

**Criteria for Promotion and Tenure
College of Agriculture, Arkansas State University**

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Criteria for Promotion and Tenure College of Agriculture Arkansas State University

A. Composition of the Committee

The College of Agriculture Promotion, Retention and Tenure Committee (CoA PRT) will consist of all tenured faculty members having a minimum of one year prior service at Arkansas State University (A-State) with the exception of the Dean and the Associate Dean. The Dean and the Associate Dean are not members of the committee and will not participate in PRT Committee meetings to evaluate applications for promotion and or tenure. In PRT Committee meetings where PRT policy issues are being discussed, the Dean and Associate Dean may be invited by the Committee chair to attend as non-voting participants. The directors of the multi-disciplinary programs in Environmental Sciences (EVS) or Molecular Biosciences (MBS), if tenured in the College of Agriculture, may participate in the PRT Committee as a voting member for all CoA faculty members. The directors of these programs will be non-voting participants, if their appointments are in MBS or EVS.

B. Annual Review

The CoA PRT Committee will conduct an annual review with members in the college who hold pre-tenure appointments. The University Format for Requesting Promotion and/or Tenure will serve as the basis for the review. The CoA PRT Committee will prepare written recommendations regarding retention that will be copied (cc:) and delivered to the pre-tenured faculty member and forwarded to the Dean. The letter will address progress in all areas of assigned duties as well as collegiality. If the written recommendations are delivered by email attachment to the pre-tenured faculty member rather than in hard copy format, the email must contain a request for email verification of receipt. The Dean will review the retention recommendations and add his or her own recommendations.

Tenured faculty members who will be seeking promotion may request a review by the CoA PRT Committee.

C. Criteria used for Promotion & Tenure and Tenure Evaluation of Pre-Tenure Faculty

Pre-tenure faculty will be evaluated for tenure and promotion based on the CoA and the University criteria in place during their third year of employment on a pre-tenure appointment.

Comprehensive Pre-Tenure Review: A comprehensive pre-tenure review will be completed in the third year of employment at A-State for all pre-tenure faculty members, regardless of rank. This review will require that all third-year, pre-tenure faculty members submit documentation of performance in areas of teaching, scholarly activities, and service using the promotion and tenure application format. The CoA PRT Committee and the Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure. Collegiality with other faculty will be considered in all areas. Examples of collegiality could include collaboration in new course development or competitive grant application and support of other faculty in meeting Service needs of the CoA.

Tenure Schedule: Persons initially given pre-tenure appointments, as professors, associate professors, or assistant professors, must be reviewed for tenure not later than the completion of the sixth year of service at Arkansas State University. If the mandatory review results in a failure to attain tenure by the completion of the sixth year of service, the appointment for the seventh year will be a terminal appointment. Non-compensated leave time of a full semester or more, as approved in writing by the Dean, the CoA PRT Committee and the Executive Vice Chancellor/Provost, will not count as time toward tenure.

Application for Early Tenure: Because it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the standard, mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may reapply for tenure again only after two years, or in the sixth year (standard time) of the pre-tenure cycle.

Negotiation of Tenure and Rank with Initial Appointment: A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Provost of the University and be based on the thorough review and positive recommendations of the CoA PRT Committee and the CoA Dean. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the materials for annual pre-tenure reviews as well as for the PRT application.

D. Minimum Criteria for Tenure Consideration

Tenure is recommended in the CoA based upon a favorable performance review of a faculty member in a tenure track position. Tenure criteria involve performance expectations in the areas of teaching, scholarly activities and service. No area can be weighted at zero; there must be some contribution in all three areas. Faculty performance should be ranked as outstanding in two of three areas with at least satisfactory performance in the third area. Tenure track faculty must have a terminal degree appropriate to their field and will be reviewed annually relative to the percentage assignment in each of these areas. Tenure track faculty in the CoA can negotiate duties and criteria to be used for evaluation for PRT purposes at the time of hire with the CoA Dean, Associate Dean, the Chair of the CoA PRT Committee, and when appropriate, the Directors of MBS or EVS Programs. These must be recorded in writing and kept for PRT purposes. Faculty members in the CoA will be expected to meet the criteria in the areas of Teaching, Scholarly Activities, and Service as explained below, to achieve tenure and promotion.

Teaching: The teaching component of the tenure review process will involve student evaluations and CoA PRT Committee and administrative review of the faculty member's teaching assignments, including those for both undergraduate and graduate courses. Evidence of teaching effectiveness will be evaluated relative to the assigned course load (minimum of one course per year for faculty members holding 100% research appointments within the CoA). Faculty members will provide evidence of planning, organizing and developing courses. Documents to be submitted to the PRT Committee will include current course syllabi, course objectives and examples of learning assessment instruments used. Support documentation such as reading lists, course enrollment, student evaluation data and other appropriate materials, such as new course development and any external peer-review materials gathered, should also be included.

Scholarly Activities: The scholarly activities component of the tenure review process will be evaluated by CoA PRT Committee members and the CoA Dean. It is expected that the faculty member will have developed a record of continuous and recent publications and/or other scholarly activities in his/her field of expertise. A faculty member may also demonstrate additional scholarly activities that include securing patents and/or related activities. Evidence will be presented to document publications and scholarly activities. Supporting material including copies of articles, research awards, books, monographs, etc. will be provided by the applicant to the CoA PRT Committee. Faculty members with a majority teaching appointment should publish a minimum of two publications in refereed national or international journals during the pre-tenure period. They should also provide evidence of other scholarly activities at a level deemed appropriate by the CoA PRT Committee. These may include successful grantsmanship, invited presentations, and contributed papers or posters before learned professional groups. Scholarly activities include directing Agriculture, MBS, and EVS graduate student's theses and dissertations as well as Honors' undergraduate theses. Faculty members holding majority research appointments will be expected to publish a minimum of one refereed publication (national or international) on average per year in an *acceptable* journal with significant impact appropriate to the faculty member's field. Faculty members should provide evidence of active involvement in extramural grantsmanship in support of their research, service, or teaching activities. Only research initiated, published and/or presented while employed at A-State will be considered for meeting the stated minimum requirements when awarding tenure. Faculty with blended appointments (teaching and research) will be evaluated proportionally to those assignments.

Service: The service component will be evaluated by the CoA PRT Committee and the CoA Dean. Evidence of service includes a balance of activities including leadership on college and university committees and professional societies as well as community involvement, and support of alumni activities, student recruitment and student advising. Additional professional outreach activities, including involvement with international projects or organizations, and others as deemed appropriate by the CoA PRT Committee, will also be considered. Faculty members are expected to actively serve on College and University Committees. Faculty members are also expected to serve on Agriculture, MBS, or EVS graduate student committees. Faculty members should be involved in professional service activities and hold membership in regional and/or national/international professional organizations. Professional service assignments can include organizing programs at annual conferences, serving on grant review committees or journal editorial boards and/or contributing journal manuscript reviews appropriate to the faculty member's research or teaching appointment. Service may also involve student advising, as well as support of student growth outside the classroom through involvement with student professional organizations and activities and fund-raising. Outreach activities in support of the CoA mission may include professional assistance to local and regional industries as well as high schools, community or technical colleges.

E. Minimum Promotion Criteria for Associate Professor

Promotion Requests will be evaluated by the CoA PRT Committee and Dean. A faculty member seeking promotion will provide supportive material pertaining to teaching, research and service activities. No area can be weighted at zero; there must be some contribution in all three areas. Faculty performance should be ranked as outstanding in two of three areas with at least satisfactory performance in the third area. Faculty will be evaluated relative to the percentage assignment in each of these areas annually. Except in unusual cases, applicants will be considered for promotion only after three years of service in present rank at Arkansas State University.

Application for Early Promotion: Because it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated promotion is rare. However, any faculty member has the right to submit an application seeking promotion during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the standard review. If a faculty member fails to earn promotion in this accelerated review cycle, he/she may reapply for promotion again.

Teaching: The teaching component of the promotion review will involve CoA PRT Committee and administrative review of the faculty member's teaching assignments. Evidence of teaching effectiveness will be evaluated relative to the assigned course load (minimum of one course per year for faculty members holding research appointments). Effective teaching will be measured by scores on student evaluations and other measures of teaching performance including quality of course outlines, equity of grading standards, appropriateness of grading standards, enrollment history, creative teaching methods, teaching load, new course development, etc. Peer evaluations will also be considered.

Scholarly Activities: Performance is reflected through a continuous record of publication of articles, books and monographs, presentation of papers or posters at professional forums and/or the securing of research grants. The CoA PRT Committee will review published and current research to determine that it is of an acceptable nature. Faculty members with majority teaching appointments should have published a minimum of two manuscripts in refereed national or international journals on work initiated at A-State and provide evidence of other scholarly activity at a level deemed appropriate by the CoA PRT Committee. Evidence to be considered for promotion to associate professor may include grantsmanship, invited presentations, contributed papers or posters before learned professional groups, successful supervision of graduate-level theses and dissertations, serving on grant review boards or as a journal editor, and international research efforts while an assistant professor. Faculty members holding majority research appointments are expected to publish a minimum of one refereed publication (national or international) on average per year, in an appropriate peer-reviewed journal with significant impact appropriate to the faculty member's field. They should also direct Agriculture, MBS or EVS graduate students through completion of theses and dissertations. They should provide evidence for success in extramural grantsmanship in support of their research, service or teaching assignment. Faculty with blended appointments (teaching and research) will be evaluated proportionally to those assignments.

Service: To be promoted to Associate Professor, a faculty member's record of service must reflect positively on the college and demonstrate collegiality. The faculty member may present such evidence as university, college and departmental committee, professional and community work. Service includes professional activities that support the mission of the college within the university and state as well as regional, national, and international professional communities. The service component also involves student advisement, outreach activities, career counseling and may include support of student growth outside the classroom through involvement with student professional organizations and activities and fund raising. Faculty member's service on Agriculture, MBS, or EVS graduate student committees is recognized. Mentoring support of adjunct faculty and junior faculty will be considered in evaluation of service to the College and University. Professional outreach activities may include helping local and regional industries to solve problems, expand their production activities, help industries introduce new training programs, assist local high schools, community or technical colleges to promote technology and agricultural based programs among students, etc. Professional service assignments can include

serving on grant review committees or scientific journal service (editorial boards or regular manuscript reviewer) appropriate to the faculty member's research or teaching appointment.

Promotion evaluations will involve a review by the CoA PRT Committee and administrative personnel of Annual Reports of Professional Activity of a faculty member seeking promotion.

F. Minimum Promotion Criteria for Full Professor

Promotion to the rank of full professor reflects excellence in one's professional and academic achievements. To achieve this status, a faculty member should demonstrate that he/she is a professional leader in supporting the mission of the CoA.

Promotion Requests will be evaluated by the CoA PRT Committee and the Dean. A faculty member seeking promotion to full professor will provide supportive material pertaining to teaching, scholarly activities and service. No area can be weighted at zero; there must be contribution in all three areas. Faculty performance should be ranked as outstanding in two of three areas with at least satisfactory performance in the third area. Except in unusual cases, applicants will be considered for promotion to full professor only after five years of service as Associate Professor.

Teaching: The teaching component of the promotion review will involve CoA PRT Committee and administrative review of the faculty member's teaching assignments. Evidence of teaching effectiveness will be evaluated relative to the assigned course load. A minimum teaching load of one course per year is expected for faculty members holding research appointments. Effective teaching will be measured using scores on student evaluations and other measures of teaching performance such as quality of course outlines, appropriateness of grading standards, enrollment history, teaching load, creative teaching methods, new course development, etc. Peer evaluations will be considered as well.

Scholarly Activities Performance is reflected through a continuous record of long-term and regular publication of articles, books and monographs; presentation of papers or posters at state or national professional forums and/or the securing of research grants. Faculty members with majority teaching appointments will publish a minimum of three additional articles (since promotion to associate professor) in refereed national or international journals on work completed at A-State and provide evidence at a level deemed appropriate by the CoA PRT Committee of other scholarly activity, which may include grantsmanship, invited presentations, contributed papers or posters before learned professional groups, supervision of graduate level theses and dissertations, serving on grant review boards or as a journal editor, or regular manuscript reviewer (2-3 per year) and international research efforts while at the rank of associate professor. Faculty members holding research appointments will be expected to publish a minimum of one refereed publication (national or international) on average per year in an appropriate journal with significant impact appropriate to the faculty member's field. They should successfully direct Agriculture, MBS or EVS graduate students through completion of theses and dissertations, as well as Honors' undergraduate theses. They should also provide evidence for success in extramural grantsmanship in support of their research, service or teaching assignment.

Service: To be promoted to full professor, a faculty member's record of service must reflect positively on the college and university. The faculty member may present such evidence as university, college and department committee work, professional and community work, activities at the national or international level and other activities that enhance the image of the college and the university. Service should include leadership activities. The service component may involve

student advisement, career counseling and support of student growth outside the classroom through involvement with professional organizations and activities and fund raising. Mentoring support of adjunct faculty and junior faculty also will be considered. Professional service assignments can include chairing grant review committees, organizing programs and symposia at national meetings, and/or serving as journal editor or regular manuscript review for publications appropriate to the faculty member's research or teaching appointment.

Promotion evaluations will involve a review by CoA PRT Committee and administrative personnel of Annual Reports of Professional Activity of a faculty member seeking promotion to full professor.

G. Granting of Promotion and/or Tenure

The attainment of specific minimums does not necessarily constitute automatic promotion or granting of tenure. Promotion and/or tenure applications submitted to the CoA PRT Committee are forwarded to the Dean and then to the University Promotion, Retention and Tenure Committee (UPRTC). Because there are no departments in the CoA, documentation for tenure and promotion forwarded to the UPRTC will only contain recommendations from the CoA PRT Committee and from the Dean. Applicants with appointments in EVS or MBS will also include a letter of recommendation from the appropriate program director. This letter will be included in the application package submitted to the CoA PRT Committee.

The UPRTC forwards its recommendation to the Provost who subsequently takes it to the Chancellor of the University. The Chancellor then submits recommendations to the Board of Trustees who grant promotion and tenure. The CoA PRT Committee will notify the applicant of the status of their application prior to forwarding it to the Dean. The applicant will have three business days to notify the chair of the CoA PRT Committee if they wish to proceed or to withdraw from consideration. The Dean will inform the applicant of the status of their application prior to forwarding it to the UPRTC allowing the applicant three days to make a decision as to whether to proceed or not before forwarding the application to the UPRTC.