

**ANIMAL AND VETERINARY SCIENCE  
DEPARTMENT**

**PROCEDURES & CRITERIA**

FOR

**THIRD YEAR REVIEW**

**TENURE**

**PROMOTION**

**PERFORMANCE REVIEW**

SEPTEMBER, 2004  
JANUARY, 2001  
JULY, 1999

## **THIRD YEAR REVIEW PROCEDURES**

1. Notification received from President's Office, via Dean, College of Agriculture, listing faculty to be considered.
2. Candidate is notified by Department Head that a Third-year Review will be scheduled.
3. Candidate, with the assistance of the Department, develops a Review File, which must include the following:
  - a. Unit criteria for Third-year Review evaluation
  - b. Department Context Statement
  - c. Letter of evaluation from the department Head
  - d. Letter of evaluation from the Departmental Third-year Review Committee
  - e. Curriculum vitae - UNIVERSITY FORMAT
  - f. Current Position Descriptions
  - g. Copies of Annual Performance Evaluations (Forms 1 or 2 and 4)
  - h. Summaries of student evaluations of classroom teaching or extension educational activities
  - i. Summaries of peer and administrative evaluations of classroom teaching and materials or extension educational activities and materials
  - j. Professional Portfolio
  - k. Supporting materials (as determined by individual faculty member)
4. Department Head appoints the Third-year Review Committee for the candidate. The Review Committee will be structured as follows:
  - a. 2 tenured faculty from the Department
  - b. 1 non-tenured faculty from the Department
  - c. 1 tenured faculty from an external Department
  - d. 1 undergraduate student
  - e. 1 graduate student
5. Third-year Review Committee meets and:
  - a. Assesses candidate's productivity and progress toward tenure and promotion
  - b. Determines candidates areas of strength and areas needing improvement
  - c. Determines specific performance objectives which will be necessary for the candidate to (continue to) meet, if he/she is to measure up to Departmental expectations for consideration for tenure and promotion
  - d. Prepares an evaluative written report, assessing strengths and weaknesses of candidate's performance, and submits the report directly to the Department Head
6. Department Head meets with candidate and reviews the Committee report.
7. Department Head forwards the Unit Administrator letter of evaluation to the Dean's office. The letter is shared with candidate.

### **THIRD-YEAR REVIEW CRITERIA**

1. Candidate exhibits capacity for scholarly development appropriate to appointment status. “Scholarly activity” will be interpreted according to guidelines defined in the Faculty Handbook.
2. Candidate is establishing a positive record of accomplishments in all areas described in the Position Description (which may include research, classroom teaching, advising, extension activities, outreach teaching, service to the Department and greater academic community, and “good citizenship”).
3. Candidate exhibits capacity to communicate and document at all levels covered in Position Description.

## PROMOTION CONSIDERATION PROCEDURES

1. Notification received from President's Office, via Dean, College of Agriculture, listing faculty to be considered.
2. Department Head requests nominations from departmental faculty members.
  - a. Full professors can nominate assistant and associate professors for promotion
  - b. Associate professors can nominate assistant professors for promotion.
3. Candidates are notified by Department Head of pending consideration and are asked to prepare, with the assistance of the Department, a packet of Promotion Consideration Materials, which consist of the following:
  - a. Unit criteria for Promotion
  - b. Completed cover sheet (Form AAP/T01)
  - c. Report of Evaluation and Recommendation for Promotion in Faculty Rank form (FSH Section 3520)
  - d. Department Context Statement
  - e. Letter of evaluation from the Department Head
  - f. Letter of evaluation from the Departmental Promotion Committee
  - g. Current Curriculum Vitae (UNIVERSITY FORMAT)
  - h. Position Descriptions since last review
  - i. Copies of Annual Performance Evaluations (Forms 1 or 2 and 4), since last review
  - j. Copies of Third-year Review letters, if conducted while in the current rank
  - k. Summaries of student evaluations of classroom teaching or extension educational activities
  - l. Summaries of peer and administrative evaluations of classroom teaching and materials or extension educational activities and materials
  - m. Outside peer review letters and a copy of the letter of request sent to outside peer reviewers. Department should include a summary of qualifications of the peer reviewers and a statement relative to relationship with the candidate
  - n. Professional Portfolio – 12 page limit
  - o. Supporting materials (as determined by individual faculty member)
4. Department Head establishes file for each candidate in Department office and appropriate off-campus locations for faculty access and review.
5. Department Head establishes the Promotion Review Committee for the candidate. The committee will be structured as follows:
  - a. 2 tenured faculty from the Department
  - b. 1 non-tenured faculty from the Department
  - c. 1 tenured faculty from an external Department
  - d. 1 undergraduate student
  - e. 1 graduate student

6. Department Head will prepare ballots and request that all Departmental faculty of equal or higher rank than the candidate cast a signed ballot indicating their “yes” or “no” promotion recommendation.
7. Department Head counts ballots, completes the appropriate cover sheet, and prepares a letter of recommendation or non-support for the candidate.
8. Department Head forwards entire packet of Promotion Consideration materials to College administration.
9. Department Head notifies candidate of recommendation made at the Departmental level.

## **PROMOTION CONSIDERATION CRITERIA**

### Base criteria for Assistant Professor to Associate Professor:

1. Fulfill all expectations of Position Description.
2. Candidate exhibits capacity to conceive, initiate, organize, and direct scholarly activity appropriate to appointment status. “Scholarly activity” will be interpreted according to guidelines defined in the Faculty Handbook.
3. Excellent overall performance in teaching (classroom and / or extension-outreach) activities.
4. Evidence of overall professional growth.

### Additional criteria for Associate Professor to Full Professor:

1. Intellectual maturity.
2. Leadership.
3. Significant scholarly achievement appropriate to appointment status. “Scholarly activity” will be interpreted according to guidelines defined in the Faculty Handbook.
4. Regional or national recognition.
5. Active participation in the professional community.

## TENURE CONSIDERATION PROCEDURES

1. Notification received from President's Office, via Dean, College of Agriculture, listing faculty to be considered for tenure.
  2. Candidates are notified by Department Head of pending consideration and are asked to prepare, with the assistance of the Department, a packet of Tenure Consideration Materials, which consist of the following:
    - a. Unit criteria for Tenure
    - b. Completed cover sheet (Form AAP/T01)
    - c. Report of Evaluation and Recommendation for Tenure form (FSH Section 3520)
    - d. Departmental Context Statement
    - e. Letter of evaluation from the Department Head
    - f. Letter of evaluation from the Departmental Tenure Committee
    - g. Current Curriculum Vitae (UNIVERSITY FORMAT)
    - h. Position Descriptions since last review
    - i. Copies of Annual Performance Evaluations (Forms 1 or 2 and 4), since last review
    - j. Copies of Third-year Review letters
    - k. Summaries of student evaluations of classroom teaching or extension educational activities
    - l. Summaries of peer and administrative evaluations of classroom teaching and materials or extension educational activities and materials
    - m. Outside peer review letters and a copy of the letter of request sent to outside peer reviewers. Department should include a summary of qualifications of the peer reviewers and a statement relative to relationship with the candidate.
    - n. Professional Portfolio – 12 page limit
    - o. Supporting materials (as determined by individual faculty member)
  3. Department Head establishes file for each candidate in Department office and appropriate off-campus locations for faculty access and review.
  4. Department Head establishes the Tenure Review Committee for the candidate. The committee will be structured as follows:
    - a. 2 tenured faculty from the Department
    - b. 1 non-tenured faculty from the Department
    - c. 1 tenured faculty from an external Department\*
    - d. 1 undergraduate student\*\*
    - e. 1 graduate student\*\*
- \*for extension faculty, external representative may be a county faculty member  
\*\*for extension faculty, student representation may not be appropriate
5. Department Head will prepare ballots and request that all Departmental tenured cast a signed ballot indicating their "yes" or "no" tenure recommendation.

6. Department Head counts ballots, completes the appropriate cover sheet, and prepares a letter of recommendation or non-support for the candidate.
7. Department Head forwards entire packet of Tenure Consideration materials to College administration.
8. Candidates are NOT notified of the Tenure recommendation by the Department Head.



## **TENURE CONSIDERATION CRITERIA**

1. Excellent overall performance which covers all areas of the Position Description.
2. Evidence of continuous and productive pursuit of scholarship and professional development. Scholarship activities must be appropriate to appointment status. “Scholarly activity” will be interpreted according to guidelines defined in the Faculty Handbook.
3. Collegiality, professional integration, willingness to accept and cooperate in assignments.

## PERFORMANCE REVIEW PROCEDURES

1. Notification from President's Office identifying tenured faculty to be reviewed.
  2. Department Head notifies faculty members that are identified for review.
  4. Candidate develops review material including:
    - a. Current Curriculum Vitae (UNIVERSITY FORMAT)
    - b. Position Descriptions since last review
    - c. Summaries of student evaluations of classroom teaching or extension educational activities
    - d. Summaries of peer and administrative evaluations of classroom teaching and materials or extension educational activities and materials
    - e. Outside peer review letters
    - f. Department Context Statement
    - g. Professional Portfolio – 12 page limit
    - h. Supporting materials (as determined by individual faculty member)
  4. Candidate's file will be made available to department office and appropriate off-campus locations for faculty members to review. Faculty members requesting a formal review will be required to submit a written notification to the Department Head.
  5. A formal review will be conducted if:
    - a. A majority of faculty request a review
    - b. The department, college, or university administration request a review
  6. If a formal review is requested, a Performance Review Committee will be appointed by the Department Head. The Performance Review Committee will consist of:
    - a. Faculty with Instructional responsibilities:
      - 2 - tenured faculty
      - 1 - nontenured faculty
      - 1 - tenured faculty, external department
      - 2 - students, graduate and/or undergraduate
    - b. Faculty without Instructional responsibilities:
      - 2 - tenured faculty
      - 1 - nontenured faculty
      - 1 - tenured faculty, external department  
(for extension faculty, the external representative may be a county extension faculty)
- The Committee will:
- a. Assess the candidate's productivity, contributions, and competency
  - b. Prepare a written report and submit report to the Department Head
7. The Department Head will notify the college administration of the committee's conclusions.

## **PERFORMANCE REVIEW CRITERIA**

1. Excellent overall performance which covers all areas of the Position Description.
1. Evidence of continuous and productive pursuit of scholarship and professional development. Scholarship activities must be appropriate to appointment status. “Scholarly activity” will be interpreted according to guidelines defined in the Faculty Handbook.
2. Collegiality and willingness to accept and cooperate in assignments.
3. Intellectual maturity.
4. Leadership.
5. Regional or national recognition.
6. Active participation in the professional community.