

Department of Molecular and Cell Biology
University of Connecticut, Storrs
Departmental By-Laws
Approved by the Faculty on June 26, 2025

1. PREAMBLE

These policies and procedures are intended to govern the affairs of the Department of Molecular and Cell Biology (MCB) in harmony with the provisions of the College of Liberal Arts and Sciences (CLAS) and the University of Connecticut's policies. In the event of conflict or inconsistency between this document and the CLAS and University laws and by-laws and/or any specific provisions of any collective bargaining agreement, the CLAS and University By-Laws and/or the collective bargaining agreement shall prevail. MCB departmental by-laws can be adopted or revised only by majority aye vote of returned ballots.

2. INTRODUCTION

MISSION STATEMENT

The mission of MCB is to understand fundamental biological processes at the molecular and cellular level across all domains of life. We accomplish this through research, classroom teaching, and laboratory training directed at promoting the intellectual curiosity and critical thinking of individuals at all career levels including undergraduate and graduate students, post-doctoral fellows, research staff members, and faculty.

We recognize and celebrate the interdisciplinary research critical for doing modern science. Research in MCB is highly interdisciplinary, spanning four major disciplines: Cell & Developmental Biology, Genetics & Genomics, Microbiology, and Structural Biology, Biochemistry & Biophysics. These areas are integrated in MCB through common research interests, training and collaboration. MCB graduate students can earn a PhD or MS degree in “Molecular and Cell Biology”. Graduate student training takes place as a collaboration between the student, advisor and thesis committee.

VISION STATEMENT

MCB is a learning community that supports and welcomes all individuals irrespective of race, gender, sexual orientation, ability, and religion. We strongly believe that education is a transformative experience for our trainees, and that their advances benefit the communities of our department, UConn, the nation, and the world. By facilitating a collaborative environment and providing access to state-of-the-art research facilities, MCB enables students, postdocs, research staff, and faculty to excel in their research and make revolutionary discoveries. MCB fosters the development of scholarship, capacities for leadership, and career paths of all in our community, and provides exemplary undergraduate and graduate programs that meet the highest standards of our profession. Our approach pairs an emphasis on the fundamentals of molecular and cellular biology with significant engagement in the practice of our disciplines. MCB’s objective is for our trainees to leave the university with deep knowledge of the fundamentals of our fields, as highly effective communicators, and exceptionally competent scientists.

3. DEPARTMENT ADMINISTRATIVE STRUCTURE

3.1 DEPARTMENT HEAD

The selection of the Head is governed by CLAS laws and by-laws, and in accordance with procedures agreed to between the AAUP and the University. The responsibilities of the Head are, *inter alia*, the following:

- Call and preside over faculty meetings
- Assign teaching responsibilities to faculty members
- Assign research laboratory and office space to faculty members
- Assign mentors to tenure-track and in-residence faculty members
- Evaluate the performance of faculty members (tenured, non-tenured and in-residence)
- Evaluate the performance of staff
- Solicit the manner of awarding merit by ballot, and implement the chosen method
- Assign faculty participation in standing departmental committees (listed below) and in ad hoc committees
- Encourage faculty member participation on college and university committees
- Negotiate terms with potential new faculty members and the Dean concerning space, start up funds, teaching loads, and other working conditions

3.2 ASSOCIATE DEPARTMENT HEADS

The Head will appoint Associate Department Heads from among MCB faculty members who have attained the rank of Associate or Full Professor. The number of Associate Heads may vary and their term of office is subject to agreement between the Head and Associate Head. At present, there are two Associate Heads whose responsibilities include:

Associate Department Head for Undergraduate Education

- Review MCB undergraduate teaching needs, course offerings and MCB major requirements.
- Aid the Areas of Concentration (AOCs) and the Department Head in assigning teaching to members of the Department.
- Serve as liaison between the MCB Department and the Center of Education Teaching and Learning (CETL), the Honors Program and the Office of Undergraduate Research, in order to advise the Department on innovations in teaching, instruction and undergraduate research opportunities.
- Coordinate programs and grant applications for undergraduate research and education.
- Act as a liaison between the Storrs MCB department and regional campuses that are teaching MCB courses and/or Biology courses that are the responsibility of MCB.
- Other duties associated with undergraduate education, as they arise.

Associate Department Head for Graduate Programs

- In conjunction with other MCB stakeholders, review, and update, course offerings and milestones for MS and PhD degrees in MCB.
- Serve as a point of contact for graduate students seeking advice.
- Serve as the head of the MCB department Research and Graduate Education Committee.
- Work with the Graduate Program Coordinator to track the progress of graduate students as they move through their programs.
- Coordinate rotations for first year PhD students.
- Other duties associated with graduate education, as they arise.

The Associate Department Heads will be evaluated by the Department Head. This will take place at the same time as each Associate Head's annual faculty member performance review.

4. FACULTY GOVERNANCE

4.1 MEMBERSHIP OF THE FACULTY

All ranks of full-time faculty members including tenured, tenure track, and Professors-in-Residence are considered voting members of the faculty. Other faculty members with temporary titles are also included in the general category of “MCB faculty.”

4.2 ELIGIBILITY TO VOTE

Full-time faculty members including tenured, tenure-track and in residence faculty are eligible to vote on departmental matters. Faculty members with temporary, honorary or emeritus titles are not eligible to vote on department matters.

4.3 DEPARTMENT FACULTY MEETINGS – Meetings of the faculty are scheduled by the Head once per month during the semesters. Faculty members must be notified at least 24-hours prior to scheduled meetings.

- The Head presides over general faculty meetings. The Head may designate a substitute, typically an Associate Department Head, to preside over the meeting.
- Agendas for faculty meetings are determined/collected by the Head in consultation with faculty, and will be transmitted to the faculty at least a day prior to a scheduled meeting.
- Items or motions to be voted upon will be provided to the faculty with the agenda.
- The Head will determine the order of business at faculty meetings.
- Minutes and Reports. Minutes of the meeting will be provided in a timely manner to the faculty.
- Special Meetings. Special meetings may be called by the Head to address time-sensitive situations.
- For a vote to be valid at least half of the voting members of the Department must be present and the majority of those attending must vote in the affirmative.
- In certain cases, and at the request of a faculty member, specific votes may be done by distributed hard-copy ballot.

5. FACULTY WORKLOAD

To keep this document current and congruent with faculty workload expectations, it will be presented to the faculty for annual review by the Policy and Procedures Committee.

All tenure track faculty members are expected to maintain research and teaching levels as described below. In addition, tenure track faculty members will provide service to the Department, College and/or University, typically through participation on committees. In-residence faculty members are expected to teach at the levels that are delineated in their current contract. In-residence faculty often do service and, with approval of CLAS, research, service, outreach, advising, or administrative duties may be substituted for a portion of the teaching obligation. Faculty workloads will be congruent with those in similar departments in peer and aspirant Research I institutions.

Tenure track and in-residence faculty members are expected to have different distributions of teaching, research and service activities. Individual faculty members within each group may have different balances in their teaching, research and service workloads; the Head will assess this balance to help ensure that each faculty member's overall workload is equitable. Workload guidelines pertain to the nine-month academic year. Administrative, teaching and research activities during the summer months are not counted toward nine-month workload guidelines unless specifically agreed to by the Head.

5.1 RESEARCH

Tenured and tenure-track faculty members are expected to establish and maintain internationally recognized research programs supported by extramural funding from national agencies (*e.g.* NIH, NSF, NASA etc.), international agencies, state agencies and/or private agencies or companies. Tenured and tenure-track faculty members are expected to publish their research findings in reputable, peer reviewed journals. In residence faculty members are not required to participate in research, unless stipulated in their contract. However, research and presentations of student research is one item that can be included when in-residence apply for promotion.

5.2 TEACHING

All faculty members will participate in undergraduate and/or graduate teaching. The Head determines teaching load. "Teaching efforts" include:

- Formal classroom teaching
- Lectures, seminars, laboratory courses, independent studies, and honors courses
- Course development and teaching innovations
- One-on-one teaching of undergraduate students, graduate students and postdoctoral fellows. For undergraduate and graduate students, such teaching is generally tied to for-credit research courses.

5.3 SERVICE

The Head will distribute departmental service as evenly as possible among faculty members, recognizing that perfect parity is not achievable. Faculty with fewer contributions in teaching and/or research can expect service assignments to be above average. Appropriate service activity outside the department (*i.e.* College, University, national and international professional societies, peer-review panels, etc.) can also be taken into consideration towards the overall service effort although service to the Department is expected by all.

6. COMMITTEES

All faculty members (tenured, tenure-track, and in-residence) are eligible to serve on all departmental committees unless otherwise noted in the descriptions below. Service on a committee is determined either by appointment by the Head or, in the case of PTR, by election by the faculty. A faculty member may serve for multiple consecutive terms on each committee, except for PTR, where after serving three consecutive terms, a member may ask to be excused from the ballot for one year.

6.1 DEPARTMENTAL COMMITTEES include, *inter alia*:

- Academic Misconduct Committee
- Associate Professor Mentoring Committee
- Biology 1000s Committee
- Courses and Curriculum Committee
- Department Workplace Climate Committee
- Department Mentors of Assistant Professors
- Department Retreat Committee
- Department Outreach Committee
- Departmental Seminar Committee
- Diversity, Equity and Inclusion Committee
- Faculty Prizes and Fellowships
- Honors and University Scholars Committee
- Graduate Admissions Committee
- Graduate Recruiting Committee
- Graduate Student Seminar Committee
- Independent Research, Honors, and Univ. Scholar Committee
- Mentoring Committee (Asst/Assoc Professors)
- Promotion, Tenure & Reappointment Committee
- PSM Advisory Committee
- Research and Graduate Education Committee
- Student Awards, Prizes and Fellowships Committee
- TA Assignments Committee
- Undergraduate Involvement Committee
- Publicity, Website, Social Media Committee

6.2 *Ad Hoc* COMMITTEES

As required, the Head may assign faculty to *ad hoc* committees to deal with situations that arise within the department.

7. PROMOTION, TENURE AND REVIEW PROCEDURES AND GUIDELINES

Departmental standards and criteria for tenure and promotion are in compliance with the Provost's Criteria at the Provost's website where more information may be found.

7.1 TENURE TRACK FACULTY MEMBERS

The categories evaluated for the award of tenure and promotions, in order of importance to the MCB PTR Committee are as follows:

- **Research** – Evidence of an active, independent, funded, research program recognized by experts outside of the University as resulting in significant and impactful discoveries. Primary evidence includes independent published or in-press research articles in reputable, peer-reviewed, high-impact journals and extramural grant awards. Also included in the evaluation are other types of publications (submitted manuscripts, reviews, letters, papers held over from graduate school or postdoctoral positions) national and international prizes and awards, meeting invitations and presentations, intramural grants, University awards, patents, and other intellectual properties.
- **Teaching** – Satisfactory performance in formal lectures/labs is the primary requirement for teaching. Also included in the evaluation are other teaching activities (e.g. extramural training grants, development of new courses, supervising postdoctoral, graduate and undergraduate research and independent studies, national awards, University awards, formal and informal seminars, advising and mentoring of junior faculty and students).
- **Service** – Evidence of strong service to the Department and University. Also included in the evaluation is service to the field (e.g. active membership in professional societies, serving on major grants review panels, reviewing for journals, and serving on journal editorial boards).

7.2 PRE-TENURE EVALUATION

Prior to tenure, the PTR Committee annually reviews and assesses progress in the above areas, and provides a detailed letter to the Head recommending for or against reappointment, promotion or tenure depending on the applicant's situation. The applicant can request access to the assessment letters at each step of the process. Note that the Provost conducts a review of all tenure-track faculty members at the beginning (in the Fall) of their third or fourth year; that is, after two or three years of service. (Note that the precise timing is currently under debate.)

The Head reviews all PTR materials plus the recommendation of the PTR Committee and forwards his/her recommendation to the CLAS Dean's Office. The Head includes a consideration of any Memoranda of Understanding that may have been agreed to at the time of employment or later joint appointment that divides responsibilities among different units. The Head requests input from the Head or Director of the other unit(s) and includes that input in the final recommendation to the CLAS Dean.

7.3 TENURE AND PROMOTION APPLICATION

Normally, the body of work upon which tenure is based is submitted for review after the spring semester of the fifth year of service. The tenure review process proceeds in the sixth year, and tenure, if awarded, is effective in the fall at the start of the 7th year. Candidates may choose to be considered for tenure early, but must meet all qualifications as if they were following the standard timeline. The tenure "clock" may be paused for certain qualifying major life events, or for delays in the progress of research that were due to factors outside of the control or responsibility of the faculty member. Refer questions about pausing the tenure clock to the Department Head, Dean, and University's Human Resources leave Administrator.

In all cases, candidates for both tenure and promotion must submit a complete PTR application at the beginning of the summer before the semester in the year in which they will be considered for promotion and/or for tenure but may add information at any point in the process. Candidates also submit to the PTR committee an annotated list of names of four or five scholars who are appropriate to serve as referees and letter writers for the PTR file. The candidate also submits their *curriculum vitae* and copies of their independent research work, published and submitted papers that are sent to

the referees. The PTR Committee generates a list of potential referees (8-10) that may include some of the scholars on the candidate's list. The Department Head solicits letters from the scholars on the Committee's list. The PTR Committee also invites letters of evaluation from Department members or other faculty members within the University to include in the PTR application.

7.4 PROCEDURE FOR ANNUAL REAPPOINTMENT AND PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE FOR PRE-TENURE FACULTY (voted by faculty 6-26-25)

PHILOSOPHY: Research in Molecular and Cell Biology takes place in fields with different traditions and opportunities; teaching in MCB includes diverse approaches and modes of instruction, which encompasses mentoring. In addition, candidates for reappointment or promotion differ in their individual life histories. The department strives to consider the individual circumstances in the evaluation of a candidate's contributions to the department and their research field.

THE PROCESS:

The MCB Promotion and Tenure Review (PTR) Committee: The PTR committee is composed of five faculty members who are elected to the committee by the MCB faculty each year. All tenured or tenure-track members of the faculty are eligible for the committee, with the exception of those who are being considered for promotion or tenure.

Annual reappointment: Each year, all pre-tenure faculty members must submit a PTR dossier to be evaluated by the PTR committee. Based on the primary criteria for tenure and promotion as detailed below, the committee will assess the pre-tenure track candidate's PTR dossier and offer advice in the form of a letter to the department head. The candidate can meet with the chair of the PTR committee to discuss their progress. Each year the dossier is also evaluated by the Dean's Advisory Committee. At the 4th year review (after 3 years as an Assistant Professor) the candidate's dossier is also reviewed by the Provost's PTR committee. All letters of evaluation will be sent to candidate each year.

Please see: <https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/> and <https://clas.uconn.edu/faculty-staff/guidelines/> for further details about the reappointment and tenure process.

Promotion: The primary criteria for promotion to associate professor with tenure are a demonstration of excellence in **scholarship, teaching, and service**. A major emphasis is given to the trajectory of the research accomplishments, and it is imperative that the candidate demonstrates to have made contributions with an impact in their field. Letters of evaluation of the candidate's portfolio by external reviewers will be solicited (see below) and contribute to the assessment of the candidate.

Scholarship: The candidate should have achieved recognition in their field comparable with newly promoted associate professors at peer institutions. In general, quality is more important than quantity, although the quantity must be sufficient to show a significant level of scholarly productivity. This assessment of the candidate's scholarly contributions is made through a review of the candidate's peer-reviewed and non-peer-reviewed publications, invited published commentaries or perspectives, invited and contributed conference presentations, research-related awards and other products of scholarly activities such as the development of protocols, software and databases. Manuscripts in preparation and those submitted to preprint servers (*e.g.*, bioRxiv) are considered, but have less weight than published manuscripts or ones accepted for publication.

The role of external funding in scholarship and PTR. ~~The candidate must have a record of external funding and a trajectory toward establishing a funded research program that is commensurate with the area of the candidate's research and sufficient to support the scholarly activities of the candidate's research team.~~ Because of research disruptions that began in 2020, and because of the current, uncertain, funding landscape, the MCB department will no longer require the acquisition of external funding as a condition for promotion to Associate Professor and for the granting of tenure. Applying for funding is critical for MCB faculty development, scholarship and research. Therefore, sustained and appropriate efforts to obtain funding will be critical for promotion and tenure. Candidates will need to provide a narrative description of their efforts in this regard. At a minimum the narrative should contain: 1) the title, date, cost and funding agency for each proposal submitted; 2) descriptions of how those proposals were designed to promote the candidate's research program; 3) the panel's summary review of submitted proposals (if a panel summary is not provided by the agency, the candidate can summarize the reviews; and 4) documentation of how the feedback from previous proposals were implemented in new proposals and the candidate's research program. In addition, internal funding and other forms of external funding, for example from philanthropic organizations or from industry, will be favorable additions to a candidate's PTR portfolio.

This temporary abeyance of the long-standing MCB requirement for external funding will be reviewed annually by the department head and the PTR committee and remain in place until it is determined that the acquisition of external funding is again a requirement that can be met by most assistant professors during their pre-tenure years. The recommendations made by the department head and PTR committee will be voted on by the MCB faculty. When the requirement for external funding is reimplemented, assistant professors that had been operating under the “no external funding requirement” outlined above will be allowed to continue to do so until they submit their portfolio for promotion and tenure.

MCB supports interdisciplinary and collaborative scholarship, and assistant professors are encouraged to pursue their scholarly interests in collaboration with other scientists both at UConn and elsewhere in academia or industry. However, it is expected that the candidate's contribution should be original and significant, *e.g.*, as a lead author or co-corresponding author on papers or as a PI or co-PI on grants. Patents and development of those patents related to the scholar's field of expertise is also evidence of scholarship.

The candidate is allowed to update their PTR portfolio, including the PTR form, during the departmental review period to reflect changes in publications, grant funding or other scholarship activities. Once the Department Head has forwarded their recommendation letter to the Dean, updates may be submitted in form of letters to the Dean and Provost, which are added as addenda to the candidate's dossier. These must be dated and the department will state that the departmental PTR committee did not review the material at the time of the department decision. No materials can be removed from the PTR file.

Teaching: For promotion to associate professor, the candidate must demonstrate excellence in teaching. Teaching includes formal classroom education and mentoring of undergraduate, graduate and post-doctoral researchers. Assessment of classroom teaching can be evaluated by a variety of means including, but not limited to, peer-evaluations, demonstration of students' learning achievements, utilization of novel teaching methods, documentation of syllabi and class materials and teaching awards and honors. These materials should be provided to the PTR committee in the form of a teaching portfolio.

Student experience of teaching (SETs) cannot be the sole criteria for evaluation of effective teaching. As with other assessments, no single factor is sufficient, and the assessment involves an analysis of multiple factors, as appropriate. A CETL description of teaching assessment requirements (ATE) and how to build a teaching portfolio can be found here:

<https://cetl.uconn.edu/resources/documenting-your-teaching/evidence-of-teaching-excellence/>).

See also the MCB policy for Assessment of Teaching Effectiveness: <https://mcb.uconn.edu/wp-content/uploads/sites/2341/2019/05/MCB-policy-for-teaching-assessment.pdf>.

Service: The candidate is expected to have established a track record of service. Service may include participation on departmental and/or university committees, advising of undergraduate students including honors students, serving on graduate and undergraduate student committees, review

assignments for journals and federal (*e.g.*, NIH, NSF, DOE, USDA, etc.), state, or other funding agencies, and contributions to field related professional organizations. Broader impact activities may also count as service. (see Box 1 from <https://academic.oup.com/bioscience/article/65/4/397/254803>).

Examples of broader impact service include, but are not limited to: -outreach, *e.g.*, to broaden participation in science (or STEM in general) , activities involving K-12 students and teachers, and/or the development of activities that communicate the value and impact of biological sciences to the general public; -dissemination of research beyond standard publications, *e.g.*, developing open access databases, engaging the public or industry in research or educational activities, presenting results to policymakers and broad audiences.

APPLYING FOR PROMOTION AND TENURE

The PTR form. Candidates seeking promotion need to fill out the University of Connecticut's PTR Form available at: <https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/#ptr-18>

Additional information about procedures for reappointment and promotion is provided by CLAS at: <https://clas.uconn.edu/faculty-staff/guidelines/>

Letters of evaluation. For promotion, **at least five letters** are required from external reviewers who evaluate the candidate's portfolio. The candidate and the Department Head/PTR committee will separately create a list of five or more names of potential external reviewers. The PTR committee will identify the potential reviewers from this list and the department head will contact the reviewers. About half of the letters requested will come from the candidate's list. Reviewers should be tenured faculty, or scholars of equivalent stature, in the candidate's field external to the University who can speak to their professional contribution to scholarship and/or creative accomplishments. Reviewers cannot be close collaborators or former mentors. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the reviewers for their list.

Rough timeline of important events in promotion process. Actual dates are provided each year:

May, middle PTR Committee elects Chairperson

May, middle Notice to PTR candidates about process, information needed, deadlines

June, middle Candidates provide PTR Committee a list of potential external reviewers

June, end Candidates provide materials to be sent to external reviewers

June, end PTR Committee select potential external reviewers

July, early Email to potential external reviewers requesting evaluation

July, middle Letters, PTR materials sent to external reviewers

August, end Candidates provide completed PTR package to the PTR committee

September, early External letters due

September, end Committee submits recommendations to the Department Head

October, early Department Head submits completed PTR materials to the Dean

7.5 Procedure for Promotion to Full Professor

The primary criteria for promotion to Full Professor are based on a high level of achievement in research, teaching, and service, as expected at a R1 Research University. A major emphasis is given to the candidate's research accomplishments, and it is imperative that important contributions with significant impact have been contributed to the candidate's field of study. The complete body of work (both pre-tenure and post-tenure) will be examined to evaluate whether the candidate will continue to produce high quality research and teaching and service.

Scholarship: The candidate for Full professor should have achieved recognition as an expert in their field at a national and international level. This work should be comparable in significance and impact to the work of newly promoted Full Professors in related departments at peer and aspirant institutions working in similar fields. In general, quality is more important than quantity, although the quantity must be sufficient to show a significant level of scholarly productivity and impact. This assessment is done by the Promotion, Tenure, and Reappointment (PTR) committee and the department head by examining the impact of the candidate's peer-reviewed publications, as well as non-peer-reviewed book chapters, invited published commentaries or perspectives, and software and database development. The following may also be included in application for evaluation of scholarship: invited conference presentations (*e.g.*, plenary lectures), invitations to departmental seminars, receipt of research-related awards, patents, services on review panels (*e.g.*, NIH, NSF, DOE, USDA, etc.), professional societies, or journal editorial boards. It is realized that other activities, not listed here, may also contribute to a candidate's scholarly record.

Because research funds are necessary in most areas of molecular and cell biology, the candidate must have adequate grant funds at the time of application that would enable them to continue their research program at the established level. The MCB Department supports interdisciplinary and collaborative scholarship. For candidates who collaborate extensively with other scientists, it is expected that the candidate's contributions are original, essential, and significant. The scholarship of the candidate will also be assessed through the evaluations from outside reviewers.

Teaching: For promotion to Full Professor, evidence of excellence in teaching and mentoring of graduate students or postdoctoral fellows is expected. An assessment of teaching excellence involves

an analysis of multiple factors, as appropriate, including peer assessments, demonstration of students' learning achievements, utilization of novel teaching methods, inspection of syllabi and class materials in the form of a teaching portfolio, student ratings from classes taught, and teaching awards and honors. The CLAS PTR website notes that for promotion to professor: "*Teaching evaluation beyond the SET scores (SET+) is required for any promotion. In terms of promotion to the rank of professor, a candidate may not use SET+ materials from their tenure process; they must include additional measures of teaching effectiveness for the second promotion.*" (See also the **MCB policy for evaluation of teaching beyond the SETs**).

Service: Candidates for Full Professor also have responsibility for leadership in service and in governance on the departmental, college, and university levels. Reviewing activities for journals and various federal, state, and private grant agencies, service on review panels, or service to professional societies (as, e.g., officers or organizers of meetings, or journal editorships), or consulting activities to private or public entities on a regular basis are also expected.

Outreach activities also contribute to a candidate's service and should be included in their application for promotion. Examples of such activities include: broadening participation in STEM for individuals from traditionally underrepresented groups; activities involving K-12 students and teachers; the development of activities that communicate the value and impact of biological sciences to the general public; dissemination of research beyond standard publications, e.g., developing open access databases and engaging the public or industry in research or educational activities; presenting results to policymakers and broad audiences.

Time: The candidate must have five years of service here or elsewhere as an Associate Professor, except when there is clear evidence of the candidate's superior achievement as compared with other associate professors.

The Process of Applying for Promotion

Candidates seeking promotion will need to fill out the University of Connecticut's PTR Form available at:

<https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-reappointment/>

Additional information about procedures for reappointment and promotion is provided by CLAS at: <https://clas.uconn.edu/faculty-staff/guidelines/>

Letters of evaluation. For promotion, **at least five** external reference letters are required. The candidate and the Department Head/PTR committee will each create a list of five or more names of potential reviewers. About half of the letters requested will come from the candidate's list. Reference letters should be obtained from external tenured faculty at the rank of full professor or scholars of equivalent rank in the candidate's field outside of UConn who can speak to the candidate's professional contribution to scholarship and/or creative accomplishments. Letter writers cannot be close collaborators or former mentors. These writers should be a mix of US and international scholars. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the letter writers.

Approximate timeline of important events in promotion process. Actual dates are provided each year:

May, middle
May, middle
deadlines

PTR Committee elects Chairperson
Notice to PTR candidates about process, information needed and

June, middle	Candidates provide PTR Committee a list of potential external reviewers
June, end	Candidates provide materials to be sent to external reviewers
June, end	PTR Committee select potential external reviewers
July, early	Email to potential external reviewers requesting evaluation
July, middle	Letters, PTR materials sent to external reviewers
August, end	Candidates provide completed PR package to the PTR committee
September, early	External evaluations due
September, end	Committee submits recommendations to the Department Head
October, early	Department Head submits completed PR materials to the Dean

7.6 NON-TENURE TRACK FACULTY

Procedure for Promotion of Non-tenure Teaching Track Faculty (Faculty-in-Residence)

The Department of Molecular and Cell Biology affirms the integral role that both its tenure and non-tenure track faculty play in advancing our reputation for excellence in teaching and research. However, in appreciation of the differences in duties, professional circumstances, and responsibilities between tenure-track and non-tenure track faculty, the Department also appreciates the need to distinguish the criteria for promotion and reappointment to ensure that all members are evaluated equitably within the context of their role in the Department and University.

Reappointment: Faculty-in-Residence with satisfactory performance in teaching would qualify for reappointment. Satisfactory performance will be evaluated as successful communication of knowledge using evidenced-based instructional practices, engaging students, and preparing students to be successful in their chosen careers.

Promotion in rank: Faculty-in-residence may apply for promotion in rank at any time. If the first attempt at promotion fails, the candidate may apply again in subsequent years. After an appropriate period in rank, an Associate Professor-in-Residence may apply for promotion to Full Professor-in-Residence.

The following are examples of activities that can be added to a candidate's portfolio in support of promotion in rank. Activities must contribute to the overall teaching and research mission of the MCB department

1. Teaching- The following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:

- a) the development and implementation of new curricula in the areas of molecular or cell biology
- b) innovations in teaching, and the scholarship of teaching and learning, as demonstrated by developing and implementing new courses, laboratories, pedagogies and teaching materials in the areas of molecular or cell biology
- c) enhancing teaching skills through the participation in teaching workshops; supervising and mentoring of graduate teaching assistants employed by the department
- d) supervising and advising of undergraduate students in independent study, honors coursework, research and as course assistants
- e) receiving university or national awards
- f) giving formal and informal seminars
- g) advising and mentoring of junior faculty and students

2. Service- Teaching faculty can elect to strengthen their candidacy through service, but excellence in service is not a requirement for promotion to either Associate or Full Professor-in-Residence. The

following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:

- a) service to the Department and to the University through serving on committees and participation in departmental or University student groups
- b) service to their field including, but not limited to, active membership in professional societies, service on grant panels or ad hoc reviewing of proposals, reviewing for journals, and service on journal editorial boards
- c) advising and mentoring of junior faculty and students

3. Research- Teaching faculty can elect to strengthen their candidacy through research, but excellence in research is not a requirement for promotion to either Associate or Full Professor-in-Residence. The following are examples of activities or other items that can strengthen the portfolio of a Faculty-in-Residence candidate for promotion:

- a) grant awards or peer reviewed publications reflecting educational or science scholarship in the areas of molecular or cell biology
- b) attendance and presentations at national or international educational or basic science conferences
- c) university prizes and awards for research or pedagogy; patents and other intellectual property.

The Process of Seeking Reappointment and/or Applying for Promotion

In-Residence faculty may be offered a multi-year contract after completing one year of employment and must be offered multi-year contracts if reappointed after completing six consecutive years in title. Candidates seeking their first multi-year reappointment and/or promotion will need to fill out the University of Connecticut's Non-Tenure Track PR Form available at:

<https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/>

Additional information about procedures for reappointment and promotion of In-Residence faculty members is provided by CLAS at:

<https://clas.uconn.edu/faculty-staff/guidelines/>

For initial multi-year reappointment: As part of the process for receiving the initial multi-year contract Faculty-in-residence must fill out the Non-Tenure Track PR Form for evaluation by the departmental PTR committee and department head.

For subsequent reappointments: Review of faculty for reappointment to a second, third, fourth, fifth, and sixth year, and for the renewal of a multi-year contract, shall be carried out by the head or director of the department or unit of which the individual is a member. The PR form does not need to be used for these routine reappointments and they are not reviewed at the dean's or provost's level. At the discretion of the department head, NTT faculty-in-residence may be requested, in any year, to fill out the PR (or an alternate form).

For reappointment, please follow the timeline for submission of the PR form as outlined by the Provost:

<https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/>

For promotion in rank: Faculty seeking promotion to associate professor in residence or professor in residence should follow the promotion procedure with the same deadlines and committees as the tenure-track process. The candidate should inform department head of his or her intention to apply for

promotion by April 1st. After that, the process of gathering documents, asking for letters of evaluation and making recommendations follows a timeline that is completed at the departmental level by early October, as outlined below.

The PTR committee may ask candidates to write additional statements describing their teaching and service, plus research accomplishments if research is a criterion chosen by candidate for evaluation, and for an outline of plans to address any potential shortcomings in these areas.

Letters of evaluation. For promotion in rank, four letters in total are required. The letter writers should be able to provide an objective evaluation of the candidate's teaching, and if applicable also evaluate the candidate's service and research contributions. Two letters can be from within UConn. One of these can be from within the unit but cannot be from a close collaborator, and the other must be from a different unit than that of the candidate. Two letters must be external to UConn. The candidate must provide the names of members of the University faculty and external scholars who could write letters of evaluation. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the letter writers. The PTR committee will also request letters of evaluation from members of the University and external scholars.

Rough timeline of important events in promotion process. Actual dates are provided each year:

May, middle	PTR Committee elects Chairperson
May, middle	Notice to PTR candidates about process, information needed, deadlines
June, middle	Candidates provide PTR Committee a list of potential external reviewers
June, end	Candidates provide materials to be sent to external reviewers
June, end	PTR Committee select potential external reviewers
July, early	Email to potential external reviewers requesting evaluation
July, middle	Letters, PTR materials sent to external reviewers
August, end	Candidates provide completed PR package to the PTR committee
September, early	External evaluations due
September, end	Committee submits recommendations to the Department Head
October, early	Department Head submits completed PR materials to the Dean

Procedure for Promotion of Non-tenure Track Research Track Faculty (Research Professors)

The Department of Molecular and Cell Biology affirms the integral role that both its tenure and non-tenure track faculty play in advancing our reputation for excellence in teaching and research. However, in appreciation of the differences in duties, professional circumstances and responsibilities between tenure-track and non-tenure track faculty, the Department appreciates the need to distinguish the criteria used for evaluating promotion and reappointment to ensure that all members are treated equitably in regard to their roles in the Department and University.

Reappointment: Since Research Professors are usually paid from research grants, their annual reappointments are done by their direct supervisor.

Promotion in rank: Research Professors may apply for promotion in rank to Associate or Full Research Professor after an appropriate time in each rank. If the first attempt at promotion fails, the candidate may apply again in subsequent years.

The following are examples of activities that can be added to a candidate's portfolio in support of promotion in rank. Activities must contribute to the overall research and teaching mission of the MCB department:

1. Research- The following are examples of activities or other items that can strengthen the portfolio of a Research Professor applying for promotion to either Associate or Full Research Professor:

-) extramural grant awards
- b)** peer reviewed publications reflecting scholarship in the areas of molecular or cell biology
- c)** attendance and presentations at national or international science conferences
- d)** university prizes and awards for research; patents and other intellectual property
- e)** giving formal and informal seminars

2. Teaching- Research faculty can elect to strengthen their candidacy through teaching, but teaching is not a requirement for promotion to either Associate or Full Research Professor. The following are examples of activities, or other items, that can strengthen the portfolio of a Research Professor applying for promotion:

- a)** the development and implementation of new curricula in the areas of molecular or cell biology
- b)** innovations in teaching, and the scholarship of teaching and learning, as demonstrated by developing and implementing new courses, laboratories, pedagogies and teaching materials in the areas of molecular or cell biology
- c)** enhancing teaching skills through the participation in teaching workshops; supervising and mentoring of graduate teaching assistants employed by the department
- d)** supervising and advising of undergraduate students in independent study, honors coursework, research and as course assistants
- e)** receiving university or national awards
- f)** giving formal and informal seminars
- g)** advising and mentoring of junior faculty and students

3. Service- Research faculty can elect to strengthen their candidacy through service, but service is not a requirement for promotion to either Associate or Full Research Professor. The following are examples of activities or other items that can strengthen the portfolio of a Research Professor applying for promotion:

- a)** service to the Department and to the University through serving on committees and participation in departmental or University student groups
- b)** service to their field including, but not limited to, active membership in professional societies, service on grant panels or ad hoc reviewing of proposals, reviewing for journals, and service on journal editorial boards
- c)** advising and mentoring of junior faculty and students

The Process of Seeking Promotion

For promotion in rank: Faculty seeking promotion to Associate Research Professor or Full Research Professor should follow the promotion procedure with the same deadlines and committees as for the tenure-track process. The candidate should inform the department head of his or her intention to apply for promotion by April 1st. After that, the process of gathering documents, asking for letters of evaluation, and making recommendations follows a timeline that is completed at the departmental level by early October, as outlined below.

Research Professors seeking promotion must fill out the Non-Tenure Track PR Form (<https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-and-reappointment-2/>) for evaluation by the departmental PTR committee and department head. The PTR committee may ask candidates to write additional statements describing their teaching and service or research accomplishments.

Letters of evaluation. For promotion in rank, four letters in total are required. The letter writers should be able to provide an objective evaluation of the candidate’s research, and if applicable also evaluate the candidate’s teaching and service contributions. At least two letters must be external to UConn. The candidate must provide the names of members of the University faculty and external scholars who could write letters of evaluation. The Department Head and PTR committee can offer advice and suggestions on how the candidate can best select the letter writers. The PTR committee will also request letters of evaluation from members of the University and external scholars.

Rough timeline of important events in the promotion process. Actual dates are provided each year:

May, middle	PTR Committee elects Chairperson
May, middle	Notice to PTR candidates about process, information needed, deadlines
June, middle	Candidates provide PTR Committee a list of potential external reviewers
June, end	Candidates provide materials to be sent to external reviewers
June, end	PTR Committee selects potential external reviewers
July, early	Email to potential external reviewers requesting evaluation
July, middle	Letters, PTR materials sent to external reviewers
August, end	Candidates provide completed PR package to the PTR committee
September, early	External evaluations due
September, end	Committee submits recommendations to the Department Head
October, early	Department Head submits completed PR materials to the Dean

8. DEPARTMENT SEARCH COMMITTEES

Search committees comply with Human Resources (HR) and Office of Institutional Equity (OIE) guidelines for the formation, recruitment, and responsibilities of search committees.

8.1 COMMITTEE FORMATION

Tenured and tenure-track faculty members are eligible to serve on search committees for tenure-track faculty. In other searches, staff may be appointed to a search committee should their expertise be required. The Head appoints the members and Chair of search committees, taking into account faculty rank and field of interest. Ordinarily, the Chair of a search committee should be tenured.

8.2 COMMITTEE DUTIES

The Search Committee develops advertisements for job searches. Processes for recruiting faculty members must follow procedures and policies described by HR and OIE and State of Connecticut law. The committee must also work with Human Resources, OIE, and the CLAS Dean's Office to find the appropriate venues to advertise positions so that the potential applicant pool has the appropriate diversity and breadth.

8.3 FACULTY RECRUITMENT GUIDELINES

The goal of the committee is to find the best candidate for the position advertised. Members should discuss and agree on the criteria to be used in evaluating applicants prior to reviewing application

materials. All applicants must be objectively screened using the same set of criteria. Generally, five to six candidates are selected for interview either via video-conferencing or in person.

Once the interviewing stage has been completed, the committee identifies and ranks the candidates, and provides the ranked list the Head who will seek approval for the listing from the appropriate administrative units. Before a final offer is made to a candidate, the candidate post-interview evaluations must be submitted to OIE for review.

- *Faculty searches:* Once approved, the Head communicates the offer and negotiates with the selected candidate(s). Following OIE approval, HR will review the offer letter and notify the department to proceed with the offer.
- *Staff searches:* Once the Head has made a final decision about the selected candidate, the candidate post-interview evaluations must be submitted to OIE via Recruiting Solutions for review. Following OIE approval, HR will review the offer letter. HR will notify the department to proceed with the offer.

As a matter of courtesy, candidates who are unsuccessful should be notified of their non-selection as soon as a firm decision has been made about their status, even if the search process is still underway. Finalists not chosen should be notified as soon as possible after an offer has been officially accepted.

9. MERIT

- Merit in MCB is awarded for performance beyond that expected in Research, Teaching and Service. The merit pool coming to the Department will be split into two separate pools (for tenure-track/tenured and non-tenure track faculty) based on the fraction each group contributed to the pool.
- The Head determines the merit recommendation to the Dean for departmental faculty.
- Merit criteria for tenured/tenure-track and non-tenure-track faculty are governed by separate policy documents, see Appendices A and B, respectively.
- This policy shall be affirmed via email ballot of the full voting faculty each year prior to the beginning of the evaluation period.
- Timeline for modification and approval of the merit calculator:
 - Proposed changes to the merit calculator should be submitted in writing for faculty review by February 1st each year.
 - A vote will be held by March 1st to accept or reject the proposed changes to the merit calculator. Shortly following the vote on proposed changes, a vote to affirm the merit calculator will be conducted.
 - If the policy is not affirmed, a merit committee will be established to revise the merit calculation policy. The revised policy must be affirmed by a full faculty majority vote. The revised policy should be voted on and approved by July 1st.
 - Voting on the tenure-track policy will be restricted to tenured/tenure-track faculty. Likewise, voting on the non-tenure track policy will be restricted to the merit eligible non-tenure track faculty.
- The Head shall inform each member of the Department of their merit recommendation at the same time such recommendation is submitted to the CLAS Dean. When the Head communicates their merit recommendation to each faculty member, a table will be provided which delineates the full departmental merit distribution in an anonymized fashion (see Appendix A & B for details). A faculty member has fourteen calendar days from the time of the Department Head's submission to the Dean to discuss the Head's recommendation with the Dean.
- Faculty merit awards may be contested, and those procedures are outlined in the AAUP contract. Grievances on merit must be presented to the administrator in charge of collective bargaining

within fourteen calendar days of the receipt of the Provost's letter notifying the employee of their merit awards.

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