

## **Biology Department Guidelines for T&P (updated 09/2022)**

For all areas of evaluation the BIO department guidelines start with university and college guidelines. This document is intended to 1. Provide clarity for evaluating aspects of scholarship that are unique to the biological sciences and 2. Identify additional expectations of the Biology Department in addition to the requirements at the college and university levels.

*Teaching: In addition to the guidelines and expectations set out in the college and university T&P guidelines the biology department adds the following points of clarification and expectations of demonstration of effective teaching:*

- *In laboratory courses and other appropriate courses (i.e. BIO4990) faculty should demonstrate efforts to teach scientific writing and critical thinking.*
- *Evaluations from students, peers, and others must be submitted to the chair of the department in a sealed envelope or emailed directly to the chair.*
- *There is an expectation of two peer evaluations of courses taught from colleagues and/or administration.*
- *The mentoring of undergraduates in research (e.g. BIO 4900, BIO 4920, SCIE 4980) is expected as part of the demonstration of active teaching.*
  - o *Candidates are asked to provide a list of students mentored*

*Scholarship: In addition to the guidelines and expectations set out in the college and university T&P guidelines the biology department adds the following points of clarification and expectations of demonstration of effective scholarship as well as a table defining different aspects of scholarship as High/Medium/Low as they pertain to scholarship in the field of Biology:*

*Additional examples scholarship that do not fit into one of the categories below include:*

- *Receipt of patents or copyrights.*
- *Research awards won.*
- *Acquisition of new research equipment or capabilities.*

*Additional expectations of BIO department P&T (in addition to college and university guidelines)*

- *Various publications may be assigned a level based on importance to the academic field. Faculty members are encouraged to have outside reviewer's comments on both their pedagogical and domain-specific research contributions.*
- *Each publication submitted should contain a summary of when and where the author's contributions took place.*
- *If a sabbatical or course release was awarded based on scholarship, tangible results must be shown.*
- *It is expected that a minimum of one of these (measurements of scholarship) within each six-year period should be co-authored with either an undergraduate student who were researchers in the laboratory of the candidate.*
- *Journal articles that have been accepted for publication (with proper documentation from the Editor of the journal) will count toward the candidate's publications for the purposes of promotion and tenure.*

	High level	Medium level	Low level
Publications	<p>Peer-reviewed publications in national or international journals in the profession</p> <p>Peer-reviewed publications in national or international conferences in the profession</p> <p>Patents granted</p> <p>Scholarly books or book chapters, peer reviewed</p> <p>Text books and text book chapters adopted outside of UDM*</p>	<p>Non peer-reviewed publications in national or international journals in the profession</p> <p>Non peer-reviewed publications in national or international conferences in the profession</p> <p>Peer-reviewed publications in local or regional journals in the profession</p> <p>Peer-reviewed publications in local or regional conferences in the profession</p> <p>Scholarly books or book chapters professionally edited but not peer reviewed</p> <p>Text books and text book chapters adopted internally to UDM*</p>	<p>Non peer-reviewed publications in local or regional journals in the profession</p> <p>Non peer-reviewed publications in local or regional conferences in the profession</p> <p>Scholarly books or book chapters not peer reviewed or professional edited.</p> <p>Articles in local media</p> <p>Articles from work done prior to coming to UDM (e.g. PhD and Post-doc work)</p>
Grants	<p>Extramural grant received (PI or co-PI or demonstration or significant authorship evidenced by obtaining a letter from the PI/co-PI)</p>	<p>Extramural grant applied for (PI or co-PI or significant authorship evidenced by obtaining a letter from the PI/co-PI)</p> <p>Obtaining intramural funds for research, equipment, and/or professional travel</p>	<p>Applying for and not receiving intramural funds</p> <p>Extramural grant pre-proposal</p> <p>Extramural grants where you are key personnel (not PI)</p>
Presentations		<p>Keynote or invited speaker</p> <p>Peer-reviewed abstract with presentation</p>	<p>Non-peer reviewed oral presentation and posters at national or international conferences</p>
Notes	<p>This is not intended to be an exhaustive list, but provide a hierarchy for common examples in the field of Biology</p> <p>*The levels listed are for the first edition of a book or book chapter, but subsequent editions are one level lower</p>		