Mid-Term 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. Tenure-track faculty members are expected to use the following guidelines in preparation and submission of packets for the Mid-Term Review process.

MID-TERM REVIEW

DEPARTMENTAL COMMITTEE

The Promotion and Tenure Committee of the Department of Animal Science consists of on- and off-campus members holding the rank of Distinguished Professor or Professor and whose administrative location is in the Department. The Committee is chaired by the Associate Head for Academic Programs. The Committee is charged with mid-term review of tenure-track faculty and submission of recommendations to the Department Head.

Evaluation and Voting Processes

Committee discussions and meetings relating to promotion and tenure will be conducted in the strictest confidence and will be held to the highest standards of fairness. Only eligible voting faculty members will have access to a candidate’s packet. Committee discussions and recommendations regarding promotion and tenure consideration will be independent of the Department Head.

Evaluation and voting on mid-term review of tenure-track faculty involves only the participation of Full Professors with tenure. All votes will be conducted by confidential and verifiable written ballot. Voting outcomes will be provided in writing to the Department Head by the Committee Chair, which will become part of the candidate’s packet.
Evaluation Components

Several factors are required and necessary for a successful mid-term review (reference University and College rules and guidelines for detailed descriptions [http://rules-sap.tamu.edu/PDFs/12.01.99.M2.pdf;http://dof.tamu.edu/sites/default/files/tenure_promotion/Tenure and-Promotions_Guidelines_COALS.pdf] guidelines for detailed descriptions). Committee members will rely on the following minimum indicators to evaluate overall effectiveness in relation to the candidate’s appointment:

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

Research

• Indicators of Expected Performance:
  o Manuscripts submitted
  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
Extension (only faculty with a majority Extension appointment)

- Indicators of Expected Performance
  - Effective delivery of Extension programs to clientele
  - Submission of proposals for support of Extension programs
  - Publication of Extension bulletins or reports
  - Presentations at professional and industry meetings

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

Service

- Indicators of Expected Performance:
  - Committees (University, College, Department)

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

Criteria for Mid-term Evaluation of Tenure-Track Faculty

- Evidence of superior performance in teaching, research, Extension, service or a combination
- Evidence of an effective research or Extension program which includes peer reviewed publications as appropriate for the position description
- Acquisition of resources to support the program including grants and contracts
- Evidence of effective teaching and learning as appropriate for position description
- Active in professional societies or scientific organizations
- Provide service at university, state, regional and national levels

Procedures for Mid-term Evaluation

Once a faculty member has requested to be considered for promotion and/or tenure, the following procedures will be followed:
• The P&T Committee Chair will contact the candidate to advise and assist in obtaining and developing the documents necessary for the review process, including:
  o Candidate’s statements on teaching, research and service (also include statement on Extension if majority Extension appointment)
  o Curriculum Vitae
The candidate’s packet of materials shall be consistent with the current requirements of the College of Agriculture and Life Sciences and Texas A&M University.
• Once the candidate’s dossier has been completed, the P&T Committee will be provided a copy and asked to consider the qualifications of the candidate based on the materials submitted. Committee members will then submit a written vote with a ranking for promotion and/or tenure consideration.
• The Committee Chair will call a formal meeting of the Promotion and Tenure Committee wherein members will confidentially consider and/or discuss each candidate’s packet and an official vote will be recorded.
• Following the Committee meeting, the Chair will prepare a summary report on each candidate’s teaching, research, service/outreach and other activities. This report will follow all guidelines established by the Office of the Dean of Faculties and will become a part of the candidate’s packet.
• The Committee Chair will assist in preparing a written statement from the Department Head, which will become a part of the candidate’s packet.
• The candidate’s packet will be forwarded to the next administrative level by the Chair of the P&T Committee.