

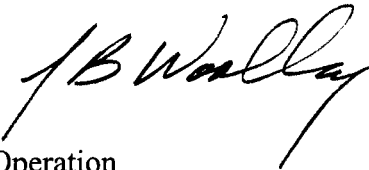
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June 20, 2006

MEMORANDUM

TO: **Members, Faculty Evaluation Committee**
Darrell Bay Spencer Johnston Robert Wharton
Brad Vinson Jim Olson James Reinert
T.X. Liu John Jackman Bart Drees
Carl Patrick

FROM: Jim Woolley, Chair
Faculty Evaluation Committee 

SUBJECT: 2006 Committee Structure and Operation

I look forward to working with you during the year. We will schedule a meeting with you shortly. In the meantime, I have developed an outline of the subcommittee structure:

TAMU Subcommittee
Woolley, Jim (Chair)
Darrell Bay
Spencer Johnston
Robert Wharton
Brad Vinson
Olson, Jim (TAES)
Drees, Bart (TCE)

TAES Subcommittee
Reinert, James (Chair)
Liu, T.X.
Olson, Jim
Bay, Darrell (TAMU)
Patrick, Carl (TCE)

TCE Subcommittee
Jackman, John (Chair)
Drees, Bart
Patrick, Carl
Vinson, Brad (TAMU)
Liu, T.X. (TAES)

Your comments/suggestion would be appreciated.

Cc: Faculty, Department of Entomology

DEPARTMENT OF ENTOMOLOGY FACULTY EVALUATION POLICIES AND PROCEDURES

INTRODUCTION

The following recommendations involve the structure of the Faculty Evaluation Committee (FEC) and the process of conducting reviews for promotion and tenure in the Department of Entomology, Texas A&M University. These departmental policies and procedures are designed to supplement those presently in effect at Texas A&M University, Texas Agricultural Experiment Station, and Texas Cooperative Extension.

In the document, "faculty member" is defined as any person holding the title of Assistant Professor, Associate Professor, or Professor. TAMU refers to faculty of the Department of Entomology with tenure-track appointments at Texas A&M University. TAES (Texas Agricultural Experiment Station) and TCE (Texas Cooperative Extension) designations refer to faculty who do not hold tenure-track positions. Faculty with appointments in both TAES and TCE shall be assigned to the subcommittee covering the area in which he/she has the largest percentage of appointment.

RESPONSIBILITIES OF THE FACULTY EVALUATION COMMITTEE

- (1) Review faculty who are administratively assigned to the Department of Entomology and provide recommendations to the Head of the Department on promotion and tenure.
- (2) Review Assistant Professors and Associate Professors annually and provide recommendations to the Head of the Department on their progress toward promotion and/or tenure.

COMPOSITION, ORGANIZATION, AND VOTING PRIVILEGES OF FACULTY EVALUATION COMMITTEE

The membership of FEC shall consist of eleven (5 TAMU, 3 TAES, and 3 TCE) faculty members with the rank of Professor in the Department of Entomology. Three FEC subcommittees shall function to evaluate faculty having different responsibilities and administrative assignments within the Department of Entomology. These subcommittees are as follows:

- (1) **TAMU SUBCOMMITTEE:** Five TAMU, one TAES, and one TCE (Subcommittee members who do not hold tenure shall not vote on tenure decisions). The chair of the subcommittee should be a tenured faculty member.
- (2) **TAES SUBCOMMITTEE:** Three TAES, one TAMU, and one TCE (all voting).
- (3) **TCE SUBCOMMITTEE:** Three TCE, one TAMU, and one TAES (all voting).

APPOINTMENT OF FACULTY EVALUATION COMMITTEE

All FEC members shall be elected by vote of the faculty. Faculty of all ranks may vote, but only for those units in which they hold appointments. The Head of the Department shall select subcommittee members, and appoint the Chair of the FEC and Chair of the three subcommittees from the roster of elected members.

TERM OF APPOINTMENT

The term of appointment for each member shall be for three years. The initial appointees shall serve staggered terms. The terms for Chair of FEC and Chair of FEC subcommittees shall be for one year. All appointments are eligible for re-election and re-appointment for another term.

PROCEDURES FOR EVALUATION FOR PROMOTION AND TENURE

The evaluation of faculty members for promotion and tenure shall follow these procedures.

- 1) All tenure-track faculty will be assigned to the TAMU subcommittee regardless of the percentage appointment. TAES and TCE candidates will be assigned to the appropriate subcommittee, based on their primary appointment.
- 2) The Chair of the **FEC** subcommittee assigned to conduct the review shall contact the candidate to advise and to assist in obtaining and developing documents necessary for the review process.
 1. Narrative Statement (Three page Statement of Teaching, Research, and Service)
 2. Comprehensive Faculty Achievement Report
 3. Curriculum Vitae (paginated, signed and attested)
 4. Reprints of up to Six Publications
 5. Teaching portfolio (containing a summary package on each course taught with student evaluations)
 6. Names, Addresses, and Qualifications of Five Outside Reviewers
- 3) Candidates with appointments in an interdisciplinary faculty or center shall be reviewed and evaluated by the appropriate committee of that unit. The additional review should be requested by the Chair of the FEC subcommittee; this should be sought early enough to allow the recommendation to become part of the dossier considered by the FEC.
- 4) The Chair of the appointed subcommittee shall solicit at least six letters of evaluation; approximately half should be from a list provided by the candidate and half from a list assembled from recommendations of the **FEC** and the Head of the Department or Resident Director, as appropriate.
- 5) All candidates being considered for promotion or promotion and tenure shall present a seminar as part of the Department of Entomology Seminar series. The seminar should describe the individual's scholarly accomplishments since his/her last promotion or hire. The seminar should be timed so that it occurs before the faculty and FEC vote (mid September). The Chair of the departmental Seminar Committee and the Chair of FEC should work together to ensure that sufficient seminar dates are reserved for promotion seminars.
- 6) After the candidate's dossier has been assembled, including outside letters of support, the appropriate **FEC** subcommittee shall meet and consider the qualifications of the candidate

based on the assembled documents. An anonymous vote will be taken on the qualifications of the candidate.

- 7) Upon completion of the process, the subcommittee Chair shall write a summary of the evaluation of the candidate, including votes of subcommittee members, and submit it as a recommendation to the Chair of the FEC, who will forward to the Head of the Department.
- 8) Written summary evaluations and dossiers of candidates shall be made available to the **VOTING FACULTY** for their review at least five (5) working days before the meeting.
- 9) A meeting of the Voting Faculty, including **FEC** members, will be held to discuss the candidate's qualifications prior to the faculty vote. This can be done at the end of a regularly scheduled faculty meeting or at a special called faculty meeting. The Chair of the appropriate **FEC** subcommittee or a designated substitute shall summarize the candidate's accomplishments with respect to teaching, research, and service. Only faculty who are eligible to vote by rank are permitted to attend, and all discussion should be considered confidential. Candidate packages shall be available for faculty to review at the meeting.
- 10) After a reasonable period of time (10 working days) for review of candidates, the Head of the Department shall solicit anonymous votes of recommendation of the candidate for promotion or promotion/tenure from the Voting Faculty. A date will be set for completion of voting. Late votes will not be counted.
- 11) The summary evaluation of **FEC** and faculty vote distribution on each candidate being reviewed shall be sent forward to the next administrative level by the Head of the Department as part of the departmental recommendation.

ANNUAL REVIEW OF ASSISTANT PROFESSORS AND ASSOCIATE PROFESSORS

Tenure and non-tenure track faculty with the rank of Assistant Professor and Associate Professor shall be reviewed annually by the appropriate subcommittees of the **FEC**. The faculty member being reviewed shall provide the documents listed below. The Chair of the relevant **FEC** subcommittee should provide copies of each faculty member's prior annual reviews to the **FEC** prior to the meeting. Attendance of the faculty member during the review is strongly encouraged. The Chair of the **FEC** subcommittee shall provide the Chair of the **FEC** with a written summary of evaluation of the person being reviewed, which will be forwarded to the Head of the Department. The Faculty as a whole shall not review documents or vote in this annual review process.

1. Position Description
2. Curriculum Vitae (paginated, signed and attested)
3. Annual Summary of Achievements for the prior year
4. Annual Plan of Work for the current year
5. Summary of Teaching Evaluation Forms (TAMU only)
6. Copies of Publications From Prior Year

THIRD YEAR REVIEW OF ASSISTANT PROFESSORS

Third year review of tenure track Assistant Professors will follow the same procedures as outlined above for evaluation for promotion and tenure, except that letters of evaluation shall be solicited from within the TAMU system.

VOTING FACULTY

Faculty holding the same rank or higher for which the faculty member is being considered are eligible to vote. By university guidelines, only tenured faculty may vote on tenure decisions. The chair of the FEC shall oversee the voting process, and shall report back to the faculty.

PRE-EMPLOYMENT EVALUATION

The **FEC** shall be involved in the decision-making process when an individual is being considered for a tenure-track position of Associate Professor or Professor under the condition that a decision on tenure will be made prior to or after a specified period of employment. The TAMU subcommittee of the FEC shall review the credentials of the candidate and make a recommendation to the Chair of the FEC, who will forward the recommendation to the Head of the Department and/or Selection Committee on the person's potential for satisfying tenure requirements.

Approved by the Department of Entomology, November 19, 1991.

Revised April 22, 2003

Revised June 17, 2004