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**DEPARTMENT OF AGRONOMY**

**GOVERNANCE DOCUMENT**

Iowa State University

Ames, Iowa

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## MISSION STATEMENT

The mission of the Iowa State University Department of Agronomy is to provide continued excellence in agronomic teaching, research, and outreach. The department achieves this by serving Iowa, the nation, and the world in ways that:

- Expand knowledge in crop, soil, and atmospheric sciences.
- Identify, develop, and deliver appropriate information and technologies for agronomic practice.
- Prepare students for successful careers and continued education in agronomic and related sciences.
- Improve crop production and soil management practices, while enhancing environmental quality and sustainability, through interdisciplinary cooperation.
- Anticipate and respond to societal needs relative to food, feed, fuel, and fiber production.
- Promote, through education, harmony among the diverse clientele served by Agronomy.

## TERMINOLOGY

For this document, the faculty shall be all individuals who hold faculty rank in the department. The Voting Faculty shall be tenured and tenure-eligible faculty of academic rank Assistant Professor and above who have at least one-half of their appointment within the Department of Agronomy. The DC is the Departmental Chair, chief executive officer of the department. The Dean is the chief executive officer of the College of Agriculture. Advisory Panels consist of faculty within the Department of Agronomy who share teaching, research, or extension interests, and whose membership and chair are appointed by the DC. Initiative Coordinators are appointed by the DC and have duties and responsibilities as outlined in "The Path to the Future." The Advisory Council consists of the Initiative Coordinators and chairs of the Advisory Panels. The PTRC is the Post-tenure Review Committee. The PRS is the position responsibility statement. A candidate is the individual being considered for faculty status, promotion, and/or tenure. The senior faculty shall be all Voting Faculty in the Department of Agronomy of higher rank than the candidate under review and shall consist of: Senior Faculty I (Voting Faculty Professors) and Senior Faculty II (Voting Faculty Associate Professors). The PTC is the departmental Promotion and Tenure Committee (membership and duties defined later). Mentor is a member of Senior Faculty I appointed by the DC to assist the candidate in matters of professional development, promotion, and/or tenure. Documentation will be those items prepared and submitted to support the case of a candidate who is being considered for promotion and/or tenure or who is being considered for faculty appointment. Duties outlined in this document to be conducted by the DC may be delegated by the DC to his/her representative(s). Dates suggested are for guidance only and may be changed as deemed appropriate by the DC to meet college and university deadlines.

### Acronyms:

DC, Departmental Chair  
PRS, Position Responsibility Statement  
PTC, Promotion and Tenure Committee  
PTRC, Post-tenure Review Committee

## DEPARTMENTAL ORGANIZATION

The Department of Agronomy seeks to provide a comfortable, congenial atmosphere for faculty, professional and scientific staff, technical and clerical staff, graduate students, and undergraduate students in carrying out its mission.

### ADMINISTRATION

#### Departmental Chair (DC)

Duties. The department is administered by the DC who has organizational responsibilities for the department. The DC is responsible to the Dean for conveying college and university expectations and interests to the department, and responsible to the faculty, professional and scientific staff, technical and clerical staff, graduate students, and undergraduate students of the department for representing their expectations and interests to higher administration.

The DC, acting as the chief administrator of the department, shall be solely responsible for departmental operations and programs administered by the department. The DC, at his/her discretion, may assign responsibilities to others, but ultimately retains accountability. Other than committees outlined in this document, the DC may appoint and dismiss standing and ad hoc committees required for the department to function. In administering the department, the DC shall be advised by the Advisory Council. Meetings of the Advisory Council may be called by the DC or members of the Council.

Evaluation. To be effective, the DC must have the confidence and respect of individuals and groups he/she represents. A formal DC appraisal shall be conducted the second year an individual holds the position and every five years thereafter. Informal evaluation is encouraged from departmental members and higher administration in years formal appraisals are not conducted. The interval between formal appraisals may be shortened at the request of the Dean, the DC, the Advisory Council, or a majority of the Voting Faculty of the department.

The Advisory Council (or its designated committee) shall coordinate the DC appraisal. The purpose of the appraisal is to evaluate the effectiveness of the DC in administering the department in such areas as:

- Planning and achieving organizational goals, objectives, and priorities;
- Interacting and communicating with faculty, staff, students, and other publics;
- Managing and developing budgetary, physical, and personnel resources;
- Managing undergraduate and graduate degree programs;
- Developing, interpreting, and applying administrative policies and procedures;
- Demonstrating professional and academic leadership;
- Continuing academic and professional development and achievement.

The exact format of the review may vary, but shall include:

- (a) A self-assessment by the DC on his/her effectiveness as a departmental administrator, including problems and aspirations in carrying out the duties. This document will be distributed to departmental faculty after being discussed with and reviewed by the Advisory Council.
- (b) An opportunity for faculty members to present (in confidence) oral or written views to the Advisory Council or its designated committee.
- (c) Solicitation of input from leadership of the professional and scientific staff, technical and clerical staff, graduate students, and undergraduate students. State-wide commodity

associations and clientele also may be important sources of information. The leadership of these groups will be responsible for determining nature and magnitude of input.

- (d) A survey of departmental faculty on areas of weaknesses and strength of the DC and the extent of general satisfaction. (This survey may be coordinated with the Dean.)

After receiving input, the Advisory Council shall prepare a summary report on the review and evaluation of the DC, which shall be made available to the DC, Dean, and department. Additionally, a confidential report or addendum will be prepared and made available to the DC and Dean.

### **Advisory Panels**

All faculty members within the department shall be a member of one or more Advisory Panels. The Advisory Panels will function in issues that impact the department in carrying out its mission. Advisory Panels traditionally have been structured so that members share teaching, research, or extension interests.

## **FACULTY**

### **Appointments**

The Department of Agronomy may grant academic rank to individuals who contribute, or are in a position to contribute, to the teaching, research, extension, or service activities of the department. The granting of academic rank implies that the individual i) intends to be an active member of the department, ii) is expected to enter into free exchange of intellectual ideas and not have conflicts of interest that would seriously limit the exchange of ideas, and iii) is willing to abide by rules of conduct as outlined in the Faculty Handbook. Service activities shall not be the sole basis for granting of academic rank. For individuals wishing to contribute and serve on graduate-student Program of Study (POS) committees, the holding of academic rank within the department is not required as these individuals may be appointed as non-voting members of the POS committee. Persons on post-doctoral appointments are not eligible to be faculty members.

Types of Appointments. The Department of Agronomy, subject to college and university regulations (see Faculty Handbook), recognizes the following types of departmental affiliations.

#### ***Tenure-eligible Faculty***

- a) Regular members, as defined in the Faculty Handbook, are those appointed to permanently budgeted positions in the department and have no appointment in any other academic unit of the university. Such persons will hold a rank of instructor or higher and may be on a tenure-track or tenured.
- b) Joint members are those who hold appointments in more than one department (see Faculty Handbook). If academic appointments are equal to or greater than 50% in the Department of Agronomy, they are members of the Voting Faculty.

#### ***Non-tenure Eligible Faculty Receiving ISU Salary***

- a) Adjunct members are those who hold full or part-time renewable term appointments and normally receive ISU compensation with these possible titles: adjunct professor, adjunct associate professor, and adjunct assistant professor. Adjunct appointments may not exceed five years for each term appointment, requiring a notice of one year of intent not to renew, except when the appointment is for a year or less. Adjunct appointments recommended by the department must be approved by the college and the provost. The department may approve hires of adjunct faculty in the following two categories:

**Experts employed elsewhere.** Adjunct titles may be used for persons who are mainly employed elsewhere but who have faculty responsibility at Iowa State. This would include persons currently employed and paid by businesses, government, and other organizations without direct connection to ISU. These appointments are normally part time, made to recognize the appropriate teaching, extension/professional practice, and/or research responsibilities of these individuals. Any temporary full-time appointments of these individuals would be for a special need and usually last no longer than one year. Adjunct faculty should be individuals holding a terminal degree in an appropriate field. Under extraordinary circumstances, individuals without the terminal degree but with national or international reputations in their field might be considered for appointment in an adjunct position. Procedures to grant adjunct faculty rank for those employed elsewhere are outlined below.

**Adjuncts employed only by the university.** In the university's quest to hire and retain excellent faculty, including dual-career couples, as well as to carve out new areas of academic expertise, and attract experts on extramural grants and contracts, certain individuals may be hired in full-time positions as adjunct faculty. These should be persons with the terminal degree in their field. They will likely function as faculty with significant research or extension/professional practice responsibilities, usually funded by extramural grants and contracts. Whenever possible, these individuals should be considered for tenure-eligible positions. Faculty hired primarily for teaching purposes should be hired as lecturers or clinicians. New appointments in this category will be rare in the College of Agriculture.

Adjunct faculty will be hired through established university search procedures. An initial appointment of an adjunct faculty member may be made by the DC for a period not to exceed one year, with college and provost approval. For appointment periods longer than one year, the DC shall appoint a search committee (consisting of a minimum of three members of the Voting Faculty) that has the responsibility of conducting interviews and making a recommendation to the DC for hire. Renewal review will be the responsibility of the PTC and conducted by the PTC (or committee appointed by the PTC). Adjunct faculty members shall have a PRS and are annually reviewed by the DC.

There is no requirement that adjunct faculty must be advanced after a particular period of time. When an adjunct assistant professor or adjunct associate professor and the DC agree that it is appropriate to seek advancement to the next adjunct level, the PTC will have the responsibility of evaluating the adjunct faculty member. Materials to be submitted for review will include documentation of all areas of responsibility; appropriate materials to submit are outlined in the appendix and will vary based on PRS. Requests for advancement forwarded to the college and provost should include a summary of the review results and a statement regarding the continuing need of the unit. If a department does not recommend advancement, no recommendation should be forwarded to the college. Recommendations for advancement must originate in the department and be approved by the college and provost. Since advancement is not a part of the promotion and tenure process, department schedules for this review may differ from P&T review. Criteria for advancement are outlined in College of Agriculture policies and should be consulted.

- b) Lecturers and Clinicians are faculty on a term appointment. These individuals hold an advanced degree in an appropriate field and are used primarily to support the instructional mission of the department, including involvement in resident-based and distance-education teaching, laboratory supervision, undergraduate advising, coordination of student services, and supervision of student experiences in the field. Those with sole responsibility for an undergraduate class shall have an MS degree and those with sole responsibility for a graduate course shall have a Ph.D. degree.

The initial appointment of a lecturer/clinician may be from one semester to three years.

Hiring will be through established university search procedures. An initial appointment of a lecturer/clinician may be made by the DC for a period not to exceed one year, with college and provost approval. For appointment periods longer than one year, the DC shall appoint a search committee (consisting of a minimum of three members of the Voting Faculty) that has the responsibility of conducting interviews and making a recommendation to the DC for hire. The decision to renew the appointment for up to three additional years will be made by the DC, with the PTC (or committee appointed by the PTC) providing input. The college and provost shall approve the appointment. According to university policy, lecturers and clinicians are not eligible for reappointment beyond six years of accumulated service unless they have been advanced to the rank of senior lecturer/senior clinician. The decision to advance to senior lecturer/clinician will be made by the DC, with the PTC (or committee appointed by the PTC) providing input. The college and provost shall approve the appointment. Criteria for advancement will be based on success in fulfilling the duties as outlined in the PRS and a continued need for these services by the department. Senior lecturers/clinicians are limited term appointments not to exceed five years, plus a one-year notification period if the appointment will not be renewed. The appointment of a senior lecturer/clinician may be renewed multiple times. The PTC (or committee appointed by the PTC) will have the responsibility of conducting a review of senior lecturers/clinicians at least once every five years. According to university policy, lecturers/clinicians and senior lecturers/senior clinicians shall have a PRS and are annually reviewed by the DC.

- c) Professional and Scientific (P&S) employees with non-tenure-eligible appointments are those on P&S status in the university who may be appointed to renewable, term non-tenure-eligible faculty appointments, of duration one to five years, to carry out faculty duties in the department. Individuals holding a full or part-time P&S position may have no more than 30% of their total work responsibilities assigned as teaching, and P&S employees should not be teaching courses in the college without a non-tenure-eligible title. For a listing of acceptable titles of P&S employees assuming faculty responsibility, consult College of Agriculture policies. All titles can be given for terms not to exceed five years. There is no required notice of intent not to renew for the non-tenure-eligible titles given to P&S employees. Termination of the P&S appointment will also mean the termination of the non-tenure-eligible appointment.

Appointment of P&S employees to non-tenure-eligible faculty positions will be recommended by the DC. The DC may make initial appointments of P&S employees for up to one year without faculty input, but initial appointments beyond one year will require faculty input. For appointment periods longer than one year, the DC shall appoint a search committee (consisting of a minimum of three members of the Voting Faculty) that has the responsibility of making a recommendation to the DC for hire. The PTC (or committee appointed by the PTC) will have responsibility of making recommendations to the DC for continuation beyond the initial appointment and for conducting review at least once every five years. An appropriate form should be on file with the college and provost for each P&S employee assigned a non-tenure-eligible title. The awarding (and renewing) of the titles of senior lecturer, senior clinician, adjunct assistant professor, adjunct associate professor, or adjunct professor must be approved by the department, the college, and the provost.

A person employed in a P&S position and assigned non-tenure-eligible faculty responsibilities and title shall be regularly evaluated by the department employing the person for faculty work (this may be a separate department from that in which the P&S appointment is located). While the P&S employee will not have a PRS, the DC should specify in writing at the time of appointment, the responsibilities associated with the non-tenure-eligible appointment.

In general, the same procedures used to review other non-tenure-eligible faculty will be employed. Each P&S employee with non-tenure-eligible title will have faculty work evaluated

annually by the DC, and at least every five years and before any re-appointment, these employees will have their faculty work reviewed by the PTC.

For P&S employees with non-tenure-eligible titles, there is no minimum or maximum time in rank. For example, an employee may continue with the title of “lecturer” for an indefinite time, with appropriate review. If the DC and the P&S employee believe the employee may qualify for a change in adjunct title, the P&S employee would go through the same procedure described above for advancement of adjunct faculty. If the DC and the P&S employee believe the employee may qualify for a change to senior lecturer or senior clinician status, the P&S employee member would go through the advancement procedure described in department governance documents for this category.

- d) Non-tenure-eligible Research Professors are faculty holding the rank of research assistant professor, research associate professor, and research professor on a term appointment. These individuals hold a terminal degree in an appropriate field and are subject to appointment, renewal, advancement, termination, and conduct consistent with university policies and procedures, and the special conditions outlined in the Faculty Handbook. Funding for these positions shall be external to the university and are not a part of the university base budget. Persons holding this title are not members of the General Agronomy Faculty, are not eligible to vote on Departmental Faculty matters, may not hold senate positions, nor represent the faculty on collegiate or university committees.

All positions shall be non-tenure-eligible renewable term appointments not to exceed five years in any one contract period. Hiring will be through established university search procedures. An initial appointment of a Non-tenure-eligible Research Professors may be made by the DC for a period not to exceed one year, with college and provost approval. For appointment periods longer than one year, the DC shall appoint a search committee (consisting of a minimum of three members of the Voting Faculty) that has the responsibility of conducting interviews and making a recommendation to the DC for hire. The decision to renew the term appointment, not to exceed five years, will be made by the DC, with the PTC (or committee appointed by the PTC) providing input. The college and provost shall approve the appointment. The decision to advance to research associate professor and research professor will be made by the DC, with the PTC (or committee appointed by the PTC) providing input. The college and provost shall approve the appointment.

The standards and criteria for promotion of Non-tenure-eligible Research Professors shall be the same as the definitions for scholarship performance at rank for assistant, associate and professor ranks for tenure-eligible and tenured faculty. The advancement review process shall include tenured and/or tenure-eligible faculty and be the same as the review for tenure and promotion of tenure-eligible and tenured faculty. Iowa State University or the Agronomy Department is not required to advance the Non-tenure-eligible Research Professors after a particular period of time. Criteria for advancement are outlined in College of Agriculture and Life Sciences policies and should be consulted. According to university policy, Non-tenure-eligible Research Professors shall have a PRS and are annually reviewed by the DC.

### ***Non-tenure Eligible Faculty Receiving No ISU Salary***

- a) Affiliates are persons appointed to the faculty, without financial obligation on the part of the university, to carry out scholarly activities from which both the individual and the department benefit. Affiliates are not employed on a regular basis outside the university. Initial appointment is for a maximum of three years and reappointment, if granted, is for a maximum of five years.
- b) Collaborators are persons granted academic rank in the Department of Agronomy but who are not employed by the university and who receive no salary from the university. A

collaborator typically is a person with special expertise related to the activities of the department, and appointment to such a position is based on qualifications, expected activities, and scientific standing of the individual. Collaborators are expected to have an active role in the teaching, research, or extension missions of the department, and they must be willing to provide some degree of service. Initial appointment is for a maximum of three years and reappointment, if granted, is for a maximum of five years.

- c) Emeritus status may be granted to a retired faculty member and is an appointment for life (see Faculty Handbook).
- d) Temporary members are persons who hold short-term (no longer than one year) nonpermanent appointments in the department. These persons may be appointed to meet unique staffing needs or to permit short-term collaboration with the department.
- e) Visiting members are individuals who are not members of the university faculty but may be faculty at another institution or may come from business, industry, or government. Visiting status is intended to facilitate special input in departmental activities. A visiting appointment is usually for one academic year, but may be for a shorter period.

Procedures for Appointment and Reappointment of Non-tenure Eligible Faculty Who Receive No Compensation from the University. Individuals wishing affiliate, collaborator, temporary, or visiting association with the department shall submit a written request to the DC and include i) a statement on mutual benefit of what the department will gain and what the individual will gain by the granting of academic rank, ii) a current professional résumé in the format outlined in the appendix, iii) a list of three-to-five professional references (only initial appointment), and iv) the type of departmental affiliation requested.

When the documentation is complete, the DC shall form a committee of three senior faculty to evaluate the documentation and make recommendation to the Advisory Panel whose interests most closely align with the individual. The individual's professional résumé and letters of reference (not required for continuing appointment) shall be available for review by the Voting Faculty of the Advisory Panel (see Terminology) of equal or higher rank to that being proposed by the committee. At a scheduled meeting of the Voting Faculty of the panel of equal or higher rank, with a quorum being 50% of those eligible to vote, the committee shall make a recommendation on whether to grant faculty rank, and discussion may follow. The vote taken at this meeting shall be by written ballot, and a majority affirmative vote is required for a positive recommendation from the panel. The recommendation will then be forwarded to the Advisory Council for their approval by majority vote before action is taken by the DC.

### **Annual Review by DC**

Review of faculty performance shall be conducted annually by the DC for all regular, joint (50% or more appointment in the Department of Agronomy), adjunct, lecturer/clinician, and P&S employees with faculty responsibilities and titles. The purpose of this review is to support faculty development and thereby encourage professional growth and/or redirection, foster mutual respect among colleagues, and support a collective departmental purpose. The review should address scholarship and accomplishments in teaching, research, extension, and institutional service in relation to the PRS (assigned duties for P&S employees).

Responsibility of the faculty member: The faculty member under review shall submit to the DC a written summary of his/her activities along with plans for the coming year. The deadline for this submission will be established by the DC, but will usually occur between January and March.

Responsibilities of the DC: The DC will evaluate the faculty member's submitted material and conduct a personal interview. The faculty member's material will be evaluated in relation to his/her

PRS. If the DC feels that deficiencies are significant, a written evaluation will be shared with the faculty member. These confidential reviews will be placed in the faculty member's departmental personnel file.

Following the review, a new PRS may be written creating a plan for development. The new PRS is in good faith on both sides; a commitment to improve by the faculty member and adequate support by the institution. The goals and expectations of the development plan should be written into the PRS.

### **Post-tenure Review by Peers and DC**

Post-tenure, continuously appointed regular and joint (50% or more appointment in the Department of Agronomy) faculty shall be reviewed by the DC and Post Tenure Review Committee (PTRC) no more than once every seven years over a broad range of accomplishments to ensure a peer component to faculty assessment and decision making. A post tenure review (PTR) before seven years may occur upon written request by the faculty member but no sooner than five years beyond the last post-tenure review (PTR), or following two consecutive unsatisfactory annual reviews. The PTR replaces the annual review by the DC in the year it occurs. The review includes accomplishments in teaching, research, extension, and institutional service in relation to the PRS and should include a broader range of materials than the annual review. No individual shall be scheduled for PTR in a year in which he/she shall be absent from campus due to medical, disability, maternity or paternity, faculty improvement, disciplinary, or other approved leave, paid or unpaid. Faculty being reviewed for higher rank are exempt from PTR if it occurs during the same year. Faculty who serve as DC or are within one year of announced retirement or are on phased retirement are also exempt from PTR. The post-tenure review is described in the Iowa State University Faculty Handbook section 5.3.5.

The department by random process or by solicitation of volunteers or by some combination shall select one-seventh of its tenured faculty for review each year and shall continue in like manner until all tenured faculty have been reviewed before beginning a second cycle of reviews. Faculty members may be reviewed before the seventh year after initial adoption if and only if they volunteer to be reviewed.

**The PTRC:** The PTRC will be comprised of the PTC as described in the Agronomy Governance Document.

**Responsibility of the faculty member:** The faculty member shall be notified by May 15 that he/she is scheduled for post-tenure review. He/she will submit review materials to the PTRC by September 15. These materials should include the faculty member's PRS for the past seven years, a current curriculum vitae, and a descriptive portfolio based on the university outline of accomplishments and teaching and extension evaluations (if applicable) for the past seven years. If the PRS has changed over the duration encompassed by the PTR, all PRS documents should be included. The PTRC should also have access to annual reviews within the time-frame of the PTR and recommendations made by the DC. The PTRC may request an interview with the faculty member to clarify information in the materials.

**Responsibilities of the PTRC:** The committee shall evaluate the faculty member's submitted material in relation to his/her PRS, and a written, signed report will be submitted to the DC and faculty member by December 15. If the PTRC does not have a unanimous opinion, a signed minority report can be submitted in conjunction with the majority report. The PTRC and DC will schedule a meeting with the faculty member in place of the annual review to discuss the report between January and April of the following year. The responsibilities of the PTRC and DC and possible outcomes of the PTR are described in detail in the Iowa State University Faculty Handbook section 5.3.5.

The faculty member under review may respond to the review statement(s) by submitting a written response to the PTRC and the DC. This response must be received before the meeting between

the PTRC, DC, and the faculty member. Materials submitted to the PTRC, their written report, and written responses by the faculty member will be kept in the faculty member's departmental personnel file. The findings, conclusions, or recommendations of the PTRC, or evidence on which they are based, shall be available to the Dean of the College of Agriculture and Life Sciences and the Provost as described in FH 5.3.5. Following the review, the faculty member may develop, in conjunction with the DC, a new PRS and/or create a plan for development. The goals and expectations of the developmental plan should be written into the PRS.

**VOTING PRIVILEGES OF OTHER THAN TENURED OR TENURE-ELIGIBLE FACULTY**

For department-wide votes on issues other than faculty status, promotion, and/or tenure, the DC and Advisory Council shall determine the appropriate voting group.

## **PROMOTION AND TENURE**

### **POLICY**

*This document, in conjunction with the College of Agriculture and university policies, criteria, and procedures, establishes the Department of Agronomy promotion and tenure protocol. Unless otherwise stated in this document, all matters pertaining to promotion and tenure of individual candidates shall be confidential.*

#### **Promotion**

Promotion through the academic ranks from Assistant Professor to Professor is part of the recognition system of the university. Each step implies that the faculty member has demonstrated a certain level of competence, accomplishment, maturity, and recognition. Promotion from Assistant to Associate Professor generally will be judged on both actual accomplishment and potential for growth; whereas, promotion from Associate Professor to Professor will be judged on accomplishment alone. Professor is the highest academic rank, and a faculty member must have proven his/her right to be awarded that title. All accomplishments and credentials of a faculty member will be considered in making a decision on promotion, but primary weight shall be given to accomplishments and attainments while in the current rank.

#### **Tenure**

Granting of tenure to a faculty member of the Department of Agronomy implies that the individual has proved or is judged to have potential to develop into a competent teacher, scientist, and scholar. The individual is expected to have demonstrated participation in departmental, college, and university activities and governance; to have been a willing worker in local, national, and/or international societies and organizations of his/her profession; and to have upheld the high standards of the university and the profession of agronomy. Tenured faculty members are expected to teach, conduct research, conduct extension programs, or otherwise conduct activities, in an unbiased manner and to present their ideas and research results to rigorous peer review. The granting of tenure ensures academic freedom, which is especially important for individuals whose professional area of expertise involves controversial subjects, and benefits society by preventing unjust dismissal of faculty members for presenting their unbiased ideas, results, and conclusions resulting from their research, teaching, or related activities that are at variance with social, political, popular, or religious viewpoints or dogmas.

### **CRITERIA**

#### **General Considerations**

Through tenure and promotion policies, the Department of Agronomy seeks to add innovative and creative scholars to its senior ranks. Because such individuals are by their very nature unique, there must be a substantial subjective component to the criteria by which they are selected that cannot be quantified. Thus, the following criteria are general, not specific.

#### **Bases for Evaluation**

Evaluation of a faculty member for promotion and/or tenure shall be based on criteria related to the individual's appointment responsibilities and activities, domestic and/or international, in the following four areas: (1) teaching; (2) research/creative activities; (3) extension or professional practice; and (4) service. For individuals who have appointment responsibilities in more than one area, performance shall be evaluated based on the PRS. To be promoted and/or tenured, a faculty member must have demonstrated excellence in scholarship using the criteria described in the

scholarship section of the university Promotion and Tenure Document relevant to his or her appointment. In all areas of activity, a faculty member must exhibit a strong sense of professional ethics.

The university and college Promotion and Tenure Documents provide examples of ways in which excellence may be demonstrated in each area of evaluation and should be consulted. In general, the substantive criteria for promotion and tenure recommendations are the effectiveness of the candidate in carrying out his or her duties as designated in the PRS. Excellence in these duty areas may broadly be demonstrated by:

- a) Teaching - command and effective presentation of subject matter, student evaluations, peer recognition of teaching contributions, and the quality of innovations, class-room contact, advising, and educational materials developed.
- b) Research/creative activities - reviewed publications that contribute substantially to basic and/or applied knowledge. One to two publications a year of good-quality work in a refereed journal normally demonstrates adequate progress for a full-time research appointment. The evaluation of a candidate, however, shall be based on the significance of the contributions and the rapidity of publishing common in the candidate's research discipline.
- c) Extension or professional practice - clientele and peer recognition of effective outreach programs and innovations including bulletins and other forms of written communications; audio, visual, or computer outreach; and personal contacts.
- d) Service - contributions to departmental, program, college, or university committees and activities; professional/scientific societies; trade associations; or public, private, or international organizations that enhance the image and/or reputation of Iowa State University and the Department of Agronomy.

Criteria considered for promotion and/or tenure decisions shall primarily be the scholarly activities completed by the candidate while in the current rank. The PTC may consider all accomplishments and credentials of the candidate, however, in making promotion and/or tenure decisions, and a copy of the candidate's complete professional résumé shall be included in the documentation. The candidate is responsible for ensuring that the materials are up-to-date and complete. Also, external reviews (see Procedures--External Reviews) from individuals competent in the candidate's discipline shall be solicited and will become part of the criteria considered.

### **Position Responsibility Statement (PRS)**

Each faculty member will have a written PRS maintained at the departmental level against which performance shall be evaluated. The statement describes the expected activities of faculty members in teaching/undergraduate advising, research/creative activities, extension/professional practice, and service (refer to Iowa State University Faculty Handbook Section 5.1.1.5). At the time of appointment, the DC and the new faculty member shall agree on a PRS that should be based on the job advertisement. The signed and dated copy will be on file in the faculty member's personnel file and in the dean's office. This should stand for the first three years of appointment and, in most cases, this initial statement will remain in effect until the tenure review.

The PRS of each faculty member in the Department of Agronomy is assessed during the annual review process between the DC and faculty member. The faculty member shall summarize in writing, goals and objectives in teaching, research/creative activities, extension/professional practice, service, and administrative, professional, and international activities planned for the coming year. The DC and faculty member will discuss and negotiate changes. The PRS cannot be changed or decreed unilaterally by either the DC or the faculty member.

If the DC and faculty member cannot agree on the PRS, a PRS mediation panel will be

established in accordance with Iowa State University Faculty Handbook Section 5.1.1.5.1. This panel will consist of one tenured faculty member selected by the faculty member involved in the disagreement and one tenured faculty member selected by the department chair. A third tenured faculty member who is the current chair of the promotion and tenure committee will also serve on the PRS mediation panel. The faculty members selected by the faculty member and the DC will be selected at the time of the PRS disagreement. The DC referring the matter to the PRS Mediation Panel will submit to the panel the faculty member's PRS if one exists, the proposed PRS which may include one from the DC and one from the faculty member, an explanation of why the change is being sought/or is not acceptable, and the faculty member's curriculum vita. The other party should provide a written explanation of why the proposed change is not acceptable/is being sought. The PRS Mediation Panel will review the materials that have been submitted, meet with both parties, deliberate on the issue, and deliver a written opinion within two months on how the disagreement should be resolved. The faculty member and the department chair should then reconsider the matter to see if an agreement can now be reached based on the panel's recommendation. If an agreement between the faculty member and the department chair does not then emerge within ten working days, the matter will be forwarded by the party disagreeing with the proposed change to the faculty member's college where a mechanism, which will be fair and equitable to both parties (e.g., elected group) will be in place for further consideration and resolution. If the issue is not resolved at this level, the matter will be taken to the dean of the college by the party disagreeing with the proposed change. During the time of this mediation process, the existing signed and dated Position Responsibility Statement will remain in effect.

### **Qualifications for Academic Rank**

**Assistant Professor.** An Assistant Professor should have a strong academic record and ordinarily should have earned the Ph.D. degree. The Assistant Professor rank is recognition that the faculty member has exhibited the potential to grow in an academic career. Appointment at this rank should be based on evidence that the faculty member can be expected to become qualified for promotion to Associate Professor in due course.

**Associate Professor.** Competence is expected in all areas relevant to the faculty member's appointment, with demonstrated excellence in one of the three areas: teaching, research, or extension. There should be clear evidence that the individual has established a solid academic reputation and shows promise of further development and productivity in his or her academic career. Recommendation for promotion from Assistant to Associate Professor is never automatic. Promotion to the rank of Associate Professor rarely takes place before the candidate's fourth year as an Assistant Professor, and historically the successful candidate is often in his/her fifth or sixth year of service to the university. Such time in rank is necessary for most faculty members to demonstrate that the requirements for promotion to the next higher rank have been met, especially with regard to the development of an ongoing and independent program. This does not preclude promotion, however, after shorter periods in special situations.

**Professor.** The rank of Professor designates the faculty member as having achieved recognition as an outstanding member of the academic community and of his or her professional discipline based on sustained excellent performance in at least one of the three major areas of evaluation: teaching, research, or extension. A Professor shall have been recognized by his or her professional peers within the university as well as nationally for contributions to his or her discipline. Recommendation for promotion from Associate Professor to Professor is never automatic. With excellent progress, promotion to Professor historically has been recommended after the candidate has held the Associate Professor rank for five to six years.

## **PROCEDURES**

### **Selection and Duties of Mentor**

The purpose of the mentoring relationship is to help candidates evaluate progress and to provide guidance aiding success at Iowa State University. Within four months after arrival of a new faculty member entering the university as an Assistant or Associate Professor, the DC in consultation with the candidate will ask a member of Senior Faculty I to serve as mentor for the candidate. If the faculty member agrees to serve as mentor, responsibilities shall include aiding in introduction of the candidate to the university and its operations, an annual meeting with the candidate to review and discuss professional activities and growth, and assisting the candidate in deciding the timeliness of seeking promotion and/or tenure decisions. If the candidate seeks promotion and/or tenure, the mentor agrees to review and offer suggestions for improvement of the documentation of the candidate. If either the mentor or candidate wishes to terminate the mentor/candidate relationship, the DC shall be contacted in writing and a new mentor shall be chosen by using the procedures above. In all relations between mentor and candidate, the ultimate responsibility of decisions rests with the candidate, and it is the candidate's responsibility to seek counsel with the mentor and not vice versa.

### **Candidate Selection for Departmental Review**

By July 15 of each year, the DC shall send to all Assistant and Associate Professors, including those with temporary assignments off campus, a letter asking whether or not they wish to be considered for promotion and/or tenure that year. (In the case of an Assistant Professor who is in the final year of consideration for tenure, the candidate will automatically be considered.) A candidate who wishes not to be considered will sign the form and return it to the DC.

The DC at any time may recommend a candidate for consideration for promotion and/or tenure, but first must inform the candidate of this in writing. The candidate at any time may request in writing that his or her name be withdrawn from consideration for promotion and/or tenure, except when the consideration for tenure is mandatory.

### **Promotion and Tenure Committee (PTC)**

The Promotion and Tenure Committee within the Department of Agronomy shall consist of five individuals who are members of Senior Faculty I. Four committee members shall be elected by the Voting Faculty and one appointed annually by the DC. The terms of membership shall be four years for the elected members and one year for the appointed member. The DC shall consider makeup of the committee and make his/her appointment to ensure adequate representation of the departmental breadth, in his/her judgment, on the committee. Committee members may be reelected or reappointed.

The slate of candidates for the PTC shall be all members of Senior Faculty I. A written ballot shall be prepared by the DC in early fall of each year and distributed to members of the Voting Faculty. Faculty shall vote for the number of openings available on the PTC (normally one—see below). Each ballot will be placed in an unsigned envelope that in turn is placed in a signed envelope and delivered within seven working days to a keeper appointed by the DC. The keeper notes the receipt of the ballot from qualified faculty members, discards the outside envelopes, and safely stores the unopened and unsigned envelopes. On the eighth working day, the ballots are counted by three members of Senior Faculty I who are appointed by the DC. Service on the PTC is one of the most important activities a faculty member may perform for the department. The DC receives the results and asks the top vote getter if he/she is willing to serve. If the individual is not willing to serve, or has extenuating circumstances that prevent serving, the DC contacts the second top vote getter, and so on. Once a new PTC member is identified, the DC announces the results to the department. The new PTC member assumes responsibility January 1.

Upon initial approval of this document, the Voting Faculty shall elect four PTC members. After members have been elected, their terms (four, three, two, and one year) will be determined by lottery. Thereafter, an election of one new PTC member for a four-year term should occur annually. In the case of a resignation, or other circumstance such as faculty improvement leave, a special

election will be conducted. In the interests of expediency, the DC may, however, appoint a replacement PTC member to serve up to one year. If a vacancy exists beyond one year, a new election shall be held to complete the term of the PTC member.

The chair of the PTC shall be elected annually by the PTC members. This election will normally occur in January.

#### Responsibilities of the PTC:

- a) Provide the DC with a list of six qualified external reviewers and three ranked alternate reviewers. The PTC members may contact knowledgeable colleagues in specific disciplinary areas for suggested names. The DC shall obtain the names of possible reviewers from the candidate. At least one name on the list of the first six must come from the candidate and one name not provided by the candidate.
- b) Evaluate the P&T documentation of each candidate being considered by the department for promotion and/or tenure, consider input of colleagues, consider comments obtained from external reviewers, and provide a vote of each PTC member on whether promotion and/or tenure is warranted. The vote becomes the departmental voting record required on the "COVER SHEET FOR PROMOTION AND TENURE RECOMMENDATION."
- c) Provide written rationale for the vote; work toward agreement, but if the vote is split, provide rationale for both positive and negative votes.
- d) Work with the DC to ensure completeness and clarity of the documentation to be forwarded for college review. Changes in the factual information contained in the documentation, however, remain the responsibility of the candidate.
- e) Provide an assessment to the DC for renewal of probationary appointment for non-tenured, tenure track faculty.
- f) Evaluate credentials and provide an annual assessment of progress of non-tenured, tenure track faculty to the DC. The intent of this evaluation is to provide guidance to new faculty, their mentors, and the DC. This activity normally will be done in the spring, whereas P&T activities normally occur in the fall.

Records, comments from colleagues, and documentation considered during deliberations by the PTC leading to their vote, will be destroyed after the PTC's written recommendations are prepared.

#### **Preparation of Professional Résumé**

It shall be the responsibility of the candidate, in consultation with the mentor, to prepare and submit by August 15 the necessary professional résumé of accomplishments to be used in promotion and/or tenure decisions. This shall consist of a résumé in a format similar to that outlined in the appendix. Failure to submit an appropriately formatted professional résumé on time shall be prima facie evidence that promotion and/or tenure consideration is not desired at this time. An early submission date is required to allow adequate time for obtaining external reviews. Successful candidates being recommended for promotion and/or tenure by the department may need to alter the information contained in the appendix based on specific college or university requirements the year promotion and/or tenure is desired.

Candidates are encouraged to add any information beyond that requested in the appendix if they feel it is needed to fully explain their contributions and value to the Department of Agronomy, College of Agriculture, or to Iowa State University.

After preparation of the initial professional résumé by the candidate in consultation with the

mentor and before being forwarded for college review, the PTC may suggest changes, at its discretion, for clarification of the candidate's professional résumé. The decision of whether to make the suggested changes rests with the candidate. The professional résumé prepared for promotion and/or tenure decisions shall be available for inspection by external reviewers, senior faculty of the Department of Agronomy, the PTC, and appropriate college and university committees and administrators.

### **External Reviews**

Candidates for promotion and/or tenure shall have external reviews as part of their documentation. External reviews shall be solicited from sources outside the Department of Agronomy. The external reviewers may be from other departments at Iowa State University, other universities, or other sources as deemed appropriate based on the candidate's appointment in teaching, research, and/or extension.

The PTC shall choose six qualified external reviewers, with at least one of the reviewers being suggested by the candidate and at least one not suggested by the candidate. These names will be provided to the DC, who will solicit the reviews. For instances when a reviewer cannot provide a review of the candidate, the PTC shall provide a list of three ranked alternate reviewers to the DC. A copy of the candidate's complete professional résumé, usually including copies of publications and other relevant materials selected by the candidate in consultation with the DC, will be sent to the external reviewers to aid in evaluation. The reviewers shall be asked to be specific and to comment on particular aspects of the candidate's scholarly contributions and his/her impact on the discipline as well as to compare the candidate to others in the discipline at the same stage of career development. The names of the external reviewers and the verbatim content of their reports shall not be made available to the candidate. In the solicitation of external reviews, it shall be stated that "the contents of the reviews are regarded by the university as confidential to the extent permitted by law and shall be released only to those individuals who are authorized to review and make recommendations on the candidate." Also in the letter soliciting the reviews, the DC shall state that "all accomplishments and credentials of a faculty member are considered at Iowa State University in making a decision on promotion and/or tenure, but primary weight is given to accomplishments and attainments while in the current rank."

All external reviews received by the DC shall become part of the documentation of the candidate. The reviews shall be made available to the PTC to aid in their deliberations. Under no circumstance shall the reviews be reproduced for other than direct involvement in the evaluation process or shall the contents be disclosed to anyone who is not directly involved in the deliberations. To preserve confidentiality, the original reviews shall be forwarded as part of the documentation for candidates being recommended for promotion and/or tenure, with disposal at either the college or university level as outlined in the college Promotion and Tenure Document. For candidates not being recommended by the department for promotion and/or tenure, the external reviews shall be retained by the DC until it is evident that no appeal is forthcoming and then shall be destroyed.

### **Faculty Review of the Documentation**

By October 1, the documentation provided to external reviewers of each candidate shall be made available in a place and location designated by the DC for review by senior faculty. For those who are being considered for promotion to Professor, Senior Faculty I shall have access to the documentation, and for those who are being considered for promotion to Associate Professor, both Senior Faculties I and II shall have access to the documentation. Candidates may review this documentation and provide documents they feel better explain their scholar achievements, such as journal reprints, teaching materials, extension publications, videos, software, etc.

These materials will be available to the senior faculty for two weeks. Senior faculty are encouraged to review the materials and to communicate their assessment of strengths and weaknesses of individual candidates to the PTC.

## **Outcome**

The DC shall prepare the Recommendation for Promotion form for each candidate who is being recommended by majority affirmative vote for promotion and/or tenure by the PTC. Additionally, within five working days, the DC shall inform the senior faculty in writing of the outcome of the vote. The actual count will not be disclosed but the senior faculty will be informed of whether each candidate's documentation will be forwarded to the Dean for consideration. Also within this five-day period, the DC will inform each candidate in writing of the outcome of the vote. If the vote is not unanimous, or majority vote is negative, the actual count of "yes" or "no" votes will be made known to the candidate and the reasons for the negative votes, as perceived by the DC in consultation with the PTC, shall be stated. As indicated in the university Promotion and Tenure Document, the DC may also prepare Recommendation for Promotion forms for other candidates irrespective of the recommendation of the PTC. If the DC chooses to do this, he/she shall inform the senior faculty of this action and shall forward the actual count of the vote by PTC to the Dean. In addition, negative departmental recommendations of candidates for whom tenure decisions are mandatory must be prepared and forwarded to the Dean, along with the actual count of the vote.

## **Promotion and/or Tenure Report**

If the candidate's case is to be forwarded to the Dean, a report from the PTC is required as part of the Recommendation for Promotion form. The chair of the PTC shall be responsible for this report, which includes the vote of the PTC and a discussion of the reasons the candidate is being recommended for promotion and/or tenure. It shall be the responsibility of the chair of the PTC to work closely with the candidate and mentor in reviewing the factual information to be forwarded. The university document states that "Each person for whom a recommendation is being forwarded to the college will be given the opportunity to review the factual information therein, and to inform the DC of any ways in which he or she believes this information to be incomplete or inaccurate." The factual information shall include all parts of the documentation except the Recommendation for Promotion form, the external reviews, and the PTC report.

## **College Approval or Denial**

When the DC is notified of the college decision on promotion and/or tenure, he or she shall inform the candidate by written memo. If promotion and/or tenure has been denied, the DC shall discuss the reasons given for denial by higher administration and, where appropriate, the means for improving performance.

## **Probationary Appointment Review and Annual Review**

New tenure-eligible faculty are customarily hired on a three-year probationary appointment. During the second year of hire, the university must decide whether to renew the appointment for an additional three years. Although this is not a direct tenure decision, a notice of termination is, in effect, a denial of tenure.

Faculty members may request that their probationary appointment and tenure evaluation be extended because of unusual circumstances. A written request to the DC, outlining the unusual circumstances and proposed tenure evaluation date, initiates the process. The DC will consult with members of PTC in determining whether to support or deny the request. Positive recommendations will be forwarded to the Dean. Further evaluation will occur at the Dean's level. Positive recommendations from the Dean will be forwarded to the Provost.

Three months before an individual's second anniversary of employment, or other such time as deemed appropriate by the DC based on an individual's initial contract-termination date or extension of probationary appointment, the DC shall inform the individual that a decision is forthcoming. The individual shall prepare a professional résumé (similar to that outlined in the appendix), with review

assistance from the mentor. Failure to submit the professional résumé to the DC within 30 days after being notified shall be prima facie evidence reappointment is not desired.

The individual's professional résumé shall be available for review for a two-week period by members of the senior faculty, and senior faculty may provide input to the PTC. The PTC shall make a recommendation to the DC on whether rehire for a second three-year appointment is warranted. The outcome shall be shared with the individual and shall be advisory to departmental, college, and university officials in deciding if rehire is warranted.

To assist non-tenured, tenure track faculty to better understand expectations for acquiring tenure, the PTC shall provide an annual evaluation of progress. The individual shall make available a professional résumé in the format specified in the appendix. The PTC will provide written evaluations to the DC of strengths and weaknesses. It should be made clear that this is provided as an advisory review. The PTC, the college, and the university do not make ultimate decisions on renewal of a probationary appointment and the granting of promotion and/or tenure. The Iowa Board of Regents is the only organization with this authority.

### **Initial Appointment for Associate Professor, Professor, or Administrative Personnel**

Based on accomplishments elsewhere, new faculty may join the Department of Agronomy at a rank higher than Assistant Professor. Also, individuals hired by the university into administrative positions outside the Department of Agronomy may be granted rank and tenure within the department. To begin the process, the DC shall form a committee of three senior faculty to evaluate the documentation and make recommendation to the Advisory Panel whose interests most closely align with the individual (for new hire of an individual with greater than 50% appointment in the Department of Agronomy, the search committee shall serve in lieu of the committee of three). The individual's professional résumé shall be available for review by the Voting Faculty of the Advisory Panel (see Terminology) of equal or higher rank to that being proposed by the committee. At a scheduled meeting of the Voting Faculty of the panel of equal or higher rank, with a quorum being 50% of those eligible to vote, the committee shall make a recommendation on whether to grant faculty rank, and discussion may follow. The vote taken at this meeting shall be by written ballot, and a majority affirmative vote is required for a positive recommendation from the panel. The recommendation will then be forwarded to the Advisory Council for their approval by majority vote before action is taken by the DC. If recommended for Associate or Professor, tenure will automatically be recommended.

### **Instructor Promotion and/or Tenure**

Although most faculty who are hired into tenure-eligible positions shall be at the Assistant Professor level, it may be in the department's best interests to promote and/or grant tenure to an individual holding the rank of instructor. To accommodate these special circumstances, the procedures outlined in this document for promotion and/or tenure of an Assistant Professor shall be followed.

### **College Promotion and Tenure Advisory Committee Representative**

The Department of Agronomy shall elect one member from Senior Faculty I as a potential member of the College Promotion and Tenure Advisory Committee as specified in the college Promotion and Tenure Document. When notified by the Dean that names of potential representatives are desired, the DC shall write a memo to Senior Faculty I soliciting the names of those individuals who would be willing to serve. The names of those willing to serve shall be placed on a ballot and sent by campus mail to members of the Voting Faculty. The individual receiving the greatest number of votes shall be the agronomy representative. It shall be the responsibility of the DC to determine the timeliness of the vote, the method of the count, and then to inform the faculty of the outcome.

## **GOVERNANCE DOCUMENT CHANGES**

The policies and procedures described herein are effective upon adoption by a two-thirds affirmative written vote of the Voting Faculty. Revisions of this document may be initiated at any time by the DC, by written petition signed by one-third of the Voting Faculty, or by a majority affirmative vote of the faculty present at a regularly scheduled faculty meeting. Once initiated, the DC shall conduct a written vote of the Voting Faculty, with a two-thirds affirmative vote being required for adoption. The format and the information contained in the professional résumé of accomplishments, as found in the appendix, may be updated as deemed necessary by the DC and PTC.

**Appendix** (This format is provided to indicate the types of activities to be recorded in a CV. P&T format requirements may vary by year, and the Provost's homepage should be consulted when time for promotion/tenure decisions draws near. Last updated 1/1/03)

### **Professional Résumé of Accomplishments**

- I. Name of Faculty Member Departmental Affiliations
- II. Proposed Rank
- III. Degrees Held Institution Date
- IV. Summary of Professional Experience  
(This section should itemize your years of experience in teaching, research, and extension/professional practice work and should not be limited to the years of service at Iowa State.)
- V. ISU Personnel Record

| <u>Ranks held</u> | <u>Date of rank</u> | <u>Appointment base</u> | <u>Proportion of assignment in teaching, research, and extension/professional practice</u> |
|-------------------|---------------------|-------------------------|--|
|-------------------|---------------------|-------------------------|--|
- VI. Professional Associations  
List membership in professional associations.
- VII. Awards, Honors, and Recognition  
List all awards, honors, or other recognition received.
- VIII. Responsibilities (last five years or since last promotion) (first item should be Position Responsibility Statement)  
Please indicate by the following categories the activities in which you have been involved.  
  
Teaching. Describe responsibilities for teaching. List catalog number, title, number of credit hours, and approximate number of students for courses taught.  
  
Research and/or creative activities. Describe the status and objectives of your research program.  
  
Extension and/or Professional Practice. Describe your responsibilities for extension and/or professional practice activities.  
  
Service. Summarize your committee assignments and activities for department, program, college, and university; professional/scientific societies; trade associations; and public, private, or international organizations. When other than a committee member, describe your contributions.  
  
International Assignments. Summarize international assignments including project title, number of months served, and major accomplishments.  
  
Other. If you have major responsibilities outside the categories listed above, please describe their nature.

IX. Productivity of Faculty Member in Teaching, Research, and/or Extension

If you have an assignment in more than one area (teaching, research, extension/professional practice), list all of your publications, presentations, reviewer responsibilities, and proposals submitted only once in the appropriate area. Even if you don't have an assignment in an area but are active in that area, list your accomplishments in the appropriate area and indicate 0% assignment.

**Teaching** (assignment \_\_\_\_\_%)

- (I) Evidence to evaluate teaching effectiveness, including student evaluation summaries.
- (ii) Identify new courses developed and innovative teaching techniques introduced.
- (iii) Indicate the number of students advised per semester. Describe your club or other advising activities.
- (iv) Publications (describe your percentage involvement if published with coauthors)
  - (a) refereed journal articles
    - published
    - in press
    - in the review process (do not include articles that are currently in preparation)
  - (b) non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
  - (c) books and chapters in books
  - (d) published book reviews
  - (e) published abstracts
  - (f) published letters or comments to the editor
  - (g) general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
  - (h) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
  - (i) other contributions to print, broadcast, and electronic media
- (v) Proposals submitted listing you as principal or co-principal investigator (described your percentage involvement and funds coming to your program from the proposal)
  - funded
  - not funded
  - pending review
- (vi) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
- (vii) Significant presentations outside normal activities
  - invited
  - other
- (viii) Reviewer and editorial responsibilities
  - reviews of manuscripts, theses, external research proposals
  - editorial activities
  - departmental/program reviews
  - grant review panels
- (ix) List any consultation with legislative groups. Briefly indicate the nature of these relationships.
- (x) Other

**Research (assignment \_\_\_\_\_%)**

- (I) Summarize the most important accomplishments and their significance.
- (ii) Publications (describe your percentage involvement if published with coauthors)
  - (a) refereed journal articles
    - published
    - in press
    - in the review process (do not include articles that are currently in preparation)
  - (b) non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
  - (c) books and chapters in books
  - (d) published book reviews
  - (e) published abstracts
  - (f) published letters or comments to the editor
  - (g) general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
  - (h) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
  - (i) other contributions to print, broadcast, and electronic media
- (iii) Patents, or new plant or animal varieties (describe your percentage involvement if written with coauthors)
- (iv) Identify theses and dissertations titles directed. Give name of student, title, year graduated, and whether M.S. or Ph.D.
- (v) Indicate the names and degrees sought of students for whom you currently serve as major professor. Indicate the number of other student POS committees on which you serve.
- (vi) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
- (vii) Proposals submitted listing you as principal or co-principal investigator (describe your percentage involvement and funds coming to your program from the proposal)
  - funded
  - not funded
  - pending review
- (viii) Significant presentations outside normal activities
  - invited
  - other
- (ix) Reviewer and editorial responsibilities
  - reviews of manuscripts, theses, external research proposals
  - editorial activities
  - departmental/program reviews
  - grant review panels
- (x) List any consultation with legislative groups. Briefly indicate the nature of these relationships.
- (xi) Other

**Extension/Professional Practice** (assignment \_\_\_\_\_%)

- (i) Summarize your accomplishments and significance of contributions to your clientele. (This listing is not meant to be all-inclusive. Description may include such items as (a) nature of activity, e.g., meetings, conferences, workshops, in-service training, symposia, field days, demonstrations, consultations, etc.; (b) nature and degree of involvement; (c) subject matter; (d) type of clientele; (e) number of clientele contacts.)
  - (ii) Publications (describe your percentage involvement if published with coauthors)
    - (a) refereed journal articles
      - published
      - in press
      - in the review process (do not include articles that are currently in preparation)
    - (b) non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
    - (c) books and chapters in books
    - (d) published book reviews
    - (e) published abstracts
    - (f) published letters or comments to the editor
    - (g) extension publications with official publication number
    - (h) other general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
    - (i) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
    - (j) other contributions to print, broadcast, and electronic media
  - (iii) Proposals submitted listing you as principal or co-principal investigator (describe your percentage involvement and funds coming to your program from the proposal)
    - funded
    - not funded
    - pending review
  - (iv) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
  - (v) Significant presentations outside normal activities
    - invited
    - other
  - (vi) Reviewer and editorial responsibilities
    - reviews of manuscripts, theses, external research proposals
    - editorial activities
    - departmental/program reviews
    - grant review panels
  - (vii) List any consultation with legislative groups. Briefly indicate the nature of these relationships.
  - (viii) Other
- X. Other Intellectual Properties and Activities (last five years or since last promotion) List other professional contributions you have made during the last five years or since last promotion and not listed elsewhere.