Annual Faculty Review Guidelines
Department of Animal Science
Texas A&M University
(Revised December 2012)

INTRODUCTION

The Department of Animal Science (ANSC) proactively supports promotion and/or tenure (P&T) of faculty members who contribute significantly to the teaching, research, extension and service missions of the Department, College of Agriculture and Life Sciences, Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service and Texas A&M University. As such, ANSC follows all applicable rules and operating procedures of Texas A&M University and the College of Agriculture and Life Sciences and other agencies as applicable and appropriate. Faculty members are expected to use the following guidelines in preparation and submission of packets for the Annual Faculty Review process.

ANNUAL FACULTY REVIEW

Annual Review (tenured and non-tenured faculty)
An annual review will be conducted for all faculty members at the rank of Lecturer, Senior Lecturer, Distinguished Lecturer, Instructor, Assistant Professor, Associate Professor, Professor and Distinguished Professor. The annual review provides information on the accomplishments of the faculty member to the Department Head and guidance from the Department Head to the faculty member regarding assessment of progress.

Guidelines for Annual Review
According to University Rule 12.01.99.M2, each faculty member must be reviewed annually, given a written report of his or her evaluation, and must be given the opportunity to discuss the outcome of the evaluation in person. Each academic year, faculty members are requested to submit information related to the following categories in advance of their annual faculty review with the department head.

Faculty Achievement Report (for the past academic year)

Teaching

• Indicators of Expected Performance:
  o Member of graduate student advisory committees
  o Undergraduate and graduate courses taught
  o Theses and dissertations completed
  o Advising and counseling
• Indicators of Excellence:
  o Outstanding student evaluations weighted in regards to the demands of the course and distribution of grades
  o Selection for a university, college or professional society award for teaching
  o Development of innovative teaching methods and materials
  o Teaching Honors, Writing Intensive, Communication or Study Abroad courses
  o Submission of new course proposals
  o Involvement in student professional training
  o Exceptional theses or dissertations

Scholarship
• Indicators of Expected Performance:
  o Manuscripts submitted (peer-reviewed scientific and non-refereed technical articles)
  o Grant proposals submitted
  o Presentations at scientific/industry/commodity meetings (faculty member/graduate student)
  o Evidence of sustained accomplishments of research project objectives

• Indicators of Excellence:
  o Manuscripts published in leading refereed journals
  o Books and chapters published
  o Significant grant proposal funding
  o Research awards
  o Intellectual property
  o Significant research accomplishments

Extension (only faculty with a majority Extension appointment)
• Indicators of Expected Performance
  o Effective delivery of Extension programs to clientele
  o Submission of proposals for support of Extension programs
  o Publication of Extension bulletins or reports
  o Presentations at professional and industry meetings

• Indicators of Excellence:
  o Evidence of national/international program recognition
  o Publication of peer-reviewed journal articles
  o Acquisition of significant extramural funding
  o Invited presentations at professional meetings
  o Evidence of significant impact of Extension program
  o Extension awards
Service

- Indicators of Expected Performance:
  - Committees (University, College, Department)
  - Professional organizations (membership and activities)

- Indicators of Excellence:
  - Editorial contributions (editorial board, advisory board, guest review activities)
  - Professional honors and awards
  - Professional leadership (offices held, committees, task forces)
  - International and diversity activities

Annual Plan of Work (for subsequent academic year)

Procedure for Annual Faculty Review Evaluation

- The Department Head reviews the Achievement Report and the Plan of Work.
- A meeting is scheduled between the Department Head and faculty member to discuss all aspects of faculty performance. Areas of excellence and any areas for improvement are identified. The Department Head offers constructive comments to facilitate the continued success of the faculty member in the near term and in progress toward promotion where appropriate.
- The Department Head assigns a ranking (clearly outstanding, exceeds expectations, meets expectations, below expectations, or unsatisfactory) for each category (teaching, scholarship, Extension and/or service) along with an overall ranking and provides a written summary of the review to the faculty member. The faculty member has an opportunity to add written comments to the summary document.
- The Department Head modifies the summary document, if appropriate, based upon the input from the faculty member and returns the revised version to the faculty member.
- Once the summary document is satisfactory, the Department Head and the faculty member sign the evaluation.
- A copy is provided to the faculty member and the Department Head retains a copy for the faculty member’s personnel file.
- A report to the Dean of unsatisfactory performance will be accompanied by a written plan for near-term improvement. If a faculty member receives three consecutive unsatisfactory annual reviews, then a professional review is initiated.