

Supplemental Promotion and Tenure Guidelines

Department of Animal Sciences

Auburn University

These guidelines are to supplement those outlined in the Auburn University faculty handbook. These guidelines shall be used by the Department of Animal Sciences for evaluation of faculty promotions from Assistant Professor to Associate Professor and Associate Professor to Professor, and for granting tenure within the department. The departmental Tenure and Promotion committee composed of tenured faculty holding the rank of Professor will ensure that these guidelines are followed as a supplement to those outlined in the faculty handbook. Criteria and Consideration guidelines in the faculty handbook shall take precedence over those in this document.

Scholarly activity appropriate to the discipline and assigned responsibilities is expected of all faculty, tenured or untenured, and will be used to assess contributions made by an individual. Scholarly activity is defined broadly when considering efforts at institutions of higher learning and is most often captured in the concept of creating new knowledge and transferring knowledge to others. Each of the areas; research, teaching, outreach/extension, and service is addressed below.

Research:

A productive research program at a land-grant institution includes successful grants and funding of the candidates program, production of peer-reviewed publications, mentoring and training of graduate students, and presentations at national and international meetings. Evidence of a productive research program includes serving as a peer reviewer of manuscripts and grants and serving on research related committees at the college, university, national and international levels.

Research productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document. It is recognized that different types and quantity of outputs will exist between the multiple discipline areas across the department faculty. However, the general expectation is that a candidate for Associate Professor with a research appointment (regardless of percentage) would demonstrate quality of research by publishing in at least one leading journal in his/her field of expertise while a candidate for Full Professor would have at least two publications of that quality. The general expectation is that in addition to publication(s) in leading journals, candidates for promotion and tenure should regularly publish in other peer reviewed journals and contribute to the scholarly literature through books, book chapters, and other peer reviewed publications.

Teaching:

The act of transmission of knowledge is designated as teaching and can include activities such as classroom instruction, distance education, and advising students. Some examples of activities associated with the transfer of knowledge are curriculum development, writing of textbook books and laboratory manuals, development of new courses, and evaluation by students. Documentation of knowledge transferred via instruments and activities such as student

evaluations and peer evaluations are important in assessing the candidate's activities in these areas. Scholarly activity in the area of teaching involves creative work such as (but not limited to) obtaining grants related to teaching, and publishing peer-reviewed manuscripts on teaching methods and outcomes.

Teaching productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document. It is recognized that student teaching evaluations may differ based upon the type of class and method of delivery (ie. classroom vs 'hand-on' laboratory). However, the general expectation of a candidate for promotion and tenure is the delivery of up-to-date course material presented to students that enhance student learning. In addition, the candidate must be active in student life within the department and develop a learning environment for students in- and outside of the classroom.

Extension/Outreach:

Scholarly activity in extension/outreach includes innovative and creative work, obtaining grants and publishing peer-reviewed papers, documentation of knowledge transferred to contacts and at meetings, and development of a portfolio of achievements. The transmission of knowledge via an extension/outreach program may include activities such as publications, meetings, correspondence where stakeholders seek information, visitations and demonstrations. Activities associated with the transfer of knowledge such as alternative pedagogical approaches for adult and distance learners, support of the livestock and companion animal commodities and industries, and service to organizations are important components of extension responsibilities.

Extension productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document. The general expectation of a candidate for promotion and tenure is the recognition by the departments' industry stakeholders as an expert in their specified discipline. The quality and quantity of information delivered will be measurements of success.

Service:

All faculty members are expected to participate in the operation of the department, college, and university by serving in various capacities (for example, on committees, boards, panels, task forces, and commissions). This is broadly known as service. Faculty members are expected to further their disciplines by providing service to their professional societies by serving as officers or on committees, serving as editors and reviewers for professional journals or other professional publication outlets, and serving on study and review panels for governmental agencies and funding organizations. Although there is a reasonable limit to the extent of involvement (to be managed by the department head), it is not unreasonable for these tasks to occupy an average of 10 to 15 percent of a faculty member's time.

Service productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document. Assistant Professor service responsibilities will be monitored by the Department Head and limited to ensure adequate time for development in the research, teaching and extension/outreach areas of their programs. The general expectation of a candidate for promotion and tenure is the service on a minimum of one department committee, and provide a service function to their professional society. As faculty are promoted to

Associate Professor and tenured, more release time from research, teaching and extension/outreach will be granted and expected.

Collegiality:

Collegiality is an important part of granting tenure. The faculty handbook addresses collegiality and its role in the tenure process. Collegiality will be considered by voting faculty when making decisions on granting tenure. These guidelines do not attempt to quantify collegiality in any manner. The candidate is urged to read the faculty handbook regarding collegiality.

Junior Faculty Mentoring Committee

In consultation and agreement with each junior faculty member, the Department Head shall appoint a minimum 2 member mentoring committee for each junior faculty member. The mentoring team shall be chosen within the first year after appointment of the faculty member or at the time of adoption of these guidelines by the department faculty. The mentoring team may be changed at any time by the request of the junior faculty member or by resignation of the mentor. Assistant Professors shall identify one mentoring team member that holds the rank of Professor as the lead mentor and the second mentoring team member may hold the rank of either Associate Professor or Professor. Associate Professors shall identify two mentoring team members that hold the rank of Professor and identify one of the two as the lead mentor. The two-member mentoring team must be faculty members in the Department of Animal Sciences. The mentoring team may consist of more members than two at the request of the junior faculty member. Additional mentors on the team can be from other departments within the University; and the chairman of the team must have their primary appointment in the Department of Animal Sciences.

During the evaluation and discussion of the candidate for promotion and tenure within the voting faculty meeting, the mentor team leader for the candidate will present an overall summary of the candidate's credentials to the voting faculty prior to open floor discussion of the dossier.

Schedule of Events for the Promotion and/or Tenure Process.

The following schedule of events will be implemented (as allowed by the Provost's Office published schedule) for the development, evaluation and submission of Promotion and Tenure dossiers within the Department of Animal Sciences on or before

March 15 – Consultation meeting between faculty member to be promoted and/or tenured and the Department Head to initiate the process. This meeting may be initiated by either the faculty member or Department Head. Following this meeting the Department Head shall begin the development of the material identified in the Faculty Handbook section 11. Procedure for Promotion and Tenure 3: Information to be supplied by the Department Head.

April 1 – For candidates making the decision to present their credentials for promotion and/or tenure earlier than the university requirement and for candidates going from Associate Professor to Professor a departmental seminar will be scheduled and presented by the candidate. This will be a comprehensive seminar outlining scholarly achievements in the candidate's field of expertise. This seminar will be moderated by the Department Head. During the question answer session immediately following the formal presentation, questions will not be directed toward a

critical review of the candidates program; but, for an in depth discussion for professional informational purposes.

July 1 – Faculty member present Department Head with completed dossier as per guidelines set forth in the Faculty Handbook, Section 11. Procedure for Promotion and Tenure 2. Information to be supplied by the Candidate.

July 15 – Department Head solicit external reviewers for evaluation of candidate as set forth in the Faculty Handbook, Section 11. Procedure for Promotion and Tenure 3. Information to be supplied by the Department Head.

August 15 – Receipt of letters by external reviewers to the Department Head

September 1 – Dossier to the voting faculty in the Department of Animal Sciences for review

September 15 – Chairman of Departmental Tenure and Promotion Committee to call a meeting of all eligible faculty to confidentially discuss the candidate's dossier and take a secret ballot vote. Immediately following the faculty meeting, the Tenure and Promotion Committee under the leadership of the chairman develop a consensus departmental report incorporating the discussion from the faculty meeting into the report. The consensus report shall include the secret ballot faculty vote as outlined in the faculty handbook.

October 1 – Candidate dossier finalized, copied and submitted to the Dean, College of Agriculture for College and subsequent University action.

Criteria for Dossier Evaluation by voting faculty

Faculty evaluation of candidate will be based upon the candidate's specific percentage responsibilities in teaching, research and/or extension/outreach identified in the letter of offer and changes made to these specific responsibilities during the candidates years as an assistant/associate professor.

Research

Evaluations for research achievements will be based upon the following:

- Publication Record
 - Refereed journal articles and journals in which they are published within the candidate's discipline area.
 - Refereed articles per FTE of research assignment.
 - Impact of reported publications as shown by number of citations by scientific community.
 - Abstracts presented at scientific meetings.
 - Research reports published for popular consumption.
 - Research publication partnerships with co-investigators where candidate is clearly the research team leader within their discipline area.
- Development of:
 - Intellectual Property
 - Copyrights

- Patents
- Research Funding
 - Number and dollar amount of research proposal submitted.
 - Number and dollar amount of research proposal funded.
 - Proposal partnerships where the candidate is clearly the research proposal PI and team leader.
- Awards in Research
 - College, Experiment Station, University, State, and National awards
- Recognition by peers as having a respected national reputation for promotion to Associate Professor and an established national reputation and developing international reputation for promotion to Professor.
 - Invited presentations at national/international symposia, congresses, conferences.
 - Committee assignments on national committees
 - As member
 - As chairman
 - Recognition as an expert in their discipline by
 - Editorships
 - Associate Editorships
 - Serving as a consultant in various venues.
 - Asked to provide leadership of a specific program within the discipline that has a national impact
 - Other types of recognition showing national/international reputation.

Teaching

Evaluations for teaching achievements will be based on the following:

- Student evaluations:
 - Student evaluations for each course the candidate teaches will be evaluated and compared with the average of the department faculty holding a higher rank than the candidate. Faculty voting on the candidate will take into account whether the courses taught are required or elective classes.
- Peer evaluations of teaching:
 - The mentoring team shall evaluate teaching materials used in class and report on the quality of this material during the voting faculty meeting
 - The mentoring team for each faculty member shall develop a written statement evaluating the effectiveness of the candidate's classroom teaching. The effectiveness will be evaluated based on criteria such as speaking style, classroom presence, knowledge level, whether the information is up to date, and organization.
 - The mentoring team will evaluate classroom teaching effectiveness at least once per year starting at year 3, before the 3rd year evaluation, and yearly after that time until the candidate is either tenured or leaves the university. Classroom effectiveness and teaching will be evaluated at least once after promotion to associate professor and before the candidate applies for promotion to the rank of full professor.

Note: Only mentors from the mentoring team that are members of the Department of Animal Sciences will be allowed to participate in the voting faculty meeting and discussion about the candidate's application for promotion and/or tenure.

- Development of new courses supporting the Department of Animal Sciences mission
- Evidence of innovative and effective teaching methods
- Awards in teaching
 - o College, University, State, and National awards
- Published work related to teaching
 - o Number of refereed journal manuscripts and the journals in which they appeared related to teaching
 - o Number of abstracts presented at state, regional, national teaching related meetings
- Books/laboratory manuals written for teaching
- Books/laboratory manuals adopted by peers at other universities for teaching undergraduate or graduate classes
- Books/laboratory manuals edited for teaching
- Funding
 - o Local teaching funds/grants/gifts acquired
 - o State level teaching funds/grants/gifts acquired
 - o National level teaching funds/grants/gifts acquired
- Service
 - o College committee service and leadership roles related to teaching
 - o University committee service and leadership roles related to teaching
 - o State committee service and leadership roles related to teaching
 - o National committee service and leadership roles related to teaching
 - o International committee service and leadership roles related to teaching
- Graduate student success/accomplishments
 - o The number of graduate students mentored and completed by the candidate.
 - o Graduate students recognized by college, university, and/or national awards
 - o The number of graduate students completed by the candidate as
 - Committee Chairman
 - Committee Member
 - o Job/career placement record of former graduate students in positions related to their degree
- Advising
 - o Number of undergraduate student advisees
 - o Successful completion of meetings and forms for undergraduate student advisees

Extension

Evaluations for Extension achievements will be based on the following:

- Publications
 - o Number of refereed manuscripts directed toward Extension/outreach that have a direct impact on animal science related issues.

- Number of abstracts presented at state, regional and national meetings related to Extension/Outreach
- Number of non-refereed manuscripts published for dissemination of information to the public.
- Number of popular press articles published.
- Level of estimated impact of popular press articles published. (circulation number and coverage area.)
- Funding
- Number of Extension related proposals written
- Level of Funding in support of Extension programs/demonstration research
- Awards in Extension/Outreach
 - College, Extension System, University, State, and National awards
- Program Development in relation to percentage appointment in extension activities
 - Level of the development and delivery of effective Extension/outreach programming.
 - Estimated impact of program delivery to stakeholders
 - Solicitations from stakeholders for the delivery of programs
- Dissemination of Knowledge
 - Number of contacts from stakeholders requesting and number receiving information/advice/counsel.
 - Number of invited presentations targeted toward stakeholders or stakeholder groups.
 - Estimated impact of program implementation by stakeholders

Service

Evaluation for service achievements will be based upon the following

- Number of committee assignments at the
 - Department level
 - College level
 - University level
 - State level
 - National level
 - International level
- Leadership roles in
 - State organizations, associations, board of directors
 - National organizations, associations, board of directors
 - Professional societies within candidates discipline area.