Supplemental Promotion and Tenure Guidelines
Department of Biosystems Engineering
Auburn University
October, 2011

These guidelines are to supplement those outlined in the Auburn University faculty handbook. These guidelines shall be used by the Department of Biosystems Engineering for evaluation of faculty promotions from Assistant Professor to Associate Professor and Associate Professor to Professor, and for granting tenure within the department. The departmental Tenure and Promotion committee composed of faculty holding the rank of Professor will ensure that these guidelines are followed as a supplement to those outlined in the faculty handbook. Criteria and Consideration guidelines in the faculty handbook shall take precedence over those in this document.

Scholarly activity appropriate to the discipline and assigned responsibilities is expected of all faculty, tenured or untenured, and will be used to assess contributions made by an individual. Scholarly activity is defined broadly when considering efforts at institutions of higher learning and is most often captured in the concept of creating new knowledge and transferring knowledge to others. Each of the areas; research, teaching, outreach/extension, and service is addressed below.

Expectations for Appointments in Research, Teaching, Extension or Outreach, and Service

Research

Research evaluation should be based on productivity, measured in terms of outputs, and impact. The general expectation is that the candidates will develop an innovative scholarly program to address important problems within the broad field of engineering as applied to biological systems, natural resources, and the environment.

A productive research program at a land-grant institution includes conducting high quality and high impact programs of discovery supported by successful extramural funding; resulting in peer-reviewed publications, patents and other similar products; resulting in presentations or exhibitions at national and international meetings; and resulting in mentoring and training of undergraduate and graduate students. Other attributes of a productive research program include serving as a peer reviewer of manuscripts and grants and serving on research related committees at the college, university, national, and international levels.

Candidates for promotion and tenure are expected to publish peer-reviewed articles in leading journals appropriate to the field of discovery, publish works in other peer reviewed journals, and contribute to the scholarly literature through books, books chapters, and other peer reviewed publications such as posters, conference proceedings and published abstracts.

The general expectation is that a candidate for Associate Professor with a research appointment would demonstrate quality of research by publishing scholarly works in at least one significant engineering or scientific journal in their field of study in addition to publishing other peer-reviewed works in other journals, books, book chapters, conference proceedings, etc. The overall research portfolio of a candidate for Associate Professor should demonstrate a reputation in the engineering and scientific community at the regional level or beyond. The candidate for Associate Professor should demonstrate a record of successfully obtaining extramural funding from various sources with at least one significant award from a regionally or nationally competitive grant program.

A candidate for Professor would demonstrate a research record of increasing stature with a consistent record of publication in the major journals for their field of study. The candidate would be expected to publish additional works in other appropriate peer-reviewed journals, books, book chapters, conference proceedings, etc. The overall research portfolio of a candidate for Professor should demonstrate a reputation in the engineering and scientific community at the national or international level. The candidate for Professor should demonstrate a record of successfully obtaining extramural funding from various sources with multiple awards from nationally competitive grant programs.

Evaluation of candidates for either rank will include consideration for the candidates ability to develop collaborative relationships with faculty in other disciplines within Auburn University as well as those in other universities, government agencies, and industry.

Teaching

The act of transmission of knowledge is designated as teaching and can include activities such as classroom instruction, distance education, and advising students. Additional examples of activities associated with the transfer of knowledge are curriculum development, writing of textbooks and laboratory manuals, and development of new courses. Documentation of knowledge transferred via instruments and activities such as student evaluations and peer evaluations is important in assessing the candidate's activities in these areas. Scholarly activity in the area of teaching involves creative work such as (but not limited to) obtaining grants related to teaching, and publishing peer-reviewed manuscripts on teaching methods and outcomes.
The transmission of knowledge via an extension/outreach program may include activities such as publications, meetings, correspondence where stakeholders seek information, visitations and demonstrations. Activities associated with the transfer of knowledge such as alternative pedagogical approaches for adult and distance learners and service to organizations are important components of extension responsibilities.

The general expectation is that a candidate for Associate Professor must demonstrate: (1) an effective teaching program; (2) a commitment to student learning; and (3) effective advising to students and/or student organizations and to students' career development. These may be evidenced by course evaluations and other documents which support teaching effectiveness as noted above. Based on the level of the teaching appointment, the faculty member should be actively involved in serving on graduate committees, including where appropriate serving as

Chair or co-Chair at the MS and Ph.D. levels. Advising undergraduate research projects also would represent meritorious contributions to the department's teaching mission.

The general expectation is that a candidate for Professor must demonstrate teaching effectiveness in and beyond the classroom commensurate with the level of their assigned teaching appointment. The candidate to be promoted to the rank of Professor must also demonstrate a commitment to continuous improvement of the department's academic programs through activities such as advising, course and material developed for teaching, teaching publications, and efforts to maintain accreditation for departmental programs. Evidence of student recruitment and placement at the undergraduate and graduate levels may be an additional indication of a Professor's effectiveness in the teaching role. Based on the level of the teaching appointment, the faculty member should be actively involved in serving on graduate committees, including where appropriate serving as Chair or co-Chair at the MS and Ph.D. levels, with a generally greater expectation of advising at the Ph.D. level. Advising undergraduate research projects also would represent meritorious contributions to the department's teaching mission.

Extension or Outreach

Scholarly activity in extension/outreach includes innovative and creative work to transfer evidence-based findings to stakeholders and clientele, securing extramural funding to support extension programming, and publishing peer-reviewed articles. Documentation of knowledge transferred to extension clientele through the development of a portfolio of achievements is important in assessing the candidate's activities in these areas.

The general expectation is that a candidate for Associate Professor must demonstrate: (1) a productive extension program as measured primarily by publications in peer-reviewed journals, extension publications, electronic media, presentations at professional meetings, and presentations at local, state, or regional extension events; (2) an effective Extension program that includes program development, delivery, and relevance, as measured by peer and client evaluation of programs, publications, and presentations; (3) documented expertise in candidate's specialty areas that meets the needs of constituents; (4) pursuit and acquisition of extramural and intramural funds necessary to support the candidate's extension efforts. The candidate for Associate Professor should demonstrate an extension reputation at the regional level or beyond.

The general expectation is that a candidate for Professor must demonstrate: (1) sustained productivity in extension programming of high quality and significance, which includes program development, delivery, and impact, as measured by peer and client evaluation of programs, publications, and presentations; (2) publications in peer-reviewed journals, extension publications, electronic media, presentations at professional meetings, and presentations at local, state, and national extension events; (3) a regional, national, or international reputation in the candidate's specialty area; and (4) demonstrated leadership in Extension on a regional or national level.

Service

All faculty members are expected to participate in the operation of the department, college, and university by serving in various capacities (for example, on committees, boards, panels, task forces, and commissions). This is broadly known as service. Faculty members are expected to

further their discipline by providing service to their professional society by serving as officers or members on committees, serving as editors and reviewers for professional journals or other professional publication outlets, and serving on study and review panels for governmental agencies and funding organizations. As a faculty member progresses through the ranks of Assistant Professor, Associate Professor, and Professor, the expectations of service increase in the context where the faculty member is in a position to provide greater leadership and service to the department, college, university, and profession. Although there is a reasonable limit to the extent of involvement (to be managed by the department head), it is not unreasonable for these tasks to occupy an average of five to 10 percent of a faculty member's time.

Junior Faculty Mentoring Committee.

In consultation and agreement with each junior faculty member, the Department Head shall appoint a minimal 2 member mentoring committee for each junior faculty member. The mentoring team shall be chosen within the first year after appointment of the faculty member or at the time of adoption of these guidelines by the department faculty. The mentoring team may be changed at anytime by the request of the junior faculty member or by resignation of the mentor. The junior faculty member will identify one mentoring team member as the lead mentor. The two member mentoring team shall consist of faculty members who are above the rank of the candidate with at least one being a full Professor in the Department of Biosystems Engineering. The mentoring team may consist of more members than two at the request of the junior faculty member. Additional mentors on the team can be from other departments within the University; however, all mentoring team members must be above the rank of the candidate and the chairman of the team must have their primary appointment in the Department of Biosystems Engineering and have the rank of full Professor.

During the evaluation and discussion of the candidate for promotion and tenure within the voting faculty meeting, the mentor team leader for the candidate will present an overall summary of the candidate’s credentials to the voting faculty prior to open floor discussion of the dossier.

Third Year Evaluation/Review.

The Faculty handbook requires a third year tenure review. In the Department of Biosystems Engineering, this review shall take place normally before April 30 of the faculty member's third year. The head shall request a current vita and any supporting material the head or the faculty member/mentoring team deems appropriate prior to the review. The particular focus of this review is the faculty member's progress toward achieving tenure. The review therefore must address the criteria for tenure set forth in the faculty handbook. To be maximally useful to the candidate and the department, the review shall involve the entire tenured faculty. In order for it to accurately reveal the judgment of tenured faculty, it shall conclude with a vote on whether or not, in the judgment of the tenured faculty, the candidate is making appropriate progress toward tenure. The result of the vote shall be announced at the meeting. Faculty should understand that this vote is not a commitment to grant or deny tenure in the future.

The department head shall prepare a written report covering the findings of the review, and characterizing the nature of the vote. The report may convey to the candidate that they are making appropriate progress toward tenure and promotion, or the report may indicate that the faculty member's appointment may not be renewed. This report may be consulted by the tenured faculty when the faculty member is a candidate for tenure; otherwise, the report is to remain confidential, as allowed by policy and law.

Schedule of Events for the Promotion and/or Tenure Process.

The following schedule of events will be implemented for the development, evaluation and submission of Promotion and Tenure dossier (in keeping with the Provost's published schedule of events) within the Department of Biosystems Engineering on or before:

March 15 - Consultation meeting between faculty member to be promoted and/or tenured and the Department Head to initiate the process. This meeting may be initiated by either the faculty member or Department Head. Following this meeting the Department Head shall begin the development of the material identified in the Faculty Handbook section 11. Procedure for Promotion and Tenure 3: Information to be supplied by the Department Head.

June 1 – Faculty member present Department Head with completed dossier as per guidelines set forth in the Faculty Handbook section 11. Procedure for Promotion and Tenure 2. Information to be Supplied by the Candidate.

July 1 – Department Head solicit external reviewers for evaluation of candidate as set forth in the Faculty Handbook section 11. Procedure for Promotion and Tenure 3. Information to be; Supplied by the Department Head.

August 15 – Receipt of Letters by External Reviewers to the Department Head.
September 1 – Dossier to the voting faculty in the Department of Biosystems Engineering for review.

September 15 – Department Head to call a meeting of all eligible faculty to confidentially discuss the candidate's dossier and take a secret ballot vote. Immediately following the faculty meeting, the designated lead mentor of the candidate's mentoring team shall develop a consensus departmental report incorporating the discussion from the faculty meeting into the report. The consensus report shall include the secret ballot faculty vote as outlined in the faculty handbook.

October 1 – Candidate dossier finalized, copied and submitted to the Dean, College of Agriculture for College and subsequent University action.

Process Generalities.

These guidelines are meant to provide a process through which a consistent, clear, and fair judgment of a faculty member's qualifications can be made. It is not meant to be a decision tool, but rather a starting point from which to frame the promotion and/or tenure discussion. From the Department's standpoint, the only deciding factor in granting promotion or tenure is by vote of

the faculty. These guidelines are meant to ensure that the vote is taken after careful, exhaustive, fair, and, to the extent possible, quantitative consideration of the merits of the candidate.

Criteria for Dossier Evaluation by voting faculty

Faculty evaluation of the candidate will be based upon the candidate's specific percentage responsibilities as assigned by the Department Head that have been discussed with candidate during previous annual performance evaluations. These responsibility areas will be teaching, research, extension/outreach, service, and departmental and/or external administrative assignments made by the Department Head and/or Directors of Alabama Cooperative Extension System or Alabama Agricultural Experiment Station. Evaluation of the candidate will be conducted using the general guidelines discussed previously for each of the mission areas for candidates for the ranks of Associate Professor or Professor.

The discussion of a candidate's qualifications by the faculty is of a highly sensitive nature and must be held in strictest confidence to assure that the opinions expressed are honest. The opinions, rankings, or measures discussed as evidence are all meant to inform the faculty member in making their final vote on promotion and tenure. That vote and an accompanying letter summarizing the deliberations are the only record of the proceedings.