MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

SCHOOL: Agriculture

SEMESTER/YEAR OF CURRENT REVIEW: 2011-12

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: 2014-15

DEPARTMENT ADOPTION SIGNATURES:

[Signature]

School Personnel Committee Chair

[Date]

APPROVAL SIGNATURES:

[Signature]

Director of School

[Date]

[Signature]

Provost

[Date]

THIS PLAN IS IN EFFECT FROM JUNE 2012, THROUGH JUNE 2015.
William H. Darr School of Agriculture

Policy for Tenure, Promotion and Annual Appointment

September 18, 2012

**Philosophy**

This policy explains the procedures, criteria, and standards of the William H Darr School of Agriculture for evaluating faculty for tenure, rank promotions, and annual reappointment. This statement complies with the MSU Faculty Handbook and is to supplement, not replace, relevant sections of the Handbook. Faculty in the School of Agriculture seeking reappointment, tenure, or promotion should be familiar with the following university documents: Faculty Handbook requirements for Appointment, Tenure and Promotion of Ranked Faculty; Faculty Duties and Responsibilities; Evaluation of Applications for Tenure or Promotions; Office of Provost Policy; Promotion, Tenure and Annual Appointment Guidelines; and the current Faculty Evaluation Calendar.

Each faculty member in the School of Agriculture is expected to participate in teaching, research/scholarly and service activities. All evaluations for annual reappointment, tenure or promotion will be based on faculty performance in these three areas. Activities in each of these areas include, but are limited, to the following:

**Teaching:** All activities involving the instruction of undergraduate and graduate students in the classroom; direction of undergraduate and graduate seminars, independent studies, internships, and supervised student teaching; career and academic advisement of students; designing or revising course materials, teaching methods or instructional aids; participation in workshops or seminars designed for improvement of teaching.

**Research/Scholarship:** Activities directed toward the discovery of new technologies, techniques, or application of knowledge in agriculture; attendance and presentation and participation in workshops, seminars, conferences, and professional meetings promoting agriculture research.

**Service:** Activities include serving on unit, school and university committees; advisement of student organizations, serving on advisory boards or committees of professional organizations; local, state, and national agricultural committees; advisory boards or committees of agricultural industries or financial organizations; participation in workshops, seminars, and field days.

Faculty in the School of Agriculture are expected to have a strong interaction with the agricultural community.
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Performance Evaluations

Annual Progress Review for Tenure and/or Promotion

Each year as a part of the regular review of tenure eligible faculty, the School of Agriculture Reappointment, Tenure, and Promotion Committee consisting of two tenured faculty from the unit in which the candidate resides and one tenured faculty from the other two units. If one (or two) tenured faculty are not available to serve from one particular unit, one (or two, as needed) additional faculty will be appointed from the remaining units. These committee members will be selected by the respective Units. (The three units are: 1) Agricultural Business, Education and Communications, 2) Animal Science, and 3) Plant Science and Natural Resources.) This committee will evaluate progress toward tenure as (a) satisfactory, (b) questionable or (c) below satisfactory and prepare its recommendations. A copy of the recommendation, identifying areas for improvement and specific suggestions as needed, if reappointment is recommended, will be signed by the faculty member and placed in the School personnel file. The Director of the School of Agriculture will do an independent evaluation using the same format for reporting results. The Director will discuss the evaluation comments with the tenure-eligible faculty member.

If the candidate wishes to have a review of the evaluations to, he/she may request the School of Agriculture’s Promotion and Tenure Advisory Committee to review the materials and submit its recommendation to the Director. Copies of all recommendations will be placed in the School of Agriculture’s personnel file and forwarded to the Provost. The Advisory Committee will be composed of one tenured Full Professor from each of the three units.

Application for Tenure and Promotion to Associate Professor

The Director’s office sends a list of candidates eligible for tenure and promotion to Associate Professor to the Provost, who certifies the eligibility. If certified as eligible, the candidate provides documentation of teaching, research, and service performance to the chair of the School’s Reappointment, Tenure and Promotion Committee. Five external reviewers (names submitted by the candidate who have not been a student, coworker, or supervisor) will be sent the candidate’s promotion packet for review with a goal of two to four reviews being returned and included in the materials to be used in the committee’s deliberation. (See stipulations for external reviews below.)

The School of Agriculture Reappointment, Tenure and Promotion committee (as described above) will make the initial recommendation based on the documentation of teaching,
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research, and service activities submitted by the applicant and the external reviews. The School's Reappointment, Tenure and Promotion Committee will evaluate all of the candidate's materials and submit a written recommendation to the School of Agriculture tenured faculty, as a whole, who will vote to approve or not approve the recommendation. The faculty's recommendation and associated report will be submitted to the Director of the School of Agriculture. The Director will independently evaluate the candidate's credentials and make a recommendation. A written explanation of the Director's recommendations will be provided to the candidate, who will sign it prior to it being forwarded to the Provost. At each level of evaluation, the candidate will be informed of the results. The candidate has the right to appeal the final recommendation from the Provost by following the procedures outlined in Section 4.7 of the Faculty Handbook.

Application for Promotion to Professor

Application for promotion of tenure-track faculty is initiated by the candidate submitting a memo to the Director's office to certify eligibility in March of the year preceding the application. If certified as eligible for promotion, the candidate provides documentation of teaching, research, and service performance to the chair of the School of Agriculture Reappointment, Tenure and Promotion Committee. The committee members who evaluate applications for promotion must be at or above the rank being requested. If two tenured faculty of appropriate rank are not available to serve from one particular unit, one or two (as needed) additional faculty will be appointed from the remaining units. Five external reviewers (names submitted by the candidate who have not been a student, coworker, or supervisor) will be sent the candidate's promotion packet for review with a goal of two to four reviews being returned and included in the materials to be used in the committee's deliberation. (See stipulations for external reviews below.)

The School of Agriculture Reappointment, Tenure and Promotion committee (as describe above) will make the initial recommendation based on the documentation of teaching, research, and service activities submitted by the applicant and the external reviews. The School's Reappointment, Tenure and Promotion Committee will evaluate all of the candidate's materials and submit a written recommendation to the School of Agriculture tenured faculty at or above the rank requested will vote to approve or not approve the recommendation. The faculty's recommendation and associated report will be submitted to the Director of the School of Agriculture. The Director will independently evaluate the candidate's credentials and make a recommendation. A written explanation of the Director's recommendations will be provided to the candidate, who will sign it prior to it being forwarded to the Provost. At each level of evaluation, the candidate will be informed of the results. The candidate has the right to appeal the final recommendation from the Provost by following the procedures outlined in Section 4.7 of the Faculty Handbook.
External Review Stipulations:

a. Qualifications of an external reviewer: The individual should possess a terminal degree appropriate for the discipline. Reviewers typically hold academic appointments. Reviewers with academic appointments should be employed in institutions/programs at or above the level of the institution in which the candidate is employed and should hold rank above the level of the candidate. When appropriate, reviewers holding terminal degrees may be drawn from research/creative institutes, foundations, organizations or the private sector.

b. Conflicts of interest disqualify reviewers: Individuals with whom the candidate has collaborated or studied are generally ineligible. Individuals with whom the individual has a personal relationship are generally ineligible. Candidates should disclose any relationship or association with a potential reviewer prior to their selection, so as to avoid any potential conflict of interest.

c. Instructions for external reviewers: Standard instructions are to review CV and samples of work in terms of the criteria (also sent) of the candidate’s home institution and department. Information on the candidate’s teaching load should be provided to the reviewer. Only work that is eligible for consideration under the terms of appointment should be submitted to reviewers.

d. Confidentiality of external reviews: Reviews are solicited and returned to the department head and included in the dossier.

e. Scope of review: The reviewer is invited to consider the whole of the candidate’s CV, but the primary focus of the external review is on scholarship and research. It is expected that faculty in one’s own department and institution can fairly assess contributions in teaching and service.

Basis for Performance Evaluations:

Each faculty member is expected to participate in teaching, research/scholarship and service activities that promote the mission and goals of the university, and School of Agriculture. The precise terms of employment, stated in the initial appointment contract letter, may vary from one individual to another, but these conditions must conform to the policies in the appropriate Faculty Handbook and be in accordance with performance expectations of other faculty in the School of Agriculture.

All faculty are encouraged to construct and maintain a professional portfolio of their activities. The portfolio or similar documentation will be required for application of annual reappointment, tenure, or promotion. The portfolio should contain the following:

A. General
   1. Personal Statement summarizing the application in one or two pages
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2. Letters of annual reappointment for probationary period
3. Results of annual performance reviews
4. Results of special review (if applicable)

B. Teaching Activities (see Evaluation of Teaching)
C. Research and Scholarly Activities (see Evaluation of Research)
D. Service Activities (see Evaluation of Service)

Evaluation of Teaching:

Teaching effectiveness is essential in the development of "educated persons." Achievement in this area is of critical importance in the School’s evaluation of faculty members for annual reappointment, tenure, and/or promotion. Indicators of Teaching performance may include (but not be limited to) the following:

A. Classroom Teaching  Statements of teaching philosophy; self-evaluations of teaching effectiveness; results of student evaluations of courses taught; peer evaluations concerning preparedness and effectiveness in teaching; teaching awards; student enrollment data; professional teaching; meetings attended. Documented evidence of student success, i.e. grade distributions and pass/fail ratios that are typically within the School's ranges for courses of the same level and type should be included.

B. Instructional Development  Course syllabi; outlines of courses; development of new courses; improvement of existing courses; development of laboratory exercises; conferences, workshops or courses taken to enhance teaching skills; innovations in instructional methods or resources to promote student learning; grants or awards for teaching improvement. Syllabi should follow faculty handbook and any accreditation requirements, and clearly state course objectives which are appropriate for the level and type of courses being taught. Courses should neither contain too much or too little rigor for the credit hour and level of instruction as established by the instructor, Unit Leader, and Director.

C. Other Contributions
   a. Recruitment Activities with numbers of students addressed is an achievement that is an expectation within the annual reports.
   b. Documented Advisement Notes are expected as a routine component of all advisement.

D. Availability to students outside of the classroom; academic advisement; availability during scheduled office hours; supervision of internships, independent studies or supervised student teaching; career advisement; advisement of student clubs, organizations or activities promoting faculty-student interactions.

E. Teaching Evaluation Score Card
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Teaching Evaluation Score Card

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer/Director Class Observation and Material Review</td>
<td>1-10</td>
</tr>
<tr>
<td>Peer/Director Review of Student Success</td>
<td>1-10</td>
</tr>
<tr>
<td>Student Evaluations</td>
<td>1-10</td>
</tr>
<tr>
<td>Teaching Loads - # classes &amp; Students</td>
<td>1-10</td>
</tr>
<tr>
<td>Graduate student advisement/mentoring</td>
<td>1-10</td>
</tr>
<tr>
<td>Availability to students (Activities)</td>
<td>1-10</td>
</tr>
<tr>
<td>Advisement with notes</td>
<td>1-10</td>
</tr>
<tr>
<td>Recruitment (activities)</td>
<td>1-10</td>
</tr>
</tbody>
</table>

Expectation: Candidates for annual reappointment, tenure, or promotion must have activity in all areas above, with amounts determined by teaching assignment. The total teaching allocation must equal 60 points, and show evidence of high quality of teaching and the expected quantity of teaching.

Evaluation of Research and Scholarly Activity:

The scholarships of discovery, integration and application are essential elements of the department and university missions. Evidence of performance in these areas is valued in tenure and promotion considerations. Examples include (but are not limited to):

A. Publications: All publications will be evaluated on originality, importance, usefulness, timeliness, and creativity. Peer-reviewed journals, bulletins or conference proceedings; books, book chapters and monographs; newsletters, newspaper articles, and other non-refereed journal articles.

B. Grants/Funding: External grants received; MSU (internal) grants received; external and internal grants written but not funded; public/private donations for research purposes.

C. Presentations: Invited presentations; refereed presentations; workshop or field day presentations; professional (research) meetings attended.

D. Research Projects: Number and scope of current research projects or research activities

E. Discipline-related appropriate scholarly works: juried awards for wine and related beverages; receipt of patents for work initiated while at Missouri State University, release of plant cultivars from work initiated while at Missouri State University

**Expectation:** Candidates for tenure and promotion must show evidence of active participation in publishing, grant writing, and presentations.
Normally, tenure and promotion to the rank of Associate Professor would be granted to candidates (having 18 or more hours of teaching in nine months) who had five scholarly activities. The activities required include all three categories below:

1) Being senior author* on one peer-reviewed publication of work completed at MSU
2) Having one of the following
   • Being senior author or co-author of a peer-reviewed publication of work completed at MSU
   • Receiving a national or international juried award for a wine vintage or other beverage (multiple awards for one variety/vintage/year count as one award)
   • Receiving a grant of $25,000 or more
   • Receiving a patent for a product created from work done at MSU
   • Releasing a new named plant cultivar developed from work done at MSU
3) Completing three additional scholarly activities as described in the list of scholarly activities (items A through E) above.

Normally, promotion to the rank of (Full) Professor would be granted to candidates (having 18 or more hours of teaching in nine months) who had six scholarly activities since attaining the rank of Associate Professor. The activities required include all three categories below:

1) Being senior author* on two peer-reviewed publications of work completed at MSU
2) Having one of the following
   • Being senior author or co-author of a peer-reviewed publication of work completed at MSU
   • Receiving a national or international juried award for a wine vintage or other beverage (multiple awards for one vintage/year count as one award)
   • Receiving a grant of $25,000 or more
   • Receiving a patent for a product created from work done at MSU
   • Releasing a new named plant cultivar developed from work done at MSU
3) Completing three additional scholarly activities as described in the list of scholarly activities (items A through E) above.

*Senior authorship may constitute first authorship of a publication, second authorship on a graduate student's publication, or being the corresponding author. Explanations will be made in the credentials when senior authorship is justified for any article where the candidate is not first author.

Normally, faculty having 6 or less hours of teaching per year would be expected to have twice the values in scholarly activities to achieve tenure or promotion.

Evaluation of Service

Service activities expand opportunities for learning, shape the learning environment, and are instrumental in fulfilling the "Public Affairs" mission of the university. Each faculty member is expected to assume an appropriate share of the service responsibilities necessary to fulfill the department and university missions. Note: The expectation is for seven (7) or more of the following activities to be achieved within a year.
• Serving effectively on School and/or University committees.
• Performing effective service to the Agriculture profession in ways such as the following:
  • Providing advice and agricultural-based consulting for homeowners, farmers and agricultural organizations and industries.
  • Serving effectively as a sponsor of a student organization.
  • Planning, coordinating and running a single-day event (show, conference, seminar, workshop, etc.) for an agriculture-related group or industry.
  • Planning; coordinating and running a multi-day event (show, conference, seminar, workshop, etc.) for an agriculture-related group or industry.
  • Coordinating or assisting with district, state or national FFA Career Development Events.
  • Coordinating or assisting with local, state or national 4-H activities.
  • Having significant appearance/commentary in local, regional or national news media.
• Refereeing articles for conferences and/or journals.
• Evaluating grant proposals from funding agencies.
• Serving on the organizing board for one or more conferences.
• Serving as an officer in one or more local, regional, state, national or international professional organizations.
• Serving effectively as an officer or committee member in one or more local, regional, state, national or international agriculture industry organizations.
• Serving as chair of one or more local, regional, state, national or international professional organization committees.
• Participating at professional meetings in the capacity of moderator, invited speaker or panel member (list activities not included under research).
• Participating in other recruiting and public relations activities for the School of Agriculture.
• Coordinating, assisting with, or judging at local or statewide science fair
• Peer-refereeing manuscripts sent for external review from extramural institutions
• Serving as an external reviewer in tenure/promotion procedures processed by institutions other than MSU
• Serving as a member of Editorial Board of nationwide or worldwide peer-reviewed scientific journal

Expectation: Candidates for tenure and promotion must show strong evidence of high quality and quantity of active participation in university, community, and professional service activities.

Promotion of Instructor to Senior Lecturer

An Instructor who has demonstrated excellence in teaching and service at Missouri State University for at least five years may be promoted to Senior Instructor. Senior Instructors are expected to provide leadership in teaching, contribute to course and curriculum development
and provide appropriate university service. Senior Instructors may participate in research or creative activities. Instructors wishing to apply for promotion to senior instructor should prepare a packet as described for tenure and promotion decisions; however, no external review of work is needed. Evaluation for promotion is based primarily on the instructor's teaching and service activities, under the guidelines provided above for tenure-track faculty.

A Senior Instructor shall be appointed to a specific term not to exceed five years and may be reappointed to one or more additional terms, contingent upon satisfactory performance reviews, educational needs and continued funding.

A. Classroom Teaching. Statements of teaching philosophy; self-evaluations of teaching effectiveness; results of student evaluations of courses taught; peer evaluations concerning preparedness and effectiveness in teaching; teaching awards; student enrollment data; professional teaching; meetings attended. Documented evidence of student success, i.e., grade distributions and pass fail ratios that are typically within the School's ranges for courses of the same level and type should be included.

B. Instructional Development. Course syllabi; outlines of courses; development of new courses; improvement of existing courses; development of laboratory exercises; conferences, workshops or courses taken to enhance teaching skills; innovations in instructional methods or resources to promote student learning; grants or awards for teaching improvement. Syllabi should follow faculty handbook and any accreditation requirements, and clearly state course objectives which are appropriate for the level and type of courses being taught. Courses should neither contain too much or too little rigor for the credit hour and level of instruction as established by the instructor, Unit Leader, and Director.

C. Other Contributions:

a. Recruitment Activities with numbers of students addressed is an achievement that is an expectation within the annual reports.

a. Documented Advisement Notes are expected as a routine component of all advisement.

D. Availability to students outside of the classroom; academic advisement; availability during scheduled office hours; supervision of internships, independent studies or supervised student teaching; career advisement; advisement of student clubs, organizations or activities promoting faculty-student interactions.

Teaching Evaluation Score Card

Peer/Director Class Observation and Material Review 1-10
Peer/Director Review of Student Success 1-10
Student Evaluations 1-10
Teaching Loads - # classes & Students 1-10
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Availability to students (Activities)  1-10
Advisement with notes  1-10
Recruitment (activities)  1-10

**Expectation:** Candidates for senior must have activity in all areas above, with amounts determined by teaching assignment. The total teaching allocation must equal 50 points and show evidence of high quality of teaching and the expected quantity of teaching.

This document can be amended by 2/3 vote of the tenured rank faculty in the School of Agriculture.