

MISSOURI STATE UNIVERSITY

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

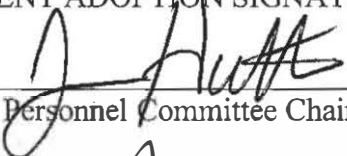
DEPARTMENT: Agribusiness, Agricultural
Education, and Agricultural
Communication


COLLEGE: Darr College of Agriculture

SEMESTER/YEAR OF CURRENT REVIEW: Fall/2020

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Fall/2025

DEPARTMENT ADOPTION SIGNATURES:

 2/28/2022
Department Personnel Committee Chair Date

 2/28/2022
Department Head Date

APPROVAL SIGNATURES:

Ronald Del Vecchio 03/02/2022
Dean Date

Chris Craig 3/3/22
Provost Date

THIS PLAN IS IN EFFECT FROM 2020, THROUGH 2025.

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August, 2020 (Approved by Faculty)

Philosophy

This policy explains the procedures, criteria, and standards of the Agribusiness, Agricultural Education, and Communications (ABEC) Department at William H. Darr College of Agriculture (COAG) for evaluating faculty for tenure, rank promotions, and annual reappointment. This statement complies with the Missouri State University Faculty Handbook and is to supplement, not replace, relevant sections of the Handbook. Faculty in ABEC Department 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 ABEC Department in College 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 department, college 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 College 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 ABEC Department of the College of Agriculture's Reappointment, Tenure, and Promotion Committee would be formulated consisting of two tenured faculty of equal rank or from the ABEC Department and one tenured faculty from the other two departments in COAG. If one (or two) tenured faculty are not available to serve from one particular department, one (or two, as needed) additional faculty will be appointed from the remaining departments. These committee members will be selected by the respective departments. (The three departments 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 will 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.

The Department Head (having the faculty under consideration) will do an independent evaluation using the same format as the committee for reporting results. The evaluation will be discussed with the applicant and submitted to the Dean of the Darr College of Agriculture.

The Dean of the College of Agriculture will complete an independent evaluation using the same format as the Department Head for reporting results to the faculty under review and will then forward all reports to the Provost.

If the candidate wishes to have a review of the evaluations, he/she may request the **College of Agriculture's Promotion and Tenure Advisory Committee** to review the materials and submit its recommendation to the Provost. The Advisory Committee will be selected by the Dean of the Darr College of Agriculture in consultation with the Department Heads and composed of one tenured Full Professor from each of the three departments who had not served on the initial Reappointment, Tenure and Promotion Committee.

Copies of all recommendations will be placed in the College of Agriculture's personnel file and forwarded to the Provost.

Application for Tenure and Promotion to Associate Professor

The Dean'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 for promotion, the

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candidate provides documentation of teaching, research, and service performance to the Dean of the College of Agriculture who will provide it to the ABEC Department Head and to the Chair of the ABEC 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. Specific stipulations are listed below.

The ABEC Reappointment, Tenure and Promotion committee, the Department Head, and the Dean will complete independent evaluations and recommendations as described above. 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 to the rank of Professor of tenure-track faculty is initiated by the candidate submitting a memo to the Dean'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 Dean of the College of Agriculture who will provide it to the ABEC Department Head and to the Chair of the ABEC 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. Specific stipulations are listed below.

The ABEC Reappointment, Tenure and Promotion committee, the Department Head, and the Dean will complete independent evaluations and recommendations as described above. 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

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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, the College of Agriculture, and the ABEC. 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 College 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

- Personal Statement summarizing the application in one or two pages
- Letters of annual reappointment for probationary period
- Results of annual performance reviews
- Results of special review (if applicable)

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- B. Teaching Activities** (see Evaluation of Teaching)
- C. Research and Scholarly Activities** (see Evaluation of Research)
- D. Service Activities** (see Evaluation of Service)
- E. Departmental Support and Professional Ethics** (see definitions)

Evaluation of Teaching:

Teaching effectiveness is essential in the development of "educated persons." Achievement in this area is of critical importance in the College'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; number of courses and course contact hours per semester; 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 College'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, Department Head, and Dean.
- C. Availability to students outside of the classroom:** Academic advisement including regular documentation of advising through Advisement Notes; 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.
- D. Discipline-Related Awards:** Student awards and achievements earned by graduate and undergraduates in competitions at external professional meetings and discipline related competitions which bring national exposure to the department and college (examples: oral and poster competitions, scholar bowls, judging competitions, etc.).

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E. **Other Contributions:** recruitment activities with numbers of students addressed and role and/or responsibility of the faculty member should be listed

Expectation: Candidates for annual reappointment, tenure, or promotion must adequately demonstrate a high quality of teaching with the expected/assigned quantity of teaching, plus be adequately available for meaningful advisement of assigned student advisees. Faculty promoted to rank of full professor are expected to demonstrate a greater role in mentoring graduate students and advising undergraduate students

Evaluation of Research and Scholarly Activity

The ABEC Department of Darr College of Agriculture endorses a broad definition of scholarly work, including but not limited to the scholarship of discovery (traditional academic research leading to published articles and books). Other recognized forms of scholarship include the integration and synthesis of existing research (including work of an interdisciplinary nature), the scholarship of application (where economic, education and communication theories are brought to bear on real-world issues and problems meaningfully addressing the local agricultural challenges and opportunities), and the scholarship of teaching (which explores more effective ways of transmitting knowledge).

The candidate for tenure and promotion should maintain a *portfolio* to document his or her scholarly accomplishments including but not limited to the items listed below. These items represent broad assessment measures, the specific promotion criteria to achieve a specific rank are listed separately in sections.

GROUP 1

- A. **Scientific Peer-Reviewed Publications:** Articles based on the research work originated and completed at Missouri State University published in peer reviewed academic journals.
- B. **Supervision of Completion of graduate student thesis:** Serving as major advisor to a student who has completed an M.S. thesis

GROUP 2:

- C. **Non-thesis research and graduate internship:** Serving as major advisor to the ongoing work on thesis or non-thesis research or internship of graduate students

GROUP 3:

- D. **Books and Book Chapters:** Original books of scientific nature or educational material (textbooks, lab manuals), and edited or editor-selected chapters in scientific or educational books; educational materials will count as peer-reviewed publications when

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adopted for use by at least five different institutions or school districts

Group 4

- E. Funded Competitive External Grants (totaling more than \$10,000)
- F. Funded Competitive Internal Grants (totaling more than \$10,000)

GROUP 5

- G. Peer-reviewed creative endeavors including presentations of original research at professional meetings
- H. External and internal grants written but not funded

GROUP 6

- I. Chapters authored in books edited by others—editor-selected.
- J. Research Awards received while an Missouri State University faculty member
- K. Scholarly books or texts published—either for an academic or nonacademic audience.
- L. Articles of a scholarly nature published in nonacademic, high-circulation magazines, newspapers, or commercial websites. (This item requires triple effort to count as one item. Three articles count as 1 effort).
- M. Attendance at professional meetings, conferences, and seminars. (Not to include events unrelated to the member's scholarly activities.) This item cannot be counted more than once.
- N. Technical reports
- O. Monographs and anthologies
- P. Competitive Grants internal or external totaling less than (\$10,000)

GROUP 7

- Q. Inclusion of previously published work in a compendium of readings, etc.
- R. Professional articles – non research
- S. Funded Fellowships or Sabbaticals
- T. Substantial gifts (in excess of \$5,000) of funds or materials to support research or teaching value of items must be entered at actual (not appraised value and must be utilized for research purposes.
- U. Attendance at Regional or National Scientific Meetings; in field of candidates' scholarly work or related to courses taught (this item cannot be counted more than once)

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Expectation: Candidates for tenure and promotion must show evidence of active participation in publishing, grant writing, and presentations.

Teaching Loads and Research:

"Standard workload" is 24 equated hours across an academic year (Fall and Spring) with the exception of instructors without a service component. The conceptual framework for this standard workload is a total workload of 30 equated hours with six equated hours being allocated for maintaining currency in one's field, advising duties, and normal department, college, and University service activities. The reference to standard workload in this policy is only applicable to nine month academic appointments.

"Overload" is determined by evaluating the workload assigned to a faculty member in relation to the standard workload as configured for that faculty member. Thus, if a faculty member with a typical nine-hour semester teaching load is asked to teach additional coursework during a semester, then that faculty member's workload might be considered overloaded. However, even within a department all courses are not automatically equal.

Research active faculty in the ABCE are expected to have a 9 hour teaching load per semester and must complete at least four of the research activities, (items 1 through 7 groups above) from at least two different categories each year, including at least one refereed publication (equivalent to items in 1-5 above) every three years. Tenure-track, but non-tenured faculty will be considered to be research active during their pre-tenure period as they work toward completing the 8 main scholarly activities required for tenure and promotion as listed on page 7 above, without the specific annual requirements as described here.

Normally, faculty having less than 9 hours of teaching per year would be expected to have twice the amount of total scholarly activities, and the activities must be evaluated as a whole body of work, (not necessarily double in each category), to achieve tenure or promotion.

One credit hour of a lecture course taught shall equal one hour of teaching load. Two contact hours of a laboratory course or section shall be counted as one credit hour teaching load.

For supervision of students enrolled in AGR 796, 798 and 799 each 5 hours of credit taken by students shall be equal to one full time teaching equivalent. Example 3 students enrolled in 2 hours of AGR 798 (total 6 hours) would equal 1.2 credit hour of teaching load. Teaching loads for special

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topics such as AGE 718 will be calculated in a similar fashion. Example 3 students enrolled in a 3 hour AGE 718 course (9 credit hours generated) equals 1.8 credit hours of teaching load. Graduate special topics courses taught simultaneously with undergraduate courses shall not be considered for calculation of additional teaching loads.

For supervision of undergraduate students in special topics AGB 494, AGE 498, AGP 496, AGN 495, AGR and AGS 492 with less than 15 students per section the teaching load shall be calculated at a rate of 15 credit hours generated per hour of teaching load. Example 5 students in 1 hour of AGB 494 each (total 5 credit hours) is equal to .3 hours of teaching load. Special topics, which are repeatedly taught, should be converted to a regular course number.

The complete University policy on faculty loads is reproduced at the end of this policy for the ABCE.

Evaluation of Service

Service activities expand and support department activities 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 College 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.

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- 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 College 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 Missouri State University
- Serving as a member of Editorial Board of nationwide or worldwide peer-reviewed scientific journal
- Participating in public affairs/social service, not necessarily related to one's technical expertise

Expectation: Candidates for tenure and promotion must show strong evidence of high quality and quantity of active participation in at least 7 of the above on an annual basis for both tenure and promotion to associate and full professor. Faculties promoted to rank of full professor are expected to demonstrate greater participation and/or Headship in service and outreach activities. In addition, tenured assistant and associate professors are expected to serve as mentors to tenure track and lower-ranked faculty. The candidate must provide justification in writing when service participation involves significant time spent with fewer than seven different activities in a given year.

Promotion to Associate Professor

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 **eight** scholarly activities. Tenure and promotion may be awarded separately, with promotion based on the candidate having fully-completed all required activities at the time of department committee consideration of tenure and promotion. The activities required include **all four** categories below:

- 1) Being senior author* on a **minimum of one** peer-reviewed publication of work completed at Missouri State University as described in Group 1 A above
- 2) Having a **minimum of one** of the following

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- Being senior author or co-author of a peer-reviewed publication of work completed at Missouri State University as described in Group 1 above
 - Being senior author or co-author of a peer-reviewed publication of research done at previous institution, as long as editing and submission occurs after joining Missouri State University.
 - Receiving a grant of **\$10,000** or more **OR** grants totaling at least **\$10,000** while at Missouri State University as described in Group 4.
- 3) Serving as major advisor and supervising the work of one M.S. student thesis projects to completion as described in Group 1 B.
 - 4) Completing five additional scholarly activities as described in the list of scholarly activities (Groups 1 through 7) above, with maximum of one additional from Group 1 B and two each from Groups 2-7.

*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 the first author.**

Normally, faculty having less than 9 hours of teaching per year would be expected to have twice the values in scholarly activities to achieve tenure or promotion.

Promotion to Full Professor

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 **twelve** scholarly activities since attaining the rank of Associate Professor. The activities required include **all four** categories below:

- 1) Being senior author* on **a minimum of two** peer-reviewed publications of work completed at Missouri State University as described in Group 1 above
- 2) Having **a minimum of one** of the following
 - a. Being senior author or co-author of a peer-reviewed publication of work completed at Missouri State University as described in Group 1 above
 - b. Receiving a grant of **\$10,000** or more **OR** grants totaling at least **\$10,000** while at Missouri State University as described in Group 4.
- 5) Serving as major advisor and supervising the work of **two** M.S. student thesis projects to completion as described in Group 1 B.
- 3) Completing **eight** additional scholarly activities as described in the list of scholarly activities (Groups 1 through 7) above, with maximum of additional two from Group 1 B

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and two each from Groups 2-7

*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 the first author.**

Normally, faculty having less than 9 hours of teaching per year would be expected to have twice the values in scholarly activities to achieve tenure or promotion.

Promotion of Instructor to Senior Instructor

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 Headship 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; number of courses and course contact hours per semester; 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 College'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, Department Head, and Dean.

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- C. Availability to students outside of the classroom;** academic advisement including regular documentation of advising through Advisement Notes; 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.
- D. Discipline-Related Awards;** students awards and achievements earned by graduate and undergraduates in competitions at external professional meetings and discipline related competitions which bring national exposure to the department and college (examples: oral and poster competitions, scholar bowls, judging competitions, etc.).
- E. Other Contributions;** recruitment activities with numbers of students addressed and role and/or responsibility of the faculty member should be listed.

Expectation: Candidates for senior lecturer must adequately demonstrate a high quality of teaching with the expected/assigned quantity of teaching, plus be adequately available for meaningful advisement of assigned student advisees.

A two-thirds vote of approval by voting, full-time, ranked faculty members of the Department will be necessary to amend these guidelines. Revised plans must be approved by the Dean of the College of Agriculture and the provost.

Departmental Support and Professional Ethics

The spirit behind this Evaluation Plan is to present faculty members who are eligible for eventual tenure and promotion with guidance for how to accumulate evidence of effective teaching, research and scholarly activity, and service. However, two more factors will be considered by both the faculty members and evaluation committees as well. These include departmental support and professional ethics.

Evaluation of departmental support evaluates faculty members for their impact on the department's productivity or reputation through the quality of interaction with other faculty members or other activities. A positive example of such behavior might include providing substantial statistical consultation to colleagues, though not enough to warrant authorship. Negative examples of such a behavior may also occur in that faculty may neglect obligations or engage in activities that undermine the productivity of their colleagues in significant ways. Ethical behavior will be evaluated with respect to guidelines for ethical behavior such as those published by professional organizations (e.g., Southern Agricultural Economics Association) and as published in the *Faculty Handbook*.