

GUIDELINES FOR APPOINTMENT AND PROMOTION

**Division of Agriculture Faculty
Non-Tenure Track**

Revised August 30, 2006

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Guidelines for Appointment and Promotion for Non-Tenure Track Faculty

SUMMARY: Establishes guidelines for Division of Agriculture non-tenure track faculty appointments and promotion.

The most important factor ensuring the successful future of the University of Arkansas Division of Agriculture involves employing and developing personnel of the highest quality. The Division of Agriculture must appoint outstanding, qualified faculty, facilitate their professional development, and provide annual performance evaluations. The promotion system is provided to reward those non-tenure track faculty who demonstrate sustained professional growth and significant programmatic accomplishments through time.

This document is intended to provide guidelines for appointment and promotion of non-tenure track faculty consistent with the policies of the Division of Agriculture and the University of Arkansas Board of Trustees. Tenure track faculty within the Division of Agriculture falls under the appointment and promotion policies and procedures of the respective institutions where the faculty member's tenure resides. These guidelines are limited to those faculty not on a tenure track appointment within the Division of Agriculture.

Affirmative Action Statement

The University of Arkansas Division of Agriculture offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status, and is an Equal Opportunity Employer.

All units of the University of Arkansas Division of Agriculture are to follow the appropriate Affirmative Action Plan in recruitment and employment of faculty and in their subsequent evaluation and promotion procedures. Additional details concerning the Division of Agriculture Affirmative Action Program may be obtained from the Human Resources Office.

Non-Tenure Track Faculty Rank

Basic criteria have been established for the non-tenure track ranks of Instructor, Assistant Professor, Associate Professor, Professor and Distinguished Professor in order to maintain a degree of continuity.

Instructor - The minimum educational requirement for the rank of Instructor is a Master's degree in an appropriate field. There is no promotion track for Instructors.

Assistant Professor - The educational requirement for the rank of Assistant Professor is a Doctoral degree or appropriate professional degree (D.V.M., J.D., etc.) in the appropriate subject matter discipline.

Associate Professor - The educational requirement for the rank of Associate Professor is a Doctoral degree or appropriate professional degree in the appropriate subject matter discipline. Persons at this ranking should have demonstrated an outstanding overall history of work performance. An excellent record of planning, developing, implementing and evaluating educational (teaching, research and/or extension) programs must have been demonstrated. In addition, they must be recognized for their leadership at the regional level.

Professor - The educational requirement for the rank of Professor is a Doctoral degree or appropriate professional degree in the appropriate subject matter discipline. Persons at this ranking must have distinguished themselves through long term outstanding performance at lower ranks or equivalent. Persons serving at this level should have matured within their areas of responsibility and have demonstrated excellence over a prolonged period. In addition, they must be recognized for their leadership at regional and national levels.

Distinguished Professor: Distinguished Professor is an appointed ranking and is the highest and most prestigious ranking of the Division of Agriculture. A non-tenure faculty member must be nominated (by any faculty member in the Division of Agriculture) and is required to submit their promotion documentation through the normal promotion procedure.

Appointment Procedures

The Vice President for Agriculture approves faculty recommendations after consultation with appropriate Associate Vice President (Research or Extension). The non-tenure track ranking will be communicated in the offer letter from the immediate supervisor.

A. Criteria for Appointment

1. An appropriate degree and professional experience is an essential qualification for appointment to positions at non-tenure track academic ranks.
2. Other important qualifications include experience in teaching, research, extension or other scholarly or creative activities, and educational service either at other colleges and universities and/or in non-academic settings.
3. The non-tenure track academic rank awarded at the initial appointment shall be consistent with prior professional experience as well as U of A Board of Trustees policies and criteria adopted by the faculty and department head/section leader/state leader/center director of the appropriate unit.

B. Procedures - No later than 30 days after beginning employment in connection with a first appointment, each faculty member shall be advised in writing by his or her supervisor of their job description, criteria, promotion procedures, and instruments that are to be used in assessing his or her work.

Evaluation

Annual performance evaluations are an integral part of the faculty member's professional development. The evaluation procedure is intended as a means of assessing the faculty member's performance. It provides the guidance necessary to ensure that the faculty member fulfills his/her potential and performs at a level commensurate with his/her rank. As such, evaluations are an important basis from which to consider a faculty member's candidacy for promotion in rank. Each faculty member shall be evaluated on the basis of achievement in the areas of their respective job description (teaching, research and/or extension).

Non-Tenure Promotion

Promotion shall be based primarily upon the accomplishments of the individual while in the most recent rank. Promotion is a distinct honor and is not based upon length of service. No minimum time is required before a faculty member is eligible for promotion. Each faculty member shall be evaluated on the basis of achievement in the areas of their respective job responsibilities (teaching, research and/or extension).

Promotion Procedures for Non-Tenure Faculty

August 1: Each year, the Vice President for Agriculture solicits nominations for committee members from the Associate Vice President(s). Unit Heads are notified by the Associate Vice President(s) to remind faculty of the process timetable.

August 25: Letters are sent to committee members from the Vice President for Agriculture.

August 30: Faculty members shall be informed in writing by the department head/section leader/state leader/center director (Unit Head) of the promotion review schedule, criteria, procedures, requirements and instruments for the current year. Whenever there is a change in criteria, procedures or instruments, each non-tenure faculty member shall be informed by the Unit Head in writing within four weeks of the change. Each faculty member shall also be provided with any standard review forms upon which the faculty member is expected to submit information regarding professional activities.

September 15: Non-tenure promotion documents are due to the Unit Head. Once the Unit Head receives the promotion documents, they cannot be altered in any way without the mutual consent of the non-tenure faculty member and the Unit Head.

September 15 – October 15: Unit Head will solicit three but no more than five external letters of evaluation for the applicant (e.g. who lack a familial relationship with the applicant, who lack a former student/teacher relationship with the applicant, who are outside the Division of Agriculture, and who lack any apparent or actual conflict of interest) to accompany the promotion document. Outside reviewers (persons who possess appropriate expertise to assess the applicant's professional accomplishments) at peer institutions will be included. During the outside reviewer selection process, outside reviewers suggested by the applicant will be considered. All reviewer letters should be included in the packet as well as a short vita from the outside reviewers. These responses should be based on the evaluator's knowledge of the complete record

of the applicant, including a description of responsibilities with a breakdown of teaching, research and extension assignments during the time period being evaluated.

The department/section/unit can select from the following promotion committee options to address the promotion of non-tenure faculty members.

Option 1: An elected department/section promotion and/or tenure committee consistent with the proportion of the tenure and non-tenure track faculty and off/on campus faculty will review promotion and/or tenure documents. Non-tenured members of the committee will not be allowed to vote on tenure issues but will vote on promotion issues.

Option 2: A separate department/section promotion committee would consist of faculty members with non-tenured status and achieved the rank of Associate Professor or higher. The committee should consist of a fair representative of off/on campus non-tenure faculty members.

The department/section will use its committee selected under Option 1 or 2 to provide a recommendation for membership to the Division of Agriculture Non-Tenure Promotion Committee. These recommendations will be submitted to both Associate Vice Presidents for Agriculture who, in turn will forward them to the Vice President for Agriculture with recommendations. The Vice President for Agriculture will appoint a seven (7) member Division of Agriculture Non-Tenure Promotion committee from this list of nominees.

October 15 – November 15: Department promotion and tenure committee sends to the Unit Head a copy of their recommendations (including vote) and statement of rationale. The Unit Head will inform the faculty member in writing of the department promotion and tenure committee's recommendation (including vote). The faculty member if appropriate will be given the opportunity to withdraw from further promotion consideration.

Division of Agriculture Non-Tenure Promotion Committee Chair, named by the Vice President, is announced to Unit Heads.

November 15 – 30: The Unit Head submits five (5) copies of the promotion information which includes his/her letter of recommendation, the unit committee's recommendations and statement of rationale and the promotion documentation to the Division of Agriculture Non-Tenure Promotion committee. (Note: In case of a split appointment, the Unit Head with the minority appointment will submit a letter of recommendation to be included in the promotion documentation.

December 20: The Division of Agriculture Non-Tenure Promotion Committee sends to the Unit Head a copy of their recommendations (including vote) and statement of rationale. The Unit Head will inform the faculty member in writing of the department promotion and tenure committee's recommendation (including vote). The faculty member if appropriate will be given the opportunity to withdraw from further promotion consideration.

Promotion documents including the Department's and Division of Agriculture Non-Tenure Promotion committee's recommendation and statement of rationale will be forwarded to the Associate Vice Presidents (Research and Extension). Both Associate Vice Presidents receive copies if the candidate is jointly appointed. In the case of a joint appointment, the Associate Vice President with the majority appointment will submit a

letter of recommendation and be included in the promotion documentation.

If the Associate Vice Presidents concur that the promotion document does not merit promotion, they shall notify the candidate and unit head of that decision and return the promotion documents. The candidate can elect to submit a request in writing within 5 working days that their document be forwarded to the Vice President in appeal of the Associate Vice Presidents' determination. In that event, the Vice President will review their document and provide a final determination.

January 21: The promotion documents including a letter of recommendation from the respective Associate Vice President (Research or Extension) will be forwarded to the Vice President for Agriculture by the Associate Vice President with the majority appointment. Only those applications approved by the Vice President for Agriculture will be forwarded to the Board of Trustees for consideration. Candidates will be notified of the recommendation from the Vice President for Agriculture.

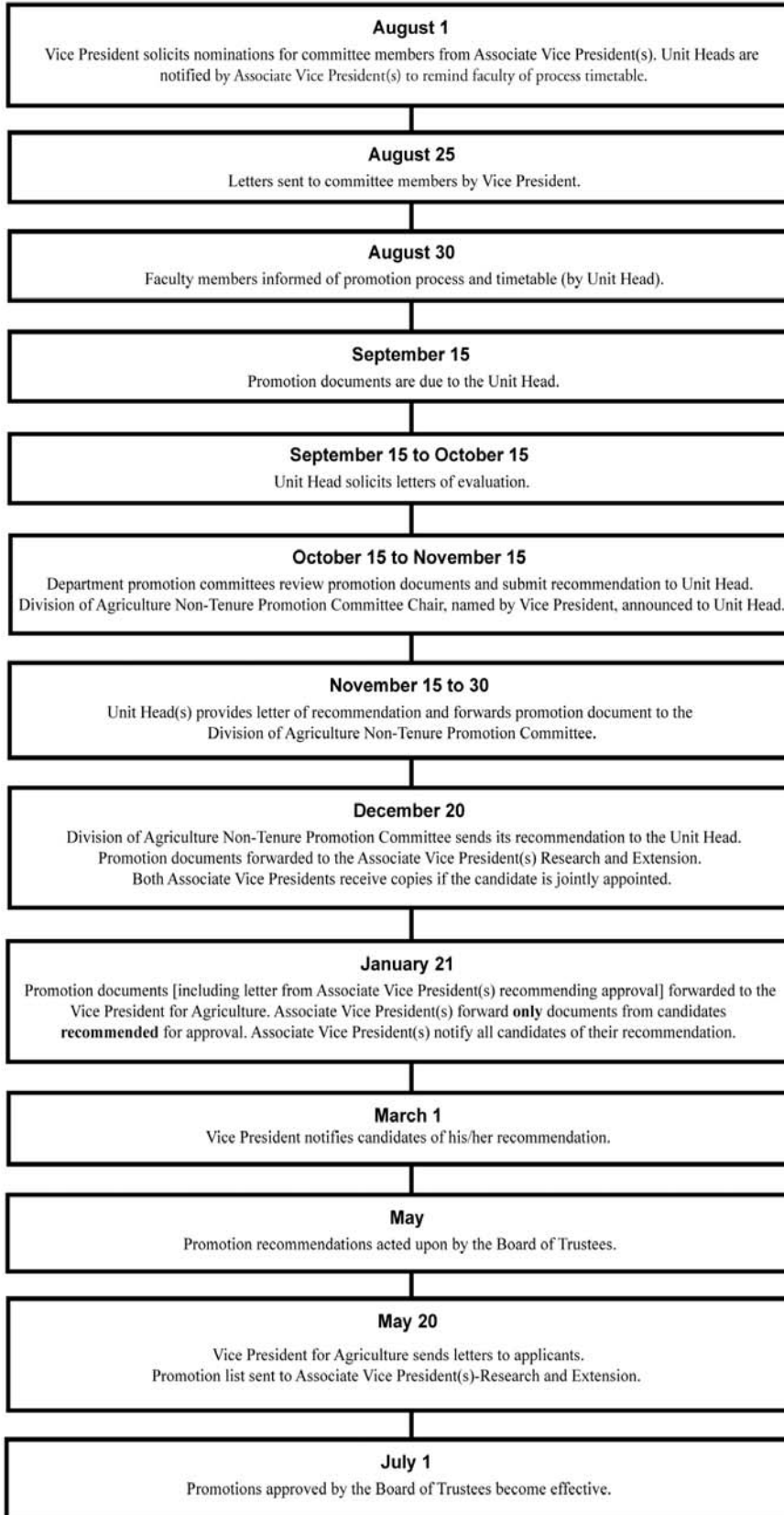
March 1: Vice President for Agriculture notifies candidates of recommendation.

May: Promotion recommendations are acted upon by the Board of Trustees.

May 20: Vice President for Agriculture sends letters to applicants informing them of the Board's decision. Promotion list is sent to Associate Vice President (Research and Extension).

July 1: Promotions approved by the Board of Trustees become effective.

Non-Tenure Promotion Process



Promotion Documentation Format and Guidelines

**FACULTY SERVICE REVIEW FORM
FOR PROMOTION**

The Faculty Service Review Form is intended to provide the necessary background information needed for promotion evaluation. It is very important to follow the Faculty Service Review format and guidelines.

I. Appointment

Name: _____
Rank: _____
Department: _____

- A. Academic year and rank of first appointment _____
(Year of your first appointment)
- B. Academic year of appointment to present rank _____
(Year of your first appointment in present rank)
- C. Years of Service in present rank, including the present year _____

D. Teaching, research, extension and service assignments by semester (as determined on your annual assignment not as budgeted within the unit. Attach your annual departmental plan of work for the calendar year just completed.)

Semester	% Teaching	% Research	% Extension	% Service
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

II. Teaching and Advising

A. Highlight your most significant accomplishments in teaching and advising this year.

B. Courses taught by semester

Semester	Course Number Title	Enrollment
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

C. Master's or doctoral students directed but not yet finished

Name	Degree	Expected Completion Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

D. Master's or doctoral students who completed their degree requirements during the calendar year

Name	Degree	Completion Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

E. Master's or doctoral committee memberships

Name	Degree	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. Advising

Please attach your advising credit tabulation if utilized in your unit.

Total number of undergraduate students advised. _____

G. Teaching effectiveness, innovation and improvement

1. For each course taught, please provide the mean of the core medians as reported on your student evaluation ratings summary. Use the last available evaluation for each course if not previously reported.

Course Number	Semester	Year	Mean of core medians
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please provide information illustrating teaching or advising effectiveness such as honors or awards, student accomplishments and other recognitions, as well as efforts to improve your instruction such as workshops attended, classroom innovations, and teaching portfolio development. Indicate any courses developed for distance education delivery that details electronic format used, locations of delivery and audience.

H. Other instructional or advising activities.

Describe other instructional and advising activities such as student club advising, special problems directed, honors students supervised or guest lectures. List any publications or presentations related to your teaching appointment. Please indicate if the publication was peer reviewed.

II Research

I.

A. Research Accomplishments

Briefly summarize your primary research accomplishments for the calendar year for each of your major research activities. Indicate any honors, awards or recognitions received for your research.

B. Research Significance and Impact

For current research projects where you have significant results to report or as specific research activities are completed, please provide a summary of the impact of your research. Guidelines for development of an impact statement are available under Policies and Guidelines

for Publications on the Communication Services homepage. Impact statements will be utilized for development of annual research highlights for the experiment station and for promotional materials throughout the year.

C. Research Publications

Include only those articles published, submitted or in press. Articles submitted or in press should be indicated as such. Do not submit articles in preparation.

1. Books and book chapters

2. Referred publications

Include only publications having an external peer review. For AES publications, include only AES publications, include only AES Research Bulletins not Research Series or other non-refereed AES publications.

3. Papers and reports

Include abstracts and papers presented at professional meetings if published in proceedings, journal or other source. If peer reviewed, please indicate as such. List technical reports prepared for funding agencies or research contractors.

4. Other publications

Include other non-referred publications and articles written for the popular press.

D. Presentations at State, Regional, National, and International Professional Meetings.

Please indicate if this was an invited presentation.

E. Patents, copyrights, and licenses applied for or received. List plant varieties or germplasm released and software developed.

F. Other creative endeavors

List other creative endeavors such as shows, displays, or other creative activities related to your research appointment.

G. Research support

1. Grants awarded

Title	Agency	Years funded	Total amt.	Annual amt.	My share
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Grants pending

Title	Agency	Years funded	Total amt.	Annual amt.	My share
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Grants submitted but not funded

Title	Agency	Years funded	Total amt.	Annual amt.	My share

4. Internal AES grant support

List internal AES grant support such as matching funds, research incentive grants, animal health grants or other direct AES support to your research program.

5. Gifts and gifts in kind to your research program.

H. Interdisciplinary research

List interdisciplinary research activities and collaborations that contribute to your overall research program. Indicate all formal regional research collaborations such as participation in regional research projects, information exchange groups and other formal research collaborations.

I Extension

V.

A. Program Planning- Includes all work involved in planning with others to determine content, priorities, and emphasis of the unit's Extension programming. Includes planning activity with leaders and clientele group Extension faculty, county Extension Councils and program area/issue committees, Extension staff committees, etc. List activities, dates and locations

1. Planning with agents and program councils/committees

2. Planning with clientele/agencies/organizations

3. Extension issues/initiatives planning

4. Interdisciplinary planning

5. Specialist-initiated program planning

B. Faculty and Staff Training/Assistance- Includes educational activity conducted using a direct contact method to teach or assist Extension personnel. Includes responding to internal requests by individual office conference and correspondence.

1. Group Training

2. Individualized Training and Response to Faculty and Staff

C. Implementation and Evaluation of Education Programs Directed to Extension Clientele (non-Extension personnel) - Activity designed to teach Extension clientele (non-Extension personnel) using a direct contact method, such as educational meetings, workshops, tours, field days, etc. Includes indirect program support directed toward educational program (preparation and dissemination of newsletters, publications and teaching materials, and mass media usage.).

1. Individual Activities

- (a) Activities with Major Leadership Roles (e.g., short course coordinator, conference chair, workshop organizer, field tour coordinator, or camp director.)

- (b) Individual Presentations (county, state, and/or regional meetings, etc.)
)

- (c) Other Program Support

2. Publications and Educational Support Materials Developed

- (a) List Extension publications by author, title, and type of publications (circulars, leaflets, fact sheets, or miscellaneous publications.) Indicate whether you wrote the original manuscript, made a major revision, minor revision, adapted, or had it printed with permission. (Attach up to a maximum of 5 examples.)

- (b) List articles in Research bulletins or reports written.
)

- (c) List educational materials prepared. Include short courses, leader guides, information sheets, newsletters, and specially prepared handouts. (Attach up to a maximum of 3 examples.)

(d) Print media articles in newspapers and popular press. (Attach up to a maximum of 2 examples.)

(1) Individual Articles Written

(2) Article Interviews

(e) Television and radio presentations

(1) Interviews Given

(2) Scripts Written or Tapes Prepared

(f) Development of computer software (indicate: original, revised, or adapted.)

(g) Teaching aids (videotapes, slide sets, suitcases, etc.). Prepared for use by Extension faculty (Indicate: original, revised, adapted.)

(h Innovations in teaching and program development (describe all aspects of program.)
)

(i) Poster presentations and exhibits at local, state, or regional sites to Extension clientele.

3. Demonstrations, Dissemination, or Validation of New Technology to Clientele.

4. Program evaluation - The efforts related to evaluation/reporting of activities/programs, assisting with evaluation of agent progress toward goal achievement in county plans of work and special evaluation programs such as impact studies. (Attach up to a maximum of 3 examples).

(a) Evidence of Program Impact

(b) Evidence of Effective Teaching Skills
)

D. Financial Support of Extension Activities- Includes financial and/or material support, to maintain liaison with sponsors in securing and continuing support for Extension educational programs and activities (demonstrations, materials and other organizational needs, 4-H activities, leader/cooperator recognition.)

1. Grants/contracts funded — brief title, sponsor, funding level, project duration, and your role in the project.

2. Grants/contract proposals submitted but not funded.

3. Gifts- brief description, donor, funding level, and your role in acquiring. Include “in kind” gifts.

E. Collaboration and Cooperation for Educational Programs within Extension and With Other Groups - Actions to establish and enhance mutual support among individuals, groups, and organizations that have related responsibilities, resources and/or audiences. Includes collaboration with other specialists and the supervisor in the planning unit, cooperation with specialists in other disciplines, collaboration and scheduling with district Extension directors and county faculty, administratively assigned committees, joint programming with University colleagues and cooperation with other agencies and organizations that have programs and responsibilities for mutual audiences.

1. Collaboration and Cooperation Within Extension Only (Extension initiative teams, State O-Rama planning committees and administratively appointed committees.)

2. Collaboration and Cooperation with other colleagues within the University of Arkansas System (Commodity Committees, other inter-discipline/departmental groups.)

3. Collaboration and Cooperation with industry and with other colleagues within the University System on behalf of Extension.

F. Professionalism and Service

1. Membership and leadership roles in professional organizations and societies.

Membership in Organization	Leadership Role (Officer, Committee Chair, Committee Service, etc.)	Date	Local, State, Regional, National, International
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List service, other than Extension, on committee, departmental, center, school, college, division or other university committees, or special assignments

3. List service, to Extension, on committees or special assignments

4. Graduate Faculty Status?

Yes No Which Department? _____

5. Consulting Activities (provide nature of assignment, organization, location, and dates.)

6. Professional Improvement Activities. Include workshops/conferences attended and not listed elsewhere.

- a. List professional improvement activities on official Extension time.

- b. List professional improvement activities not on official Extension time.

7. Coursed completed beyond last degree since last promotion.

Date	Course Title	Hours Granted	Sponsoring Institution
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

8. Awards and Recognition - Individual or team honors/awards received since last promotion. (Describe honor/award, year received, name of organization, whether local, state, regional, national, or international.)

V. Service

- A. Highlight your major contributions to service including the significance and impact of your service.

B. Service to the university, college or department (include committee memberships and other identified service functions. Please indicate if you serve as chair of the committee.)

C. Service to professional organizations (include offices held, committee appointments, journal editorships, manuscript reviews and other direct service to your professional organization.)

D. Direct service to people, communities and other client groups directly related to your professional responsibility. Include service programs and consultation with institutions, local communities, and government agencies. Describe the service responsibility, client group or stakeholders, major collaborators, contribution made by yourself and impact from the activity.

Approval Form for Promotion for non-Tenure Faculty

	Date
Location: _____	: _____
Name of Applicant: _____	
Department: _____	
Present Academic Rank: _____	
Nomination for Promotion in Rank to: _____	

A.

<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not Recommended
_____ Chair of the Department Committee (for the committee)	
Date	
Department Committee Results: Number of Positive Votes: _____	
Number of Negative Votes: _____	

B.

<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not Recommended
_____ Department Head (if appropriate)	
Date	

<input type="checkbox"/>	Recommended
<input type="checkbox"/>	Not Recommended
_____ Section Leader (if appropriate)	
Date	

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
	State Leader (if appropriate)	Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
	Center Director (if appropriate)	Date

C.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
	Chair of Division of Agriculture Non-Tenure Committee (for the committee)	Date
Department Committee Results: Number of Positive Votes:	_____	_____
Number of Negative Votes:	_____	_____

D.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
	Associate Vice President - Research (if appropriate)	Date

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	_____	_____
---	-------	-------

<hr/> Associate Vice President – Extension (if appropriate)	<hr/> Date
---	-------------------

E.

<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
<hr/> Vice President for Agriculture (if appropriate)	<hr/> Date