INTRODUCTION

The Department of Wildlife and Fisheries Sciences (WFSC) proactively supports promotion and/or tenure (P&T) of faculty 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, WFSC follows all applicable rules and operating procedures of Texas A&M University and the College of Agriculture and Life Sciences and the other agencies as applicable. Faculty members are expected to use the following guidelines in development and submission of materials for the Annual Faculty Review process.

ANNUAL FACULTY REVIEW

Annual Review (tenured and non-tenured faculty)
An annual review is conducted for all faculty members at the rank of Lecturer, Senior 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

- Annual Performance:
  - Undergraduate and graduate courses taught
  - Chaired and Member of graduate student advisory committees
  - Theses and dissertations completed/students graduated
  - Graduate and undergraduate mentoring
• Metrics of Excellence:
  o Above average student evaluations
  o Receiving 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 Contributions to student professional training

Scholarship

• Annual Performance:
  o Published or In Press Manuscripts (peer-reviewed scientific and non-refereed technical articles)
  o Grant proposals (approved and rejected)
  o Presentations at conferences (scientific/industry/commodity), presenter (faculty member/graduate student supervised by faculty), and invited, contributed and published abstract
  o Evidence of sustained accomplishments of research program

• Metrics of Excellence:
  o Manuscripts published in leading refereed journals
  o Books and chapters published
  o Significant grantsmanship
  o Significant research accomplishments
  o Research awards

Extension (only faculty with a majority Extension appointment >50%)

• Annual Performance
  o Publication of Extension bulletins or reports
  o Effective delivery of Extension programs to clientele
  o Extramural support of Extension programs (received and rejected)
  o Presentations at professional and industry meetings (invited, contributed and published abstract)

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

Service

• Annual Performance:
Committees (University, College, Department)
- Professional organizations (membership and activities)
- Collegiality

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

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 consultation 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 achievement of the faculty member and progress toward advancement.
• The Department Head assigns a ranking (superior, excellent, satisfactory, needs improvement, or unsatisfactory) for each category (relating to either teaching, research, 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 completed, the Department Head and the faculty member sign the evaluation.
• A copy is provided to the faculty member and a copy is placed in the faculty member’s personnel file.
• A report to the Dean of unsatisfactory performance will be accompanied by a written plan for improvement. If a faculty member receives three consecutive unsatisfactory annual reviews from the Department Head and/or P&T Committee, then a professional review is initiated.