Upon request of at least 30% of the department members, the Chairperson shall convene the Department within two weeks.

B. Quorum

A quorum shall be a simple majority of voting faculty members of the Department (the full-time faculty and the Department Part-Time Representative). Decisions made at the meeting shall be based on a majority vote of those present.

C. Department Meeting Agenda

The Chairperson shall distribute the agenda for each Department meeting at least one week prior to the meeting. Any Department member may request an item to be placed on the agenda.

D. Department Meeting Minutes

Minutes of each Department meeting shall be made available to members of the Department within two weeks of the meeting. Copies of the minutes shall be kept on file in the Department office.

E. Department Meeting Secretary

The department secretary shall serve as the secretary for each department meeting.

F. Department Meeting Participants

Faculty members shall attend Department Meetings.

1. Current part-time faculty shall be invited to every Department meetings, shall be able to serve on appointed Department Committees, and shall elect one voting member by the following procedure.
 - i. Selection: The Department Part-Time Representative shall be elected by secret ballot every Fall semester by the first Department Meeting. All part-time members of the Department may submit nominations by secret ballot, and all nominees who are willing to serve shall be included on the election ballot.
 - ii. Voting Procedure: From the list of nominees, part-time members shall cast one vote for the Department Part-Time Representative. Whoever receives the majority of the votes wins the election. In the event of a tie between the highest vote getters, a run-off election (or elections) shall be held until one of these candidates has achieved the majority vote.
 - iii. Duration: The Department Part-Time Representative shall serve a one year term unless the Representative leaves the employment of the University then the above process will be repeated to find a replacement for the remainder of the term.

III. Department Committees-Appointive

A. General

1. Appointment: The Chairperson appoints two Departmental members to the standing appointive committees (with the exceptions of the Bylaws Committee and Library Liaison where one is appointed). Any member of the faculty shall be added to any such committee on request of the Chairperson. All appointive committee meetings are open to full-time faculty. After a slate of appointed members is presented at the first Department meeting of the Fall semester, the Department will vote on accepting the slate.
2. The Role of the Department Chairperson: The Department Chairperson is ex-officio member of all appointive Department committees.
3. Election of Committee Chairperson: A committee Chairperson shall be elected for each committee by October 1st for the school year.
4. Duties: Each committee shall consider and make recommendations to the Department for action on all proposals initiated by the committee, or the Chairperson of the Department, or any faculty member of the Department.

5. Minutes: Minutes or other appropriate records of all such committee meetings shall be distributed to the full-time faculty of the Department.

6. The Evaluation of Committee Recommendations: All recommendations by such committees shall be approved by the full-time faculty normally at a Department meeting, or if this is not practical or if a decision needs to be expedited, by ballot or polling of the Department members to determine consensus of the Department.

B. Curriculum and Scheduling Committee

1. Constituency: Shall consist of two Department Members.

2. Duties:

a) To consider and make recommendations to the Department for action on proposals for undergraduate course or program addition, deletion, or revision.

b) To assist and make recommendations to the Department Chairperson on the cycling and/or scheduling of courses at all levels.

c) To review undergraduate catalog copy.

C. Instrument and Long Range Planning Committee (ILRPC)

1. Constituency: Shall consist of one faculty member and the Staff Technical Specialist.

2. Duties:

a) To develop operating procedures for all Department-owned instrumentation.

b) To monitor instrument upkeep and request instrument supplies.

c) To consider and make recommendations for long-range plans for purchase, for repair, and/or for recycling Departmental instrumentation (see Section VII.B.2).

d) To collect and report to the Chairperson instrument requests from Faculty (see Section VII.B.2).

D. Committee for Procurement of Supplies and Equipment (CPSE)

1. Constituency: Shall consist of the Department Chair, one other faculty member and the Staff Technical Specialist. The Department Chair, being the sole authority able to authorize Department expenditures shall Chair this committee.

2. Duties:

a) To coordinate all orders for chemicals and supplies (see Section VII.B.1).

b) To communicate with all full-time faculty at the beginning of each semester those chemicals such as solvent, acids, or bases that have been ordered in bulk for use in all teaching labs.

c) To submit to the department a report of all expenditures for the semester at the last department meeting of the semester. The report should

be distributed a week prior to the department meeting with the agenda.

d) To recommend to the Department procedures for such ordering. Current procedures and guidelines are attached in Section VII.B.

E. Safety Committee

1. Constituency: Shall consist of one faculty member and the Staff Technical Specialist.

2. Duties:

a) To make recommendations to the Department on all matters relating to safety, including handling and storage of chemicals, protective equipment, disposal, etc.

b) To recommend policies concerning students relative to eye protection, torso protection, and safety instruction. Section VII.A gives the Departmental positions on eye, feet, and torso protection. The Department safety sheet is shown in Appendix E.

c) Develop programs to implement safety recommendations approved by the Department.

d) To distribute the Chemical Hygiene Plan to all faculty as well as all affected laboratory personnel.

F. Assessment Committee

1. Constituency: Shall consist of two Department Members.

2. Duties:

a) To develop assessment strategies as a means to review the Department's program and course offerings.

b) To report annually upon the Department's progress in assessment activities.

G. Student & Public Relations Committee

1. Constituency: Shall consist of two Department Members.

2. Duties:

a) To obtain records and make recommendations for candidates for approval as BS-ED majors or minors. The guidelines for candidate approval are in Section VII.C and D.

b) To recommend to the Department students for recognition for awards. Awards involving a single course or area may be determined by the faculty involved with the concurrence of the Departmental Chairperson.

c) To prepare brochures for recruitment purposes when needed.

d) To prepare and update a Chemistry Student Handbook when needed.

c) To prepare an annual Newsletter as funds permit.

d) To obtain appropriate publicity for Departmental activities and individual faculty achievements.

- e) To support and develop appropriate recruitment activities and high school chemistry teacher contacts.
- f) To support and develop appropriate contacts with alumni.
- g) To support and develop appropriate contacts with industry and the business community.

H. Bylaws Committee

1. Constituency: Shall consist of one Department Member.
2. Duty:
 - a) To update, modify, and annually circulate the bylaws to reflect current Department policy.

I. Library Liaison

1. Constituency: Shall consist of one Department Member.
2. Duties:
 - a) To coordinate with library staff the holdings in the library related to Chemistry and Biochemistry.
 - b) To collect input from Faculty on the library holdings as well as report changes in holdings due to the library funding levels.

IV. Department Committees-Elective

A. Departmental Evaluation Committee (DEC)

1. Membership: Membership in the Chemistry Department Evaluation Committee shall be open to all full-time, tenured faculty, including the Chairperson of the Chemistry Department.
2. Constituency: The Committee shall consist of three members. If the Chairperson is not elected as a member of the Committee, he/she shall be a member ex-officio.
3. Election of the Members of the Chemistry Department DEC: The Committee shall be elected annually, according to the following procedures:
 - a) The Chairperson of the Department shall send notice to the members during early April seeking written nominations for membership on the DEC. The nominations are due in the Department office within one week.
 - b) A ballot of all nominees shall be distributed by the Chairperson to every full-time member of the Department.
 - c) Each full-time member of the Department shall vote for up to three candidates, and submit the ballot to the Chairperson by a specified date before the end of April.
 - d) The ballots shall be tallied by two members of the Department who are not nominated for the DEC. If such a scenario arises where all faculty are nominated, then the Chairperson of the Department shall tally the votes.

e) The three nominees receiving the highest number of votes shall be elected to the Committee. In case of ties, a run-off election shall be held within a one-week period.

4. Function: See the Contract.

5. Duties:

a) The Department Evaluation Committee shall make evaluations of specific faculty members relative to consideration for (a) promotion, (b) tenure, (c) renewal of appointment, and (d) professional assessment in accordance with the Contract.

b) The Department Evaluation Committee shall make evaluations of part-time faculty members relative to consideration for renewal of appointment.

c) The Department Evaluation Committee shall coordinate end-of-the-semester student evaluations as well as remind faculty of peer review requirements.

d) The Department Evaluation Committee shall coordinate end-of-the-academic year evaluations of the Department Chairperson.

6. Evaluation Guidelines

a) The Department of Chemistry & Biochemistry Student Opinion Surveys (also known as student evaluations or student questionnaires) are given in Appendix A.

The CCSU Faculty Senate guidelines may be found on the University website at:

http://web.ccsu.edu/facultysenate/files/Supporting_Documents_2014-15/P&TPolicy102714.pdf. The DEC shall consider candidate portfolios within the context of the contractual requirements and in accordance with Department and Senate guidelines.

b) In alignment with the Contract, Senate Promotion and Tenure Guidelines, and Department Guidelines, the Department of Chemistry & Biochemistry shall develop its own Student Opinion Surveys to evaluate student satisfaction with faculty instructional practices [Appendix B] for all courses including those taught fully or partially online. Student Opinion Surveys shall consist of a multiple choice portion and a free response portion. There shall be separate Student Opinion Surveys for lecture and lab courses as outlined in Appendix A. Faculty shall be required to summarize these data into their renewal, promotion, and/or tenure files. Whereas the DEC shall annually remind faculty that they can sign up for scheduling an evaluation; ultimately it is the faculty member's responsibility to actually request and schedule the date to be evaluated. Untenured and/or non-fully promoted members shall get Student Opinion Surveys as much as possible; whereas Professors normally shall get Student Opinion Surveys at a minimum once every four academic semesters.

c) Student Opinion Surveys shall be handled by one of two ways. (1) At a faculty member request, hardcopies of the Student Opinion Surveys shall be administered by a DEC member (or representative), physically stored until the end of the semester in a secure Department location, scanned and summarized by the Department Secretary, delivered for initial examination by the DEC, passed to the Chairperson for inspection, then subsequently returned to the instructor of record. Alternatively (2) Student Opinion Surveys shall be administered through each course's BlackBoard site using the BB Enterprise Survey tool. The results from the Student Opinion

Surveys will be delivered directly to the instructor after final grades have been recorded and posted. The instructor shall deliver a hardcopy of the results once received to the DEC Chairperson who will then share them with the DEC committee then forward them to the Department Chairperson. The hardcopy shall be returned to the instructor.

d) In alignment with the Contract, Senate Promotion and Tenure Guidelines, and Department Guidelines, the Department of Chemistry & Biochemistry shall develop its own peer review process [Appendix C]. Faculty shall be required to have peer review letters for their renewal, promotion, tenure, and/or six-year assessment files. Where the DEC shall annually remind faculty that members need peer reviews; ultimately it is the faculty member's responsibility to actually request and schedule these reviews with their peers. **Members shall have at a minimum two written peer evaluations before every renewal, promotion, tenure, or six-year assessment.**

e) In alignment with assessing all load credit activity that may fall under 4.11.9.1 of the Contract, the Department of Chemistry & Biochemistry shall develop its own Chairperson Evaluation questionnaire [Appendix D]. This questionnaire shall consist of a multiple choice portion and free response portion that shall only address the Chairperson's responsibilities as described in the Contract Section 5.23. Chairpersons shall be required to summarize these data into their renewal, promotion, and tenure files. Each Spring the DEC shall administer the evaluation to all tenure-track faculty in the Department who shall fill out the questionnaire anonymously and return it to the DEC.

B. Committee on Hirings and Appointments (also known as the Search Committee)

1. Constituency: When the need arises to hire new full-time faculty personnel, a committee of four full-time faculty members--three (3) elected and one (1) appointed by the Chairperson--shall be convened.

2. Election of the Members of the Committee on Hirings and Appointments: The procedure for election is as follows:

a) The Chairperson of the Department shall send notice to full-time faculty that written nominations for membership on the committee are due in the Department office within one week.

b) A ballot of the nominees shall be distributed by the Chairperson to all full-time members of the Department.

c) Each full-time member of the Department shall vote for up to three candidates and submit a ballot to the Chairperson by a specified date.

d) The ballots shall be tallied by the Chairperson of the Department.

e) The three nominees receiving the highest number of votes shall be elected to the Committee. In case of ties, a run-off election shall be held within one week.

3. Duties:

a) The Committee shall organize itself and consult the Department so as to define the specific personnel need of the Department. The Committee shall prepare a recommendation containing the details of and qualifications for the position. The Committee shall forward its recommendation to the Department Chairperson, and the Department Chairperson shall then

solicit applications, observing prescribed procedures. The Chairperson of the Department shall be liaison to potential candidates for the Department.

b) The Committee shall work according to University policy and evaluate the credentials of applicants for full-time positions when such appointments are to be made to the full-time chemistry faculty. The Committee shall shorten the pool of candidates to an interview list that shall be forwarded to the Department Chairperson. The Department Chairperson shall forward the Committee's recommendation together with his/her own to the President, observing the prescribed channels.

c) Where feasible, the Committee, when it already exists, shall review part-time applicants and transmit a recommendation to the department Chairperson. The Department Chairperson shall then transmit his/her recommendation through prescribed channels in full accord with the Contract. In the absence of a sitting Hiring and Appointments Committee, the Department Chairperson shall confer with members of the Department, as feasible, before filling a part-time position.

4. Interviews and Hiring of Full-Time Faculty:

a) Once candidates are brought in for an interview, all faculty members shall have the opportunity to interview the candidate one on one.

b) After the interview process is complete, a Department meeting shall be convened within two business days. At this meeting, all full-time Department members shall rank the candidates. The candidate with the highest ranking shall be put forth as the choice of the department.

C. Sabbatical Leave Committee

1. Constituency:

The Committee shall consist of three members elected from the full-time faculty. The Chairperson is an ex-officio member of this Committee. Alternatively, the Department DEC may also serve as the Sabbatical Leave Committee if approved by majority vote of all full-time faculty members of the department.

2. Election of the Members of the Sabbatical Leave Committee: Unless, the department has decided to allow the Department DEC to also serve as the Sabbatical Leave Committee, the procedure for election is as follows:

a) The Chairperson of the Department shall send notice to full-time faculty that written nominations for membership on the committee are due in the Department office within one week.

b) A ballot of the nominees shall be distributed by the Chairperson to all full-time members of the Department.

c) Each full-time member of the Department shall vote for up to three candidates and submit a ballot to the Chairperson by a specified date.

d) The ballots shall be tallied by two members of the Department who are not on the list of nominees. The Chairperson shall designate these two members. If such a scenario arises where all faculty are nominated, then the Chairperson of the Department shall tally the votes.

- e) The three nominees receiving the highest number of votes shall be elected to the Committee. In case of ties, a run-off election shall be held within one week.

3. Duties.

The Department Sabbatical Leave Committee shall receive all requests for sabbatical leaves, evaluate them according to the guidelines below, and forward the requests and recommendations to the Departmental Chairperson.

4. General Guidelines for Sabbatical Leaves.

All eligible applicants who desire to apply in October of a given year are requested to inform the Sabbatical Leave Committee by April 15th of that year. All applications must be received no later than October 1st (or date specified by the Administration if different). Sabbatical leave requests shall be judged on merit with due regard for the following: feasibility, originality, contribution to knowledge, improvement in techniques of instruction, and improvement in professional competence of the one requesting leave.

V. Personal/Religious Leave

A. Permission for personal Leave, up to three days, shall be granted by the Chairperson. It is anticipated that the faculty member shall make arrangements to meet his/her responsibilities in some other reasonable manner.

B. Permission for personal Leave beyond three days for religious observances in a calendar year shall be granted by the Chairperson, if the Department Chairperson is satisfied that the member's responsibilities shall be met in some other reasonable manner.

VI. Faculty Duties and Activities

See Article 4.1.1.1 of the Contract.

VII. Department Procedures and Policies

A. Eye, Foot, and Torso Protection

1. When working in the chemistry laboratories, students must wear safety goggles and lab coats at all times. There shall be no exceptions based upon the expectations of individual faculty as this is a Department of Chemistry & Biochemistry policy.

- a. With regards to eye protection, the following comments are noted:
 - i. Prescription eyeglasses of the shatterproof variety provide minimum protection. In general, they do not afford adequate protection for academic laboratory work, even if they are equipped with side shields. For this reason, goggles must be worn.
 - ii. Contact lenses do not afford protection. In fact, they pose an additional problem of their own and therefore must never be worn in the laboratory. We suggest that wearers of contacts wear conventional eyeglasses in place of contacts and wear goggles (available through the bookstore) when working in the laboratory.
- b. With regards to protection of the feet
 - i. No open toes shoes or sandals of any kind shall be allowed in the laboratory.
- c. With regards to torso protection, the following comments are noted:
 - i. Students must wear lab jackets (either the Teflon lab coats or something more durable).

- ii. Students must wear garments that do not expose the legs. No shorts, skirts, etc. are allowed.

B. *The Department of Chemistry & Biochemistry's General Guidelines on the Use of Its Operational Funds*

1. Operational Funds

The Department of Chemistry and Biochemistry has three sources for funding its operations. They are as follows:

- a. Operational Expenditure Funds (aka OE funds): The University is the source of the Department's OE funds.
- b. Aperiodic Bond/One-Time-Purchasing Requests (aka Bond Funds): The University aperiodically asks Departments for One-Time purchase requests due to left over university funds or even more aperiodic State funds.
- c. Lab Fees: Money collected from fees associated with Department lab courses and added onto base Department OE funds.

2. Guidelines for Purchase Requisitions for These Funding Streams

The Department recognizes that the Department Chairperson is ultimately in charge in managing Department Funds and may justify emergency purchases in any way necessary to facilitate the needs of the Department; however, the table below can be used as a general guide to what purchases should come from with funding source.

- a. OE- Chemicals and general glassware
- b. Lab Fees- Instrument service contracts, Instrument service calls, Small equipment upgrades for service labs (<\$5k), and/or Specialty/bulk glassware for foundation lab courses
- c. Bond/One-time Requests- Instruments/Equipment over \$10k

3. OE funds are generally reserved for the labs we teach but that does not prevent occasional use of OE funds for other actions within the Department. The Chairperson will use discretion in the use of OE funds. It is recommended that for any purchase that is in excess of \$1,000 that the Department Chair seek approval from at least three faculty members. Additionally, expense reports at Department meetings should regular communicate recent purchases. A general update on OE sources is routinely given at each Department meeting and one-time requests for requests for Bond funds (when available) will go, as they have in the past, to the Chairperson and the Long-Range Planning and Instrument Committee.

C. *Procurement of Chemicals, Supplies, and Equipment*

1. Procedures used by the Committee on Procurement of Supplies and Equipment (CPSE)

- a. Chemical Requests. Orders for chemicals shall be submitted to the Department Chairperson.

The procurement of supplies is based upon the Department's available budget.

NOTE: Faculty should take note to inventory very carefully before requesting a chemical. Common organic solvents shall be ordered in bulk quantity by the Committee. A list of bulk order chemicals will be made available by the committee at the beginning of every semester. Unless you have a specific need for either unusually large quantities or a special grade of common organic solvent, an order need not be placed. (This also applies to conc. HCl, H₂SO₄, HNO₃, H₃PO₄, glacial acetic acid, NH₃, NaOH, and KOH pellets.)

Please coordinate your requests with faculty working in the same discipline and with the Staff Technical Specialist.

The above procedures apply to major requests that occur in the spring semester and emergency requests throughout the year as well as summer session and intersession.

b. Supply Requests. Supply items shall follow the same basic procedures as chemicals listed above; yet for common items, it is advised that faculty check with the Staff Technical Specialist who may or may not have ordered items for use in the general chemistry and intro labs.

NOTE: In general, do not request common locker items such as beakers, flasks, test tube brushes, etc., unless new lockers are being stocked. The Committee shall order these items as general stock based on past years' inventories. Procurement of equipment needed to stock a substantial number of new lockers is dependent upon the availability of funds and the Department Chairperson's approval.

2. Procedures used by the Instrument and Long Range Planning Committee

a. Instrument Requests. Instrument requests shall be submitted to the Instrument and Long Range Planning Committee. This committee will take faculty requests and forward them, with comments and suggestions from the committee, to the Chairperson. Based upon the non-periodic nature of equipment requests at CCSU, Faculty should be prepared at a moment's notice with vendor quotes on hand for the Instrument and Long Range Planning Committee. The Department gives preference for instrument acquisition to newly hired faculty.

b. Instrument Repair. Any instrument in need of repair shall be reported to the Instrument and Long Range Planning Committee as soon as possible. In general, instrument repairs must be funded with the regular supply money when available.

3. Delivery of Chemicals

a. Delivery of Chemicals and Supplies. Chemicals shall be dated and placed on the course shelves in room NC-117 if not delivered to the Chemistry & Biochemistry office. Faculty shall notify the Chairperson and CPSE of any item not received or backordered as it can have an effect upon the annual Departmental budget.

4. Allocation of Monies.

a. The Department hopes to receive sufficient supply and equipment monies and substantial chemical donations so that it shall not be necessary to allocate a set amount of dollars for any one discipline. Should it become necessary to break down the monies, the CPSE, Instrument and Long Range Planning Committee, and Department Chairperson shall meet to set allocations in accordance with the following:

b. Ordering priority is:

- i.* chemicals for lab courses
- ii.* specific course supply requests
- iii.* supplies required to operate instruments in upper level courses.
- iv.* general stock -- stocking new Lockers when required
- v.* research materials

D. Coordinators

I. Coordinators

a. Coordinators. *All coordinators shall receive credit for these duties as agreed upon in the appropriate AAUP side letters.*

b. Election of Coordinators. Coordinators for the next academic year will be elected in the Spring of the previous academic year at the last Department meeting of the academic year.

i. Nomination: Any member of the Department may submit nominations for coordinator positions. Only full-time, tenured members of the Department shall be eligible to serve as Chairperson.

ii. Voting Procedure: From the list of nominees, full-time faculty and the part-time faculty representative shall cast one vote for each coordinator position. Whoever receives the majority of the votes wins the election for that coordinator position. In the event of a tie between the highest vote getters, a run-off election (or elections) shall be held until one of these candidates has achieved the majority vote.

b. The General Chemistry Coordinator (GCC) has responsibilities as follows:

i. With the advice and consent of the full-time faculty, the GCC shall set laboratory experiments for CHEM 162 and shall act as the primary editor of the CHEM 162 laboratory manual.

ii. With the input of the Science Technical Specialist (STS), the GCC shall set the schedule for CHEM 162 in advance of each semester. The GCC shall communicate the schedule and any necessary information with the instructors of CHEM 162 and the STS.

c. The Analytical Chemistry Coordinator (ACC) has responsibilities as follows:

i With the advice and consent of the full-time faculty, the ACC shall set laboratory experiments for CHEM 201 and shall act as the primary editor of the CHEM 201 laboratory manual.

ii With the input of the Science Technical Specialist (STS), the ACC shall set the schedule for CHEM 201 in advance of each semester. The ACC shall communicate the schedule and any necessary information with the instructors of CHEM 201 and the STS.

iii With the advice and consent of the full time faculty, the ACC shall select a textbook for CHEM 200, set a general course outline, and send a suggested syllabus to the instructors of CHEM 200.

iv The ACC shall serve as a member of the Department Assessment Committee and shall assist the GCC in writing the Department Assessment and American Chemical Society accreditation reports.

d. The Organic Chemistry Coordinator (OCC) has responsibilities as follows:

i With the advice and consent of the full-time faculty, the OCC shall set laboratory experiments for CHEM 211 & 213 and shall act as the primary editor of the CHEM 211 & 213 laboratory manuals.

ii With the input of the Science Technical Specialist (STS), the OCC shall set the schedule for CHEM 211 & 213 in advance of each semester. The OCC shall communicate the schedule and any necessary information with the instructors of CHEM 211 & 213 and the STS.

iii With the advice and consent of the full time faculty, the OCC shall select a textbook for CHEM 210, set a general course outline, and send a suggested syllabus to the instructors of CHEM 210.

iv The OCC shall serve as a member of the Department Assessment Committee and shall assist the GCC in writing the Department Assessment and American Chemical Society accreditation reports.

e. Supplemental Lab Credit. Faculty who are assigned laboratory courses other than those covered by the GCC, ACC, or OCC shall receive supplemental lab credit in accordance with current contract language, currently equal to one-quarter credit per hour of laboratory time. Such credit shall be used to cover the additional prep work associated with upper-level lab courses as well as the additional time required to provide enrolled students access to instrumentation and laboratory time and equipment.

E. Use of Laboratory Facilities-- Requirements and Practices

1. Use of the Department Laboratory Facilities

a. No one may work in the Laboratories except:

i. Students registered for a Chemistry Laboratory course or completing an incomplete in such a course or in allied science courses with permission of chemistry faculty. No students in these categories shall be permitted to work alone in the laboratories.

ii. Students assigned to the Department under student help/work study.

iii. CCSU chemistry faculty and other CCSU faculty as appropriate.

iv. Students carrying out research under the direction of a faculty member.

v. Other individuals approved to work in the laboratory by the Chairperson.

b. Although transients, guests, or visitors may pass through laboratories on occasion, there should be some justification for their presence and they are the responsibility of the person admitting them.

c. Children, friends or relatives of students should not be in the laboratories.

d. A student may work in the laboratory only as long as he/she is officially enrolled. (Audits are allowed in the laboratories, but students who have withdrawn from the course are not).

e. The above guidelines are set for both legal and safety reasons.

2. Policy on Use of the Fourth Floor Stockroom and Transportation of Chemicals and Supplies to and from Research Labs

a. General Chemistry Stockroom. Chemicals or supplies on shelves marked for a specific course shall not be removed by anyone unless permission has been obtained from the Coordinators and/or Staff Technical Specialist. All other chemicals are considered general stock. These should be checked before ordering.

b. Research Labs: Chemicals, supplies, and equipment shall not be taken from or taken to labs designated by the Department as research labs. Faculty shall monitor student and faculty research such that this courtesy is not neglected.

3. Accepted Practices in CHEM 162 Laboratories

a. Students must submit laboratory reports that require some written work (e.g., objective, appropriate chemical and math equations, sample calculations, discussion of results) in addition to tear-out pages from the manual if applicable.

b. Policy in regard to the satisfactory completion of the laboratory portions of CHEM 162 shall be set by the instructor and shall be made known to his or her laboratory students. However, it is general department policy that in order to pass CHEM 162, a student must complete and submit laboratory reports for at least all but two of the assigned experiments. Students who miss three laboratory periods shall automatically fail the course.

F. Undergraduate Safety in Research Laboratories

1. All students who work on research projects with faculty of Chemistry & Biochemistry at CCSU must participate in a department-led safety training before beginning work in the lab. This training is conducted at the beginning of each semester by faculty and/or staff of the Department and follows the guidelines set forth in *ACS Safety in Academic Chemical Laboratories*. Students must complete the training and pass a safety exam once during their research career. The Department will keep a record of approved students. The length and timing of training will be set by mutual agreement of all faculty supervising undergraduate students. No student may work in a lab without supervision of a full-time member of the faculty or staff. Typically, students will go through training when signing up for CHEM 238; however, any students who starts in CHEM 438 or perform research with Department faculty while signed up for research credit in another department must attend the training and pass the safety exam. This policy also applies to student workers.

G. Policy of Priority for Teaching Summer and Intersession¹ Courses

1. The following allows for a round by round assignment of summer and intersession teaching for faculty. Prior to submitting the schedule of classes for intersession and summer session courses, the Chairperson shall send a list of all course offerings proposed for both the inter- and summer sessions to all Department full-time faculty members. All full-time faculty members are eligible for teaching summer and intersession courses provided they are not under special assessment (CSU-AAUP Contract 4.13). During a Department Meeting in the Fall semester, the Chairperson shall consult with each member willing to teach the intersession between the Fall and Spring semester (hereafter known as Intersession) and the Summer Sessions and generate a list of courses to be offered in the Intersession and two summer sessions. Course assignments will follow the method below until course assignments have been made.

a. Faculty Course Selection Order for the Intersession/Summer Sessions

i. The Department will tally all of the previous two years Intersession and Summer Sessions paid instructional load credit for each faculty member (including paid load

¹ Summer and Intersession as defined in the CSU-AAUP-BOT contract.

credit earned outside of Department offerings). This summary of load credit will be used to determine the order of priority for faculty who wish to teach upcoming Intersession/Summer Session courses. The highest priority is given to the Department member who has taught the fewest semester hours during summer and intersessions of the previous two years (although data from additional years may be used to break ties).

ii. Where there is a tie in the above system, the tie is to be broken in favor of the faculty member who has taught the smallest number of semester hours in the last three or more summer sessions and intersessions (until the tie is resolved).

iii. By the end of this step, a list of all interested FT faculty will be generated. At the top will be the member with the highest priority (fewest previous load credits) and at the bottom the member with the lowest priority (highest previous load credits).

b. Selection of Intersession & Summer Sessions Courses

i. First round of faculty selecting an Intersession or summer session course—**in the first round only**—is given to the Chairperson (or Acting Chairperson) of the Department. This is for a course in addition to the Chairperson's administrative load.

ii. The next priority is given to the Department member who has highest priority (taught the fewest semester hours during summer and intersessions of the previous two years).

iii. Course continue to be selected by going down the list from highest priority to lowest.

iv. After a first course assignment has been made to each faculty member willing to teach, a second round of course assignments shall follow the same priority sequence with the Chairperson at the appropriate position based on their rank from (a) until all listed classes have been assigned.

v. Any courses that have not been assigned to FT faculty may be assigned to PT faculty at the discretion of the Department Chairperson.

c. Although an agreement to teach a course is a commitment by the faculty member, that faculty member may be excused if another full-time faculty member (as determined by priority) is available to teach the course in question. A course is defined as either one lecture or one lab-with the exception of international offerings. International/Study Abroad courses may have introductory and advanced sections and shall count as one course. (E.g. A faculty member that offers a 100/485 dual listing should count as one course during assignment of intersession courses.)

H. Junior Faculty Mentoring

1. In order to be consistent with the Faculty Senate guidelines on Promotion and Tenure and core Department beliefs, the Department of Chemistry & Biochemistry shall be dedicated to the peer mentoring of its junior faculty. In addition to periodic meetings between the Department DEC and the junior colleague the Department Chairperson shall assign a tenured member of the department to mentor an untenured colleague (with the mutual consent of both faculty).

I. Saturday Courses and Teaching Courses Off the Main CCSU Campus

In Section 10.1 of the Contract, it states that "weekend classes may be scheduled with the agreement of the member and the Department Chairperson as approved by the appropriate Dean." The same requirements shall

also govern a course offering off the main CCSU campus. If a Department course offering is scheduled to be taught off the main CCSU campus, a faculty member shall not have to teach off-campus unless they agree to do so. Furthermore, the affected faculty member shall be reimbursed for any expense associated with commuting to and from the off-campus location. This shall include reimbursement for travel, parking, and other expenses.

VIII. Revisions and Amendments

This document may be revised and/or amended by a vote of a majority of the full-time faculty.

APPENDIX A
 Central Connecticut State University
 Department of Chemistry & Biochemistry's
Departmental Guidelines for Promotion and Tenure
 (Personnel Evaluation Criteria Guide)

Accepted in principle 4/20/07
 Senate & CCSU-AAUP Approved May 8, 2008
 Modified by Senate & Union Request December 1, 2008

- | |
|---|
| I. Expectations of all faculty
II. Criteria and Expectations for the First Year Renewal
III. Criteria and Expectations for Tenure and Promotion to Associate Professor
IV. Criteria and Expectations for Promotion to Professor
V. Six-Year Review: The Expectations for Evaluating Professors |
|---|

I. Expectations of all Faculty

- A. The Department requires that all full-time faculty hold a Ph.D. in either Chemistry, Biochemistry, or other closely related fields (*e.g.* Chemical Education, Chemical Engineering, etc.). All faculty must display an appropriate understanding of their field.
- B. Faculty will teach service courses within the Department, and will develop and teach upper-level courses in their specialty according to the Department's overall educational philosophy.
- C. Whereas the contract uses the more open term of "creative activity" and the Department follows that lead later in this document for contractual consistency, the Department expects its faculty to engage in research appropriate to their field. Furthermore, the Department also expects faculty to mentor undergraduate students in research when appropriate. This conforms to the Department's core beliefs that research is an activity synchronous with teaching and that undergraduate involvement in research is essential in the preparation of students for their future careers.
- D. The Department will provide all faculty with updated by-laws and related contractual information. The Department expects its faculty will not only fulfill the above, but will contribute positively to student, Department, and University development; and will continue to grow as a chemistry professor at CCSU.
- E. The Department expects its members to practice intellectual and academic honesty, to behave in a collegial and ethical manner, and to undertake creative activity endeavors in an ethical and safe manner—especially when working with undergraduate researchers. This includes awareness of laboratory and procedural hazards and of waste management and human subject review process where applicable.

Full-time, tenure track faculty are evaluated according to the State-approved contract between CCSU's Faculty Union (CSU-AAUP) and the Board of Regents for Higher Education (the BoR). The specific contract language can be found in Article 4, subsections 4.7 through 4.12. Additional items for portfolio construction and for P&T process are explained in the CCSU Senate P&T Policy available at: <http://www.ccsu.edu/facsenate/>

The Department of Chemistry & Biochemistry's Department Evaluation Committee (DEC) will inform every faculty member of the appropriate dates for renewals, promotion, tenure, and six-year assessments.

The following three sections follow the criteria for renewal, promotion, and tenure as outlined in most general terms in Article 4.11 of the BoR/CSU-AAUP contract. These sections clarify the expectations of the Department of Chemistry & Biochemistry and will be used as a basis for Departmental evaluations for renewal, promotion, and/or tenure.

II. Criteria and Expectations for the First Year Renewal

The first year renewal typically occurs during the second semester of employment; therefore, the DEC may have limited information on which to base its evaluation. Faculty should consider the following guidelines when submitting materials to the DEC for the first year renewal.

- A. **Load Credit Activity** The Department expects evidence of adequate preparation for teaching duties as well as a commitment to developing sound teaching practices. After one semester of teaching, the candidate will have limited Student Opinion Surveys; therefore, the Department expects the faculty member to qualitatively assess his/ her teaching methods and identify areas for continued improvement. The Department strongly recommends that faculty solicit classroom visits from senior colleagues.
- B. **Creative Activity** The Department expects new faculty will have a well-defined creative activity plan, which should be included in the materials submitted for renewal. The Department recognizes that new faculty require a "settling in" period and is dedicated to helping the faculty member build momentum in establishing his/her creative activity. Due to internal funding cycles and the quasi-periodic nature of funds (state-given or otherwise) used for purchasing instrumentation, the Department may secure instrumentation for faculty creative activity and is committed to giving preference to new faculty where appropriate. The Department Chair is responsible for informing new faculty members of the potential to secure instrumentation.
- C. **Productive Service** The Department expects first year faculty to exhibit service to the Department. At the beginning of the academic year during the first scheduled Department meeting, new faculty will be paired with a tenured member(s) to serve on at least two Departmental committees.

III. Criteria and Expectations for Tenure and Promotion to Associate Professor

For subsequent renewals and for building a pattern of teaching, creative activity, service, and professional activity for promotion and tenure, every faculty member is expected to document progress along all contractual obligations in a consistent and satisfactory manner. Whereas the individual faculty member is expected to perform these duties, the Department is committed to mentoring faculty members by giving advice, feedback, and direction. For clarification, comments, and concerns, faculty are encouraged to talk with Department colleagues, the Chair of the DEC, and the Chairperson of the Department. The DEC will meet with junior faculty and mentor the members through the renewal, promotion, and tenure process. As with the First Year renewals, faculty may solicit a letter of support from the Department Chairperson so long as the Chairperson is not a current member of the DEC.

What is contained below is not a complete list of acceptable activities, but reflects the language of the AAUP-BoR Collective Bargaining Agreement.

As a faculty member progresses through the six years of service leading up to a tenure decision through his/her series of renewals, and through his/her first promotion, the Department expects growth along all contractual areas. Candidates who do not perform satisfactorily in all these domains should not expect favorable recommendations.

For letters regarding promotion and tenure decisions, the letter from the DEC will address five areas: load credit activity, scholarly activity, productive service to the department and university, professional activity, and years in rank as outlined in section 4.11 of the contract. For the first four items, the DEC will give evaluations of *exceeds expectations*, *meets expectations*, and/or *does not meet expectations*. The letter will then describe the basis behind these evaluations based upon the documentation provided. For years in service, the Department will indicate the number of years in rank for promotions or tenure. The DEC will mention the Comparable Standards clause in the letter for the candidate if the candidate applies for early decision by invoking the Comparable Standards clause in the contract (Section 5.3.5). After considering the activity in all areas, the DEC will write that the candidate is either *recommended*, or *not recommended* for promotion or tenure.

A. **Load Credit Activity** (the primary load of faculty in the Department is teaching; therefore, the following information focuses mostly on such activities).

1. With respect to teaching the candidate will be evaluated in terms of:
 - a. The ability to communicate ideas and concepts clearly and in ways that students understand;
 - b. The ability to manifest a general sensitivity and responsiveness to the needs of students along with a pattern of seeking good rapport with students;
 - c. The fulfillment of administrative responsibilities related to the candidate's teaching assignments.
2. The evaluation of teaching effectiveness, including the items mentioned under subheading 1 above, will be made from considering the following:
 - a. The summaries and transcribed comments of the Student Opinion Surveys for courses taught;
 - b. Review of course syllabi, exams, and other relevant material and information;
 - c. Reports of classroom visits by tenured members of the Department of Chemistry & Biochemistry;
 - d. Documents or reports that might be in the possession of the Chairperson that are deemed to be relevant to the teaching performance of the candidate.
3. For any additional load credit activity (*e.g.* mentoring students on creative activity projects, acting as a Committee or Department Chair, mentoring education majors, creative activity reassigned time), the Department highly values documented evidence that can highlight the nature of the work involved. The type of documentation is not limited; therefore, faculty are encouraged to include information such as: hardcopies of reassigned time reports, student reports, student presentations, service letters, letters of support from colleagues that highlight work for which load credit was granted, etc.

B. Creative Activity

1. It is expected that the candidate will have been actively engaged in creative activity for the purpose of improving his/her effectiveness as a teacher/scholar, generating new knowledge, and providing opportunities for students to learn research techniques and skills that are commensurate with contemporary practices.

2. Recognition will be given to the creative activity contribution of the candidate whether made individually, as a member of a group, or through supervision of students' research. In the case of contributions made to a group effort, clear evidence of the candidate's unique and active role must be presented.

3. The primary basis for evaluating creative activity (*i.e.* research, scholarship, etc.) will be evidence of a sustained level of creative activity that can be documented. Whereas primary examples of such sustained productivity are written journal articles, book chapters, and books, other appropriate examples of productivity are presentations of talks, poster papers, etc. at professional meetings and seminars at other universities and institutions. Also, reports and presentations of creative activity carried out by students, and published or written reports of new educational protocols for teaching lectures or laboratories are other components of productivity. A series of creative activity presentations (*i.e.* papers/talks) that indicate growth in the individual's creative activity endeavors is highly valued. Candidates are encouraged to document favorable peer reviews of papers in journals as evidence of the merits and impacts of the candidate's creative activity regardless if publication was ultimately secured.

4. The Department highly values creative activity projects that involve undergraduate students. Therefore, the Department expects evidence of student involvement in the faculty member's creative activity projects.

5. Ancillary documentation that is relevant to scholarly activity, and which should be used in evaluation, consists of descriptions of intramural and extramural grant applications, grants or contracts awarded, including interim or final reports. The Department expects the faculty member will write grants (internal and external) to support a defined creative activity agenda. The Department recognizes the extremely competitive nature of external grant applications; therefore, faculty are encouraged to document favorable peer reviews of grant proposals as evidence of the merits and impacts of their creative activity regardless of ultimate funding status.

C. Service to the Department, School, and University includes both direct service and service as a representative of CCSU. It is expected that the candidate will have documented involvement in service activities such as but not limited to service on committees, advising, assessing programs, etc. For Promotion to Associate Professor, the Department mandates documented service to the Department and typically, to a lesser extent, service to the School and/or University. External service as a representative of CCSU may include where the candidate acts in an advisory capacity as a professional (*e.g.* serving on a round table discussion in open venues, providing discipline-related expertise to external agencies, companies, or non-profit organizations, public/private K-12 schools, etc.).

D. Professional Activity Appropriate to One's Field

The Department highly values service to the candidate's profession through activity in professional societies or serving as a referee for professional publications and funding agencies. Involvement in either organizing or presiding over a session at a local, national or international professional meeting (*e.g.* ACA, ACS, BCCE, IUCr, Pittcon, etc.) is deemed noteworthy.

IV. Criteria for the Recommendation for Promotion to the Rank of Professor

The same qualities and criteria associated with promotion to the rank of Associate Professor with tenure are applied to promotion to the rank of Professor. In this case, however, the Department looks for evidence of the professional maturation of the candidate as a teacher, scholar and colleague. During the time period since promotion to Associate Professor, the candidate's record of teaching and creative activity should be sustained and show evidence of continued momentum with regards to publications and/or grant applications. Evidence of significant curricular development (of lecture or laboratory courses) within the candidate's field of specialization is desirable. A pattern of ongoing professional growth through scholarship is expected. Additionally, a pattern of growth with respect to service to the candidate's Department, School, University and profession is desirable— especially with respect to more involvement in School or University-wide activities.

V. Six-year Review: The Expectations for Evaluating Professors

According to the CSU-AAUP/BoR contract Article 4.12, faculty members are to be evaluated at least every six years. Therefore, once a candidate receives tenure, they too will undergo a Departmental evaluation every 6th year of service since their last six-year assessment or evaluation for tenure and/or promotion. During these six year periods, the Department places high value on two career trajectories—one that focuses primarily on sustaining teaching, creative activity, and service endeavors that are associated with the rank of Professor or one that allows the Professor to place a more concentrated focus on leadership roles in teaching, research, or service outside of the Department (*e.g.* Faculty Senate President, holding office in a local or national professional association, etc.).

APPENDIX B
CENTRAL CONNECTICUT STATE UNIVERSITY
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Evaluation Instrument for Chemistry Courses

Approved 11/17

GENERAL INSTRUCTIONS

The purpose of this evaluation is to promote and maintain quality instruction at Central Connecticut State University. This evaluation is meant to be anonymous and will not be seen by the instructor until next semester. Be sure to give serious attention to each of the questions in the evaluation.

You will be provided with the evaluation questionnaire and a bubble (answer) sheet. Do not write on the questionnaire itself. All answers and comments are to be put on the bubble sheet.

Before starting the course evaluation, please fill-out the top of the bubble sheet as follows:

STEP ONE: On the Course Title line of the bubble sheet, print the course and section number as well as the instructor's name.	
STEP TWO: On the semester line of the bubble sheet, give the current semester.	
<p>STEP THREE:</p> <p>DIRECTIONS: <i>For statements 1-16 given below, please rate each according to one of the following choices and fill in the appropriate bubble on the answer sheet.</i></p> <p>A. Strongly Agree B. Agree C. Neutral D. Disagree E. Strongly Disagree</p> <ol style="list-style-type: none"> 1. The professor is always prepared for class 2. The professor is interested and enthusiastic about the material. 3. The course is well organized. 4. The professor encourages me to think independently. 5. Course assignments were appropriate in number and depth. 6. The professor is prompt for class. 7. I believe my course grade will accurately reflect my effort. 8. The professor answers questions during class. 9. The professor is available during office hours. 10. The professor is helpful during office hours. 11. The professor explained course objectives at the beginning of the course. 12. A clear explanation of the grading policy was given at the beginning of the course. 13. The textbook was helpful in understanding the material covered in the course. 14. Graded work was returned in a timely fashion. <p style="text-align: center;">(continue to question 15 on the upper right)</p>	<ol style="list-style-type: none"> 15. Questions and discussion were encouraged during class. 16. I would take another course with this professor. <p>DIRECTIONS: <i>In statements 17-20 given below, pick the appropriate response in each and fill in the appropriate bubble on the answer sheet.</i></p> <ol style="list-style-type: none"> 17. I was given a syllabus for the course <ol style="list-style-type: none"> A. Yes B. No 18. I have attended my instructor's office hours: <ol style="list-style-type: none"> A. 5 or more times B. 2-4 times C. Once D. Never 19. My major is: <ol style="list-style-type: none"> A. Chemistry or Biochemistry B. Physics, Engineering, Engineering Tech, or Math C. Biology or Biomolecular Science D. Nursing E. Other 20. My expected course grade is: <ol style="list-style-type: none"> A. A or A- B. B+, B, or B- C. C+, C, or C- D. D+, D, or D- E. F
STEP FOUR: Please write any additional comments you would like to make about the professor or the course on the reverse of the bubble sheet.	

CENTRAL CONNECTICUT STATE UNIVERSITY
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Evaluation Instrument for Chemistry Laboratory Courses
DRAFT 11/27/2017

GENERAL INSTRUCTIONS

The purpose of this laboratory evaluation is to promote and maintain quality instruction at Central Connecticut State University. This evaluation is meant to be anonymous and will not be seen by the instructor until next semester. Be sure to give serious attention to each of the questions in the evaluation.

YOU CAN WRITE ON THIS FORM!

STEP ONE: Instructor: _____ Semester: _____ Lab Course: _____ Section Number: _____	
<p>STEP TWO:</p> <p>DIRECTIONS: <i>For statements 1-8 given below, please consider and answer the following statements pertaining to your laboratory instructor. (You will rate your lecture instructor at another time.)</i></p> <p style="text-align: center;"><i>Circle the best answer</i></p> <p>21. The instructor explained the laboratory requirements at the beginning of the semester.</p> <p style="margin-left: 20px;">a) yes b) no c) uncertain</p> <p>22. Student questions answered in a clear and coherent fashion.</p> <p style="margin-left: 20px;">a) always b) usually c) seldom d) never</p> <p>23. The instructor is prepared for lab.</p> <p style="margin-left: 20px;">a) always b) mostly c) never</p> <p>24. The instructor routinely points out issues related to lab safety.</p> <p style="margin-left: 20px;">a) always b) usually c) seldom d) never</p> <p>25. The instructor encourages me (and my lab partner, if applicable) to think independently.</p> <p style="margin-left: 20px;">a) always b) usually c) seldom d) never</p> <p>26. The instructor is prompt for class.</p> <p style="margin-left: 20px;">a) always b) usually c) seldom d) never</p>	<p>27. My expected course grade is:</p> <p style="margin-left: 20px;">a) A or A- b) B+, B, or B- c) C+, C, or C- d) D+, D, or D- e) F</p> <p>28. Rate the overall quality of teaching of your laboratory instructor:</p> <p style="margin-left: 20px;">a) excellent b) above average c) average d) poor</p> <p>STEP THREE:</p> <p>ADDITIONAL COMMENTS: <i>In the space provided below (or on the back of this form), please provide any additional feedback concerning this laboratory course and/or the instructor's performance.</i></p>

APPENDIX C

The Department of Chemistry & Biochemistry

Peer Review Process to Evaluate and Develop Faculty Teaching

Introduction:

In 2007, the Department of Chemistry & Biochemistry passed faculty guidelines for our promotion and tenure process titled “**Departmental Guidelines for Promotion and Tenure**” [Appendix A]. In these guidelines, the Department set out to evaluate teaching effectiveness. As one part in the process, the Department shall send tenured members into the classroom to evaluate faculty in the Department. These evaluators will then submit reports to be included in a candidate’s Promotion and Tenure file when seeking renewal, promotion, tenure and/or a six-year assessment. This process of peer reviewed is also required by the Faculty Senate Guidelines to the Promotion and Tenure process and is mentioned briefly in the BOR-CSU-AAUP contract [Section 4.11.7].

Process:

During each academic semester, the DEC will notify all members of the Department that they may opt to be evaluated by peers. Although the BOR-CSU-AAUP contract and Faculty Senate document does not require peer reviewers be tenured but the Department document requires that “Reports of classroom visits by tenured members of the Department of Chemistry & Biochemistry”, the Department shall have the expectation that all peer reviews in the member’s file be from tenured members of the Department; however, faculty in the department should not let that stop them from improving their teaching based on peers from outside of the department or from untenured colleagues.

Currently, the language of the Department document refers to visits in the plural form; therefore at least two peer reviews must be included into the member’s file. Once again, the clause by no means limits the number of peer evaluations that can be added– so long as at least two are from tenured members of the department.

Process for Classroom Visits:

During the academic year 2008-2009, the Faculty Senate formed an *ad hoc* committee to draft a uniform peer review process for the entire university; however, the final document was not accepted by the Faculty Senate. Several items were generally agreed upon and should guide faculty members in the quest to gather meaningful results from a peer review classroom visit.

These general requirements involved the completion of pre- and post-observation forms (see attached). Other general requirements are as follows:

A. Before the Observation. After pairings of evaluator and faculty member to be evaluated have been established, they shall do the following:

- The evaluator and faculty member to be evaluated shall agree on a date, or limited range of dates, for the class visits
- The faculty member to be evaluated shall fill out a pre-observation form (attached) for each visit, and submit it to the evaluator at least 24 hours prior to the observation
- When submitting the pre-observation form, the faculty member to be evaluated shall also supply the evaluator with any relevant materials for each visit, including syllabus, assignment sheets, handouts, and readings
- If either the faculty member to be evaluated or the evaluator wish it, they shall arrange a meeting to discuss the pre-observation form, relevant materials, or other concerns

B. During the Observation. The evaluator shall arrive on time and shall stay for the entire class, or for a period of no less than one hour agreed upon with the faculty member being evaluated. The evaluator shall observe and take notes in anticipation of filling out the observation form (attached).

C. After the Observation. In order to preserve a complete and accurate memory of the visit, as soon as possible after the observation the evaluator and faculty member being evaluated shall do the following:

- The evaluator shall complete the observation form and provide a copy to the faculty member being evaluated
- After doing so and if the instructor so requests, the evaluator shall arrange to meet with the faculty member to discuss the observation and the completed observation form, answer questions, and offer suggestions
- If a meeting post-observation meeting occurs, the evaluator shall, if appropriate, provide an addendum to the original observation form for post-observation comments, reflecting the responses of the faculty member being evaluated and any information that might not have been known, or might not have been clear, during the observation
- Copies of the finalized observation form shall then be provided to the faculty member who may or may not opt to place the observation event into his/her portfolio(s) (tenure, promotion, annual review, sexennial review).
- The faculty member may, if desired, attach a written response to the finalized observation form once in his/her portfolio.

In-Class Peer Teaching Evaluation
Pre-Observation Form
(to be filled out by faculty member being observed)

Instructor's Name: _____

Observer's Name: _____

Name and Number of Class Being Observed: _____

Bldg. & Room Where Class Meets: _____

Class Schedule Info (e.g. MWF 11:00-11:50): _____

Date of Observation: _____

Number of Students Enrolled: _____

Type(s) of Students (e.g. majors, gen ed, seniors): _____

Topic of Class to be Observed: _____

Context of Class to be Observed in Course/Semester: _____

Goals of Class to be Observed: _____

Type of Instruction (e.g. lecture, discussion, group work): _____

Activities Planned (e.g in-class writing, use of instructional media, performance): _____

Other information instructor would like observer to know: _____

Questions/Issues instructor would like observer to focus on: _____

Instructor's Signature: _____

Date: _____

Observer's Signature: _____

Date: _____

**In-Class Peer Teaching Evaluation
Observation Form**
(to be filled out by observer)

Instructor's Name: _____ **Observer's Name:** _____

Name and Number of Class Being Observed: _____

Location of Observation Date and Time of Observation: _____

Number of Students Enrolled: _____ **Number of Students in Attendance:** _____

Did the class begin on time? If not, how early/late? _____

Did the class end on time? If not, how early/late? _____

Did the instructor meet the goals of the class as described in the pre-observation form? How?

(please describe, with examples if applicable): _____

Did the instructor make clear the goals of the class? How well did the students seem to understand those goals? How was this understanding demonstrated? _____

What instructional methods were used? (e.g. lecture, discussion, group work; duration/% of each): _____

Were those methods effective and appropriate to the topics and goals of the class? Why/how?: _____

What activities took place? (e.g. in-class writing, use of instructional media, performance): _____

Were the activities effective and appropriate to the topic and goals of the class? Why/how? _____

Did the class unfold in an organized fashion, as appropriate to the instructional methods and activities involved? How/why? _____

Was the instructor's communication with the class (lecture, questions, guidance of discussion, instructions for activities) clear? Why/how? _____

Was the instructor's demeanor appropriate and effective for the type of class and the instructional methods and activities used? Why/how? _____

How engaged were the students? How was their engagement demonstrated? Was their engagement appropriate to the class' instructional methods and activities? (e.g. participating in discussion, taking notes on lecture, taking part in group work) _____

Other observations and comments (please note that observer may wish to append a narrative of the class that clarifies or elaborates on any of the above): _____

Instructor's Signature: _____

Date: _____

Observer's Signature: _____

Date: _____

APPENDIX D
Chairperson Evaluation Form
Department of Chemistry & Biochemistry

Draft: September 19, 2013

Chairperson: _____

Academic Year: _____

5.23 Department Chairperson

The department Chairperson has the dual responsibility of leading the department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the department. The department Chairperson is the normal channel of communications between the department and other departments, division/areas or like groupings, offices and the administration.

	1-2-3-4-5*
1. The Chairperson does a good job leading the Department in fulfilling its academic responsibilities.	1-2-3-4-5
2. The Chairperson does a good job leading the Department in fulfilling its personnel responsibilities.	1-2-3-4-5
3. The Chairperson does a good job handling Department budget issues.	1-2-3-4-5
4. The Chairperson does a good job handling course scheduling.	1-2-3-4-5
5. The Chairperson does a good job supervising support staff.	1-2-3-4-5
6. The Chairperson does a good job handling faculty concerns.	1-2-3-4-5
7. The Chairperson is available to meet with students.	1-2-3-4-5
8. The Chairperson effectively communicates Department concerns to the Dean and other administrative offices.	1-2-3-4-5
9. The Chairperson effectively communicates administrative decision making to the Department.	1-2-3-4-5
	1-2-3-4-5

* 1-strongly disagree 2-disagree 3-neither disagree nor agree 4- agree 5-strongly agree

11. [Optional] Comments:

12. Overall, the Chairperson ___ EXCEEDS ___ MEETS ___ DOES NOT MEET expectations.

APPENDIX E
CENTRAL CONNECTICUT STATE UNIVERSITY
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Laboratory Safety Form

In order to avoid personal injuries (and injuries to fellow students and the instructor) while performing experiments in your chemistry laboratory courses, please read and comprehend the following information.

PERSONAL PROTECTIVE GEAR

1. **Splash-proof safety goggles must be worn in the laboratory at all times.** Splash-proof safety goggles are the only acceptable form of eye protection. Safety goggles will protect your eyes against impact and splashes. These goggles are available from the campus bookstore. Contact lenses are forbidden in the laboratory.
2. **Laboratory coats must be worn in the laboratory at all times.** Laboratory coats are designed to protect your skin and clothing from contact with corrosive materials. In addition to the laboratory coat, students are required to wear appropriate clothing in the laboratory. This means:
 - only **clothing that covers the arms and legs completely** should be worn in the laboratory (tank tops, sleeveless shirts, shorts, or other clothing that does not adequately cover the shoulders, abdomen and legs are not permitted in the laboratory)
 - only **full-coverage shoes** should be worn in the laboratory (open toed and/or open heeled shoes, including clogs and sandals, etc. are not permitted in the laboratory)
 - **long hair** must be tied back and kept out of the eyes at all times. Hair is flammable, and must be kept away from open flames.
3. **Protective gloves must be worn as instructed.** Disposable gloves are available for use in every experiment. Please remember that gloves offer nominal protection against chemical exposure. You should replace gloves that have become contaminated.

SAFETY EQUIPMENT IN THE LABORATORY

1. **Eyewash Stations:** Note the location of the eyewash stations in your laboratory. If you should get a chemical into your eyes, wash with flowing water from the eyewash station for 15-20 minutes, and notify the instructor immediately. The instructor will contact the appropriate emergency response team to evaluate your situation.
2. **Safety Shower:** Note the location of the safety shower in your laboratory. Use the safety shower to rinse your skin and clothing if a chemical is spilled anywhere on your body or if you are aflame, and notify the instructor immediately. Remove the affected items to minimize your exposure to the chemical spill or flame. The instructor will contact the appropriate emergency response team to evaluate your situation.
3. **Fire Extinguishers:** Note the location of the fire extinguishers in your laboratory. In the case of fire, **do not attempt to extinguish the flame.** Your only responsibility is to evacuate the building according to the posted escape route. The appropriate authorities will make any determination about re-entering the building after the alarm stops sounding.
4. **Fume Hoods:** Experiments should be performed in a fume hood as indicated by the instructor. The fume hoods are designed to remove noxious gases and other fumes from the laboratory setting. The fume hoods are equipped with safety shields that must be maintained at the safe operating height as demonstrated by the instructor.

SAFE PRACTICES IN THE LABORATORY

1. Do not eat, drink, or smoke in the laboratory. Before leaving the laboratory, wash your hands with soap and water.

2. Do not consume any of the chemicals used in the laboratory. Exercise great caution in noting the odor of vapors and, whenever possible, avoid breathing vapors of any kind.
3. Do not use mouth suction in filling pipettes with chemical reagents. Use a suction bulb.
4. Do not force glass tubing or thermometers into rubber stoppers. Do not force rubber tubing, bulbs, or stoppers off of glass apparatus.
5. Heat glass apparatus gently with the appropriate heating tool (heating mantle, hot plate, or Bunsen burner). Do not handle hot glassware with your bare hands. Use appropriate tools to manipulate hot glass apparatus and labware.
6. Perform only the assigned experiment. Never work alone in the laboratory; permission from the instructor must be received before working outside your regularly scheduled section.
7. When working with electrical equipment, observe caution in handling loose wires and make sure that all equipment is electrically grounded before touching it. Please use extra caution when using electrical equipment in conjunction with water.
8. Hazardous, noxious, malodorous, and flammable chemicals must be kept in the fume hoods at all times.
9. Laboratory waste must be disposed of in the appropriate hazardous waste containers.

LABORATORY HAZARDS

1. Use extreme caution when working with acids and bases. Concentrated acids and bases are extremely corrosive and cause severe burns. In the case of accidental exposure to these agents, flush the affected area under running water for 15 minutes. Inform the instructor of any incidents, and the appropriate emergency response team will be notified.
2. Organic solvents are extremely flammable, and no open flames may be used when organic solvents are involved in the laboratory. Organic solvents may have deleterious physiological effects and must be handled with care.
3. Mercury has been virtually eliminated from all chemistry laboratories except in certain thermometers and in barometers. Please use extra caution when working with mercury thermometers, and, in the case of mercury spills, inform the instructor immediately.

FINAL NOTES

1. The instructor will contact the appropriate emergency response team for all incidents in the laboratory. You must be treated for all cuts, burns, or accidental exposure to chemical agents and fumes by medical personnel. This will involve the campus police department and other local medical professionals as necessary.
2. You are required to observe all of the above rules while in the laboratory. The instructor has the right to make you leave the laboratory for violating any of these rules. You will, of course, get no credit for any laboratory from which you are asked to leave.

I, the undersigned, have read and understood the policy regarding safety in the laboratory.

Signature	date	course #	section	