Scholarship Guidelines for Merit, Tenure, and Promotion: ChBE Department

The Department seeks to foster a community of engaged and productive faculty who demonstrate a continuing record of scholarship in chemical engineering and related disciplines. The purpose of these guidelines is to provide priority ranking of scholarly activities for:

1. pre-tenured faculty during the probationary period,
2. associate professors for seeking promotion to full professor, and
3. all faculty preparing professional activities forms for merit pay review.

The central premise is that faculty in ChBE are encouraged to have an ongoing record of refereed journal publications or those deemed equivalent by the Department listed in Group A below related to the disciplinary expertise of the individual. Scholarly work based on research outside of chemical engineering or closely related disciplines is considered meritorious (3.), but anticipated to be insufficient for tenure and promotion (1. and 2.) On a similar premise, other scholarly activities related to dissemination of research results are weighted according to participation in the core activity of faculty scholarship. It is assumed that scholarly endeavors are completed under the auspices of Lafayette College. This is normally demonstrated in the address of correspondence or institutional affiliation of the scholar. To align with the strategic mission of Lafayette, scholarly activities that include student participation are considered more meritorious with all other factors equal.

Priority ranking of scholarly activities is given below:

**Group A**
Peer-reviewed high impact journal (or equivalent) publication
Funded external research grant (> $25K/yr expenditures)
Patents

**Group B**
Conference presentations with published proceedings
Non-peer reviewed publications (book chapter, etc.)
Funded external research grant (< $25K/yr expenditures)
Other publications not meeting Group A criteria

**Group C**
Conference presentations without published proceedings (abstract only)
Conference presentations (operational pedagogy)
Invited external presentations
Submitted external research grant (> $25K/yr expenditures)

**Group D**
Attendance of professional conferences and workshops
Merit is assessed annually; promotion and tenure are assessed over a multi-year period. A high quality scholar will, on average, annually demonstrate activities in Groups A, B, C, and D although it is anticipated that any activity from Group A is necessary and sufficient for tenure and promotion, and sufficient for merit purposes. The Head will bring requests for re-consideration of the above guidelines to the Department for discussion on an annual basis.

Notes:
1 Scholarly work completed prior to employment at the College is excluded from consideration for tenure, promotion, and merit.

2 The process of peer-review of a journal or equivalent must include feedback from an editor and other reviewers, a procedure for revision or adjudication of a submission, and the possibility of rejection; i.e. a non-zero reject rate. Additionally, the journal or equivalent must be able to demonstrate impact by either ISI Impact Factor > 1.0 or an acceptance rate of 40% in cases in which an impact factor is not available. If it does not meet these additional criteria, it may be deemed acceptable in Group A by arrangement with the Department.

3 Successful grant proposals are assigned merit in proportion to research expenditures; research expenditures are computed based on the amount of individual activity within a specific award. For multiple equal investigators (as in shared equipment), total expenditures are divided equally among individuals. Research expenditures are the same as total award for single investigator grants.

4 One year, for the purpose of both tenure and promotion, and merit, is defined by the calendar year (CY); i.e. January to December. Therefore, there are five full calendar years for the typical tenure-track – as shown below in the table reproduced from the Lafayette Faculty Handbook, Section 4.1.6, p.19.