

GUIDELINES FOR TENURE AND PROMOTION
DEPARTMENT OF BIOSYSTEMS ENGINEERING
AUBURN UNIVERSITY

The purpose of this document is to outline the guidelines for awarding of tenure and promotion in the Department of Biosystems Engineering. The document is developed to complement the policies described in the Auburn University Faculty Handbook (<http://www.auburn.edu/academic/provost/facultyHandbook/index.php>). Faculty members interested in tenure and promotion are expected to be familiar with the appropriate and most up-to-date policies in the handbook.

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 but is most often captured as creating new knowledge and transferring knowledge to others.

Tenure and promotion to Associate Professor

The academic merit criteria for the award of tenure and promotion to Associate Professor are the same. In addition, candidate for tenure award consideration must also demonstrate that he or she contributes as a productive and collegial member of the department, and is developing regional, national or international reputation in the engineering and scientific community in areas relevant to his/her appointment.

1) Faculty member with a teaching appointment is expected to demonstrate effective teaching program, demonstrate commitment to student learning, and contribute to improving the department's academic programs as evidenced by but not limited to:

- Student evaluations
- Peer evaluations
- Mentoring graduate students to the completion of their degrees
- Mentoring undergraduate students such as undergraduate research projects
- Other scholarship measures related to instruction such as teaching-related grants, peer-reviewed publications and conference proceedings, writing textbooks and laboratory manuals, and curriculum and course development and modifications.

2) Faculty member with a research appointment is expected to establish and maintain an active, extramurally funded, independent, and innovative research program that address important problems within the broad field of engineering as applied to biological systems, natural resources, agriculture, and the environment. The productivity of the research program of a faculty member is broadly measured in terms of outputs and impact as evidenced by but not limited to:

- Consistent external funding adequate to support research program and students. External funding should include at least one significant award from a regionally or nationally competitive grant program
- Publishing peer-reviewed research articles in nationally or internationally-recognized journals
- Directing thesis and dissertation research as a major professor for several graduate students

Note: The expected level of publishing and the number of students graduated will depend heavily on the percentage of the research appointment. As a guideline, to be considered for promotion to the next level, an individual with a 60% research appointment is expected to publish 10 to 15 papers in peer-reviewed journals in addition to other contribution to scholarly literature through books, book chapters, patents, conference proceedings, posters, and published abstracts. The faculty member is also expected to direct the completion of thesis and/or dissertation research of at least 2 graduate, and be in a position to graduate one student per year afterward. Other attributes of a productive research program include serving as a peer reviewer of manuscripts and grants, and serving on research related committees at the college, university, national and international levels, and developing collaborative relationships with faculty in other disciplines within Auburn University as well as those in other universities, government agencies, and industry.

3) Faculty member with an extension appointment is expected to develop a strong in-state extension program (with any appropriate related regional activities) in their area of responsibility as evidenced by:

- Publication of extension materials appropriate to the area of responsibility (e.g. printed materials, videos, digital media, development and maintenance of social media or other internet sites and material)
- Personal interactions with stakeholders (e.g. group or individual meetings, non-face to face contacts)
- Evaluation letters from stakeholders and/or evaluation forms from training and information sessions
- Providing training opportunities (when demand exists) for other extension personnel
- A demonstrated impact in their area of responsibility

4) All faculty members are expected to:

- Provide service appropriate for his/her rank to the department and colleges (Agriculture and Engineering) as needed
- Assist with the Land Grant mission of the University by interacting with stakeholders as needed
- Provide service to ASABE, and to other professional societies by serving as officers or members on committees
- Serve as editors, reviewers for professional publication outlets, and serve on panels of agencies and funding organizations
- Comport themselves in a collegial manner

The likelihood of continued and consistent excellence and productivity, based on the above four guidelines, will be a major consideration in the recommendation for Tenure and Promotion of an Assistant Professor to Associate Professor.

Promotion to Full Professor

5) Continue to meet the guidelines for tenure and promotion to Associate Professor

6) Establishing and existence of national or international reputation for excellence and accomplishments that includes:

- Publication in high impact peer-reviewed journals beyond meeting the requirement of tenure and promotion to Associate Professor
- Participation on review panels, committees, and/or other influential groups within their discipline
- Involvement in multiple extramural awards from nationally competitive grant programs
- Serving on editorial boards of journals relevant to his/her expertise

7) Demonstrate leadership within the college, university, professional societies, discipline and or government agencies as evidenced by:

- Holding elected office and/or appointed positions in ASABE, and other professional societies
- Chairing committees within the university
- Serving on public- and/or private-sector advisory and/or steering committees and/or panels
- Holding leadership positions within the Alabama Cooperative Extension System, regional extension organizations, and/or national extension organizations (for faculty with extension appointment)
- Participating in large, funded education, extension, outreach, research, or development projects
- Receiving national and international awards from ASABE or other professional societies

The likelihood of continued and consistent excellence and productivity, based on the above seven guidelines, will be a major consideration in the recommendation for Promotion to Full Professor.