TENURE AND PROMOTION GUIDELINES

DEPARTMENT OF POULTRY SCIENCE
College of Agriculture and Life Sciences
Revised January 2013

I. INTRODUCTION

The following guidelines governing tenure and promotion recommendations will be utilized in the consideration of promotion and/or tenure appointments for faculty with academic appointments within the Department of Poultry Science. These principles are derived primarily from the Texas A&M College of Agriculture and Life Sciences policies on Tenure and Promotion. See TAMU and COALS’ Guidelines for detailed descriptions (http://aghr.tamu.edu/promotion.htm).

II. CRITERIA FOR EVALUATION OF FACULTY FOR TENURE AND PROMOTION

The Department of Poultry Science adopts the University and COALS policies for tenure review. The guidelines and procedures are incorporated into University Rule 12.01.99.M2 – University Statement on Academic Freedom, Responsibility, Tenure, and Promotion. (http://rules-saps.tamu.edu/pdfs/12.01.99.m2.pdf) See Appendix 1 for example of criteria that may be employed in evaluation of faculty based on TAMU Document 12.01.99.M2.

III. GUIDELINES FOR DEPARTMENTAL RECOMMENDATIONS ON TENURE AND PROMOTION

A. Composition of the POSC Tenure and Promotion Committee

The POSC Tenure and Promotion Committee shall consist of all faculty members having a full or joint appointment within the POSC Department at a rank of Associate Professor or higher. The committee chair shall be appointed by the Department Head.

1. For discussion purposes, evaluation processes, and voting decisions on tenured or tenure track candidates, committee members are those faculty members who hold rank at or higher than the rank sought by the candidate. Only tenured faculty are eligible to vote on tenure.

2. For discussion purposes, evaluation processes, and voting decisions on non-tenure track candidates, committee members are those faculty members who hold rank at or higher than the rank sought by the candidate.
Non-Tenure Track Positions

Faculty Members’ Eligibility of Participation in Discussion, Evaluation, and Voting

-------------------------Position Sought by the Candidate-------------------------

<table>
<thead>
<tr>
<th>Tenure &amp; Non-tenure Track Committee Members</th>
<th>Assistant Lecturer</th>
<th>Lecturer</th>
<th>Senior Lecturer</th>
<th>Associate Professor (non-tenure)</th>
<th>Professor (non-tenure)</th>
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<td><strong>Tenure Track Positions</strong></td>
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B. General POSC Tenure and Promotion Procedures

Candidates for tenure and promotion will be evaluated based on guidelines established by the Texas A&M College of Agriculture and Life Sciences policies on tenure and promotion. See TAMU and COALS’ guidelines for detailed descriptions (http://aghr.tamu.edu/promotion.htm). New University Strategic Initiatives include recognition for University culture supporting interdisciplinary and multidisciplinary collaboration, enhanced diversity and internationalization and appropriate attention to safety and compliance. Discussions related to T&P will be conducted in strictest confidence. These discussions may be held in the form of announced formal meetings or via e-mail discussions between all members of the T&P Committee at the chair’s discretion. Following a confidential committee-wide discussion, the T&P Committee shall prepare a written report evaluating Teaching, Research, Service presented as a single document with sub-headings in addition to a Summary Report documenting the Committee vote. These two reports will form a part of the faculty tenure/promotion recommendation package that will be forwarded through the Department Head an on to the COALS Peer Review Committee. The Department Head shall prepare a report as a separate document. See Appendix 1 for Report Guidelines.
C. Voting Procedures

Following confidential T&P committee discussions, a confidential and verifiable vote will be conducted. All T&P committee members participating in discussions are eligible to vote (AYE or NAY or ABSENT) on promotion decisions. ONLY tenured faculty are eligible to vote on tenure decisions.

IV. POST TENURE REVIEW

A. Policy Statement

The POSC Department adopts the University Criteria for Evaluation of Faculty for Promotion and tenure from University Rule 12.06.99.M1 – University Statement on Post-Tenure Review. (http://rules-saps.tamu.edu/pdfs/12.06.99.m1.pdf). In accordance with this rule Post-Tenure Review will take place, prior to the sixth anniversary of the date of the awarding of tenure and once every six years thereafter, or immediately following a second overall unsatisfactory department head annual performance review. A faculty member may request to the department head an early post-tenure review if so desired. Each tenured faculty member will submit to the departmental Promotion and Tenure Committee (exclusive of the individual(s) being reviewed) the same documentation submitted to the department head for the annual review. The Committee will review the faculty member’s scholarly productivity, in accordance with the criteria for categories of performance to be assessed in the annual review and make a determination of its merit by vote. This determination shall be reported as either satisfactory or unsatisfactory to the department head. The Committee will consider the faculty member’s position description when making the determination of performance. Indicators of Merit may be found in Appendix 2. An annual review in which a majority vote of unsatisfactory performance is determined shall state the basis for the ranking in accordance with the criteria. A report to the dean of unsatisfactory performance as assessed by the department head’s annual review shall incorporate the Promotion and Tenure Committee’s peer review report with a written plan for near-term improvement.
APPENDIX 1

REPORT GUIDELINES

1. Evaluate candidates relative to their position description.
   a) Is the candidate meeting the expectations of his job description?

2. Each member of the POSC T&P Committee should provide feedback to the T&P Chair using the following guidelines.
   a) The report should evaluate the record and not advocate or repeat information in the CV
   b) Be concise, 1 or 2 pages
   c) Reference evidence from Vitae and outside letters to support the evaluation
   d) Be cognizant of promotion criteria in the area being assessed
   e) Be objective, mentioning positive factors, but not omitting negative aspects of the record
   f) Explain any seemingly negative points in outside letters
   g) Highlight evidence of peer acceptance; regional, national and international reputation an impact; and the value of the program to society, the State, The University and The Texas A&M University System

3. The Teaching Report shall cover:
   a) Classroom and laboratory instruction
   b) Development of new courses, laboratories and teaching methods
   c) Publication of instructional materials including textbooks
   d) Supervision of graduate students
   e) Teaching in interdisciplinary program courses
   f) Peer evaluation of course syllabi, assignments, exams and grading methods to determine scope, rigor and quality of the candidate’s course offerings.
   g) Student ratings of teaching
   h) Peer evaluation of other teaching contributions of value such as direction of graduate students, undergraduate researchers, participation in student development programs, curriculum development, etc.

4. The Research Report shall cover:
   a) Research, grants and publications
      i. A research evaluation can include an analytical summary of the candidate’s research record, but a qualitative judgment should be included. The research evaluation should examine all examples of creative work.
         1. Participation in multidisciplinary projects is encouraged
   b) National and International Recognition
      i. The professional significance of international activities of the faculty member should be detailed and the importance of these activities explained.

5. The Service Report shall cover:
a) Service to the institution, students, colleagues, the department, college and University as well as serviced to professional societies governmental agencies, the local community and the public at large.
   i. Active participation in the Faculty Senate
   ii. Active participation in K-12 outreach
   iii. Active participation in communities or corporate partnership

6. Other:
   a) Anything else that does not obviously fit within the previous 3 categories.
   i. Internationalization
      1. Significant recruitment of graduate or undergraduate students to enhance international participation
      2. Engagement in University recognized Memorandums of Understanding with international partner institutions
   ii. Diversity
      1. Clear contributions to the Department, College, or University in achieving the goals of the Campus Diversity Plan
      2. Significant recruitment and retention activities for students, faculty and staff
      3. Departmental workshops to enhance interactions and understanding among diverse cultures.
APPENDIX 2

EXAMPLE CRITERIA FOR EVALUATION OF FACULTY FOR PROMOTION AND TENURE

These criteria are primarily excerpts from TAMU Document 12.01.99.M2 Statement on Academic Freedom, Responsibility, Tenure and Promotion - examples of criteria that may be employed in evaluation of faculty.

TEACHING - Includes classroom instruction, academic advising (may also be included as a service activity where appropriate), supervision of undergraduate and graduate research, clinical supervision, and mentoring.

- **Indicators of Outstanding Merit**
  - Outstanding teaching performance as evidenced by such measures as peer-evaluation, student satisfaction, and student outcomes
  - Outstanding direction of graduate research or creative activity that is validated by peers and communicated
  - Selection for a University or professional society outstanding teacher award
  - Evidence of courses taught at a rigorous and challenging level, with recognized excellence
  - Publication of widely adopted or acclaimed instructional materials
  - Developing a new course that fills an identified need in the curriculum
  - Chair of doctoral research committees
  - Receiving external grant support for teaching/learning projects
  - Invitation to teach at domestic or international institution of recognized excellence
  - Receipt of awards for research or academic performance by the faculty member's students
  - Placement of graduate students or post-doctoral fellows into significant academic, scholarly or professional positions
  - Significantly contributing to the professional development of students (e.g. working with the University Honors program)
  - Outstanding performance as a departmental undergraduate or graduate advisor (may also be included as a service activity where appropriate)
  - International reputation for quality teaching

- **Indicators of Merit**
  - Effective teaching performance, as evidenced by peer evaluation, student satisfaction and student outcomes
  - Effective direction of graduate research or creative activity, as evidenced by student satisfaction and student outcomes
  - Selection for a college or departmental outstanding teacher award
  - Development of effective pedagogical methods and materials as evidenced by peer
evaluation, student satisfaction and student outcomes
· Development of new courses or major revision of existing courses
· Receiving competitive internal grant support for teaching/learning projects
· Reflective critique and continuous improvement of teaching, as evidenced by self-evaluation
· Direction of graduate student thesis or dissertation research
· Member of graduate student advisory committees
· Evidence of high quality in class preparation, interaction, and accomplishments
· Effectively coordinating a multi-section course
· Service as departmental undergraduate or graduate advisor (may also be included as a service activity where appropriate)
· Significant self-development activities leading to enhanced teaching effectiveness
· Receiving on a competitive basis internal funding for teaching
· Participation in University Honors and/or other programs for mentoring the professional development of students

RESEARCH - Includes research, creative activities, and all other forms of scholarship (creative intellectual work that is validated by peers and is communicated).

- **Indicators of Outstanding Merit**
  · Publications in leading refereed journals
  · Receiving major fellowship or research award
  · Frequent citation of publications
  · Publication of scholarly book(s) by reputable publisher(s)
  · Serving as editor or member of editorial board of a major journal
  · Awards for, or publication of, peer reviewed creative activities
  · Juried works in creative activities
  · Serving as a member of review panel for national research organization
  · Presentation of invited papers at international and national meetings
  · Receiving significant external peer-reviewed funding for research
  · Significant publication and/or funding resulting from collaborative efforts with researchers in other fields where the faculty member occupies a substantial role in research
  · Publications with teaching focus in leading refereed journals
  · Evidence of creative professional practice
  · International reputation for outstanding scholarship/research

- **Indicators of Merit**
  · Publication of scholarly book(s)
  · Publications in refereed journals
  · Service as a reviewer for major refereed journals or as an ad hoc reviewer for national research organizations
  · Publication of a chapter in a scholarly book
  · Editing a scholarly book
· Presentation of papers at national or international meetings of appropriate disciplines
· Publications in non-refereed but widely recognized journals
· Continued public activity in plastic, performing or diverse arts
· Significant self-development activities, such as a Faculty Development Leave, that lead to increased research and publication effectiveness
· Publications in refereed journals resulting from collaborative efforts with researchers in other fields
· Publications with teaching focus in refereed journals

SERVICE - Includes extension, outreach, clinical service, service to the department or unit, service to the University, service to the local community, advising (may also be included as a teaching activity where appropriate) and professional service. NOTE: Evidence of outstanding merit or merit may be found in the selection process itself or in documentation of performance.

**Indicators of Outstanding Merit**
· Being an officer in a national or international professional organization
· Serving on a major governmental commission, task force, or board
· Serving an administrative leadership role at Texas A&M University
· Serving as program chair or in a similar position at a national or international meeting
· Serving as an officer in the Faculty Senate
· Chairing a major standing or ad hoc Texas A&M University committee
· Evidence of excellence in professional service to the local community and public at large, including required clinical work or extension service
· International reputation of service

**Indicators of Merit**
· Being a committee chair in national or international professional organization
· Being an officer in regional or state professional organization
· Serving as program chair or similar position for regional or state professional organizational meeting
· Serving as an active member of the Faculty Senate
· Serving on University, college, and department committees and task forces
· Serving as consultant
· Being an advisor to student organizations
· Serving in administrative roles within the department
· Evidence of professional service to the local community and public at large, including required clinical work or extension service
· Significant self-development activities that lead to enhanced service effectiveness