



**TEXAS A&M UNIVERSITY**  
College of Agriculture and Life Sciences  
*Department of Animal Science*

Dr. Gary Acuff  
Department Head  
gacuff@tamu.edu

March 9, 2006

**MEMORANDUM**

TO: All Faculty  
Department of Animal Science

FROM: Dr. Gary Acuff  
Department Head

SUBJECT: Tenure and Promotion Procedures for FY07

As most of you are aware, the tenure and promotion process now goes through a single committee at the college level. This committee evaluates tenure and/or promotion for all faculty in teaching, research and extension.

Within the department, we have successfully used all full professors as our tenure and promotion committee in the past. For FY07, I am requesting that all full professors (teaching/research/extension) serve on the tenure and promotion committee for the Department of Animal Science. This committee will evaluate and vote on promotions of all non tenured and non tenure track candidates irrespective of the candidates agency affiliation. Only tenured full professors will be eligible to vote on tenure and promotion of tenure track candidates. I realize that this is a large committee with several members located off-campus. However, with a department as large and diverse as ours, a large and diverse committee can be easily justified and effectively utilized.

**If you do not wish to serve on this committee, please notify my office immediately. If you remain on the committee, I expect you to evaluate each candidate and submit your voting ballot in a timely manner.**

Candidates may request that their packets be reviewed by a subcommittee of the candidates peers before being submitted to the tenure and promotion committee. Structure of the peer review subcommittee will be mutually agreed upon by the Department Head/Resident Director and the candidate.

The following schedule will be utilized and should be closely adhered to in order to meet university deadlines:

- May 31, 2006 Potential candidates wishing to be considered for tenure/promotion should submit their request in writing to the Department Head/Resident Director. Department Head/Resident Director and Associate Department Heads will review request with potential candidate.
- June 12, 2006 Associate Department Heads will request specific information from candidates (curriculum vitae, outside references, etc.). Outside letters requested. Begin preparation of packets.
- August 11, 2006 All requested documents due. Packets may be reviewed by peer group at candidate's request. Comments and suggestions will be relayed to candidate.
- August 29, 2006 Final packets due for distribution to tenure and promotion committee with voting ballot.
- September 19, 2006 Meeting of tenure and promotion committee. Discussion and recording of vote.
- September 29, 2006 Packets, accompanied by vote of tenure and promotion committee and unit head recommendations, forwarded to Dean/Director.

Tenure and/or promotion represent major milestones in an individual's career. Care must be taken to ensure that the process is conducted in a fair and equitable manner.

Please let me know if you have questions or comments regarding these procedures.

GRA:vr

Attachment

Attachment

All Faculty who are not Full Professors, please sign and date this form and return it to Veronica by May 5, 2006. This will help ensure that all faculty eligible for the promotion and tenure process were properly notified.

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Faculty Member Signature

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Date

**Unit Head Evaluation of Teaching/Research Faculty FY 06  
in the Department of Animal Science**

**1. *Criteria for evaluating teaching responsibilities, performance and scholarly contributions:***

- a. Student ratings as summarized by Measurement and Research Services and senior exit interviews
- b. Student credit hours taught
- c. New courses developed or major revisions of existing courses
- d. Changes in student enrollment
- e. Advising and counseling efforts
- f. Teaching publications
- g. Teaching awards
- h. Leadership contributions in teaching
- i. Role in teaching administration and innovating contributions to teaching
- j. Accomplishments of teaching objectives from Annual Plan of Work
- k. Outreach programs
- l. International activities
- m. Contributions to interdisciplinary and intercollegiate program activities
- n. Participation in Honors Courses

**Comments**

***Overall rating of contributions to teaching program:***

- \_\_\_\_\_ Performance exceeds expectations based on Plan of Work
- \_\_\_\_\_ Meeting objectives outlined in Plan of Work
- \_\_\_\_\_ Below expectations and in need of improvement

**2. *Criteria for evaluating research responsibilities, performance and scholarly contributions:***

- a. Relevance of research programs to TAES and departmental strategic plans
- b. Publications in scholarly and professional refereed journals
- c. Research publications in journals targeted for industry and user groups
- d. Invited participation at professional and scientific meetings
- e. Research awards for excellence
- f. Proposals submitted and success of internal and external funding from grants and contracts
- g. Accomplishments of research objectives from Annual Plan of Work
- h. Contributions of interdisciplinary research
- i. Contributions to departmental graduate education program
- j. Participation in research activities with scientists at Research and Extension Centers and other units with TAMUS
- k. Research presentations at professional meetings, symposia, and other scholarly events
- l. Copyrights, software development, patents and licensing efforts
- m. International activities
- n. Leadership role and contributions to professional societies/research organizations
  - 1. Editorial boards
  - 2. Committees
  - 3. Grant review panels for NIH, USDA, NSF, etc.

**Comments**

***Overall rating of contributions to research program:***

- \_\_\_\_\_ Performance exceeds expectations based on Plan of Work
  - \_\_\_\_\_ Meeting objectives outlined in Plan of Work
  - \_\_\_\_\_ Below expectations and in need of improvement
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**3. *Criteria for evaluating performance and impact of a faculty member's service program:***

- a. Leadership and participation in University, College or Department committees and other activities
- b. Impact of service contribution to University, College or Department
- c. Service awards

**Comments**

***Overall rating of service program:***

- Performance exceeds expectations based on Plan of Work
  - Meeting objectives outlined in Plan of Work
  - Below expectations and in need of improvement
- 

**4. *Criteria for evaluation of contributions and quality of a faculty member's professional activities:***

- a. Membership in professional organizations
- b. Offices held, committee assignments and scholarly contributions
- c. Awards and other recognitions from professional organizations
- d. Impact of individual professional recognition on Animal Science Department
- e. International activities
- f. Program development at state, regional and national levels

**Comments**

***Overall rating of professional activities:***

- Performance exceeds expectations based on Plan of Work
  - Meeting objectives outlined in Plan of Work
  - Below expectations and in need of improvement
- 

**Summary of Total Program Evaluation:**

**Comments from faculty member on any aspect of the evaluation (optional):**

**This acknowledges that a performance evaluation was conducted with the Department Head on \_\_\_\_\_, 2006 and I was provided a copy of this report.**

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Gary R. Acuff  
Professor and Head



**TEXAS A&M UNIVERSITY**  
College of Agriculture and Life Sciences  
*Department of Animal Science*

Dr. Ronnie L. Edwards  
Associate Department Head  
r-edwards@tamu.edu

May 19, 2006

**MEMORANDUM**

TO: Dr. Karan Watson  
Dean of Faculties

FROM: Ronnie L. Edwards   
Professor and Associate Department Head

SUBJECT: Tenure & Promotion Guidelines

As requested, I am enclosing guidelines that we use to initiate the tenure and promotion process in our department. We then follow the procedures of the College and the University in completing this process.

University and College guidelines are used in all faculty hiring procedures, as well as annual evaluation of faculty. I am also enclosing the evaluation form that we use and discuss with each faculty member.

Please let me know if additional information is needed.

RLE:vr

Enclosure