

## POLICIES, PROCEDURES AND CRITERIA FOR PEER REVIEWS AND PROMOTION AND TENURE

Department of Bioresources Engineering  
University of Delaware

### I. GENERAL STATEMENTS

- A. The function of Bioresources Engineering is to apply engineering principles and methods to the study of biological systems and resources, the environment, and agriculture.
- B. All faculty members are expected to contribute to teaching, scholarship and service. As a result, the following areas are considered when evaluating applications for peer review, promotion, and/or granting of tenure:
- Teaching performance
  - Research and scholarly performance
  - Service to the University, local community, and the engineering profession.

Teaching activities include classroom instruction as well as extension and outreach activities.

- C. The department shall follow the general guidelines on promotion and Tenure policies, procedure, and criteria as reported from the University Faculty Senate and the College of Agriculture and Natural Resources. The purpose of this document is to provide the specific criteria and policies of the Department.

### II. THE PROMOTION AND TENURE COMMITTEE

- A. The Promotion and Tenure Committee (the committee) serves annually for peer reviews and for making promotion and tenure recommendations. The committee shall consist of five members and one alternate member. They shall be elected for a one-year term by secret ballot during the last two weeks of the spring semester. All tenured ranks within the department must be represented on the committee. All tenured faculty members, except the department chairperson, are eligible to serve on the committee. All faculty, including non-tenure track, are eligible to vote on committee membership.

If there are fewer than five tenured faculty members from Bioresources Engineering eligible to serve on the committee, additional tenured faculty members from outside the department will be nominated to appear on the ballot by the faculty at a department faculty meeting. The number of outside faculty members nominated for the ballot shall be, at a minimum, the required number of additional faculty members plus two. The committee shall consist of the eligible Bioresources Engineering faculty plus the required additional outside faculty elected from the ballot.

- B. The committee evaluating a candidate for promotion must include a majority of members at or above the rank to which promotion is sought. To achieve this peer balance in the case of a candidate seeking promotion to professor, it may be necessary to select committee members from outside the department. The additional professors from outside the department will be nominated to appear on the ballot by the faculty at a department faculty meeting. The number of professors from outside the department to be nominated shall be, at a minimum, two plus the number required to bring the total number of full professors on the committee to three. The additional professors will be elected from this list of nominated outside faculty. To maintain the number of committee members at five plus the alternate, the ballot will include a list of the associate professors on the standard committee from which the faculty will select two regular committee members and the alternate. This specially elected committee shall serve only in the evaluation of the candidate(s) for which it is specifically needed.
- A. If a committee member is a candidate for promotion he/she shall stand aside and the alternate member shall replace him/her for that evaluation. The alternate member shall attend all committee meetings and participate in discussion, but shall vote only when serving as a replacement.

### III. PEER REVIEW OF FACULTY

On recommendation of the Faculty Senate, approved by the administration, “faculty members at all ranks should be subject to periodic reviews at reasonable intervals of time.”

The Department will peer review:

- Assistant Professors every two years
- Associate Professors every five years
- Professors every seven years

The procedures for peer review are:

The Department Chair will notify in writing the faculty to be peer reviewed by 1 July of the year in which the review is to be conducted.

The faculty members to be reviewed will supply to the BREG department Promotion and Tenure (P&T) Committee Chair by 15 August such evidence they feel may be necessary to conduct a fair review of professional merits. It is suggested the dossier format be used (see section V, ELEMENTS OF PEER REVIEW AND PROMOTION AND TENURE DOCUMENTS). This will not preclude the P&T Committee from soliciting and using other evidence, but in every such instance the faculty member will be informed of the type of evidence and provided the opportunity to comment as specified in the faculty handbook.

A written report summarizing the professional merits and the areas where improvement are recommended will be forwarded to the Dean of the College with a

copy to the department chair and faculty member. The recommended completion date of review is 31 December.

Faculty members will be fully entitled to appeal the peer review.

Faculty responsibility is composed of some combination of teaching/educational activity, scholarly activity, service, and possibly, administrative functions. The P&T Committee will judge each faculty member's professional merits in each of these areas on the basis of his/her assignment using the elements described in Section V – Elements of Peer Review and Promotion and Tenure Documents.

**Criteria for Peer Evaluation:** To give faculty members a sense of progress a rating of Excellent, Very Good, Good, Satisfactory, or Unsatisfactory will be used. It is understood that these ratings are relative given a faculty member's rank and progress towards promotion at time of the review, but their meaning will adhere to the definitions provided in section VI-A. The faculty member is expected to achieve at or above the minimum level for the rank held.

#### IV. PROMOTION AND TENURE

The Committee and Department Chairperson shall review the dossier and shall either endorse or recommend against the promotion in a written notification to the candidate. These evaluations will be performed in accordance with the guidelines set forth in this document, and must consider evaluations performed by external reviewers.

The candidate's performance will be evaluated under the categories of Teaching Activity, Scholarly Activity, and Service. Even though a candidate may have no research component to his or her appointment, the candidate is expected to engage in scholarly activity.

##### A. Candidate's Responsibilities

1. The candidate shall determine his/her eligibility for promotion from the requirements set forth in this document.
2. The candidate must inform the chair of the committee in writing of hi/her intent to seek promotion by March 15.
3. The candidate will supply the list of potential external peer reviewers to the committee chairperson by July 1.
4. The candidate shall prepare and submit the dossier to the department Promotions and Tenure Committee by August 15.
  - i. The dossier shall be organized under the headings specified in the University Faculty Handbook, Section 4-Personnel Policies for Faculty/Promotion & Tenure/Promotion Dossiers.

- ii. Headings should be provided for those sections which will be filled in as the evaluation progresses.

## B. External Peer Reviewers

The external evaluators will be selected by the committee from lists of potential reviewers supplied by the candidate and the committee. An equitable distribution of external peer reviewers from the candidate's and the committee's lists shall be requested. The candidate will be informed of all potential reviewers and have an opportunity to comment on them, but the department committee will make the selection. The committee chairperson, after consultation with the department chairperson, will be responsible for soliciting the external evaluations of the candidate's performance. External peer reviewers will be asked to evaluate the candidate's performance in teaching activity, scholarly activity, and service. An example letter to external peer reviewers will be included in an appendix to the dossier.

The committee chairperson will provide copies of the candidate's dossier to the external reviewers. At least four external peer review letters must be received. These letters will be inserted into the dossier by the committee chair, and will be considered by the department committee and department chairman in the appropriate performance categories.

## C. Evaluation Procedure for Promotion & Tenure

1. The committee shall meet in September each year to consider candidates for promotion.
2. All candidates shall be provided with a copy of the Policies, Procedures and Criteria for Promotion and Tenure of the Department of Bioresources Engineering.
3. The department chairperson shall provide the committee with a statement delineating the division by percentage of the areas of responsibility of the candidate.
4. The committee shall meet at least once with each candidate to discuss any and all aspect of his/her candidacy before the evaluation begins.
5. The committee members may consult either as a committee or as an individual with anyone who has pertinent information regarding the candidate. All members of the committee shall be fully apprised of all information affecting the candidate's performance and qualifications.
6. Each member of the committee shall rate the candidate individually and by secret ballot on teaching performance, scholarly performance, and service. A majority of the committee must rank the candidate at or above criteria as a minimum consideration for promotion.

7. A written report summarizing the committee's recommendation for promotion and/or tenure along with the ratings for teaching performance, scholarly performance, and service shall be inserted in the dossier and a copy sent to the candidate. The written report must be signed by all committee members and should indicate the composition of the committee and reasons for the decision. Minority opinions may be included as appendices to the report.
8. If the committee recommends promotion, the dossier shall be forwarded to the department chairperson.
9. If promotion is not recommended by the committee, the candidate after reviewing the written report of the committee will have the option of:
  - i. withdrawing the dossier from further consideration.
  - ii. submitting the dossier to the next level.
  - iii. appealing the decision.
10. The department chairperson will review the dossier submitted by the candidate, the report of the committee, and the stated criteria, and make a recommendation supporting or failing to support the candidacy. The chairperson should explain, in writing, the decision to the candidate, and to the department committee. The chairperson's recommendation is transmitted in full and in writing to the candidate and also inserted into the candidate's dossier.
11. If the department committee and chairperson agree in recommending promotion, or if either or both recommend against promotion but the candidate chooses not to withdraw, the application is forwarded to the college committee and dean, together with the committee's and the chairperson's recommendations.

#### D. Appeals

Candidates may appeal the decision of the Committee or the Department Chairperson. Such appeal shall be in the form of a written response delivered to the committee chair or Department chairperson within five working days of the candidate's receipt of the relevant recommendation letter. The candidate may also provide additional evidence in support of the appeal; this information will be placed in the dossier. If the candidate requests a meeting, the committee or department chair must meet with the candidate within five working days from the time the candidate submits the appeal letter. It is then the Committee's or Department Chairperson's responsibility to consider and respond within two working days thereafter.

#### V. ELEMENTS OF PEER REVIEW AND PROMOTION AND TENURE DOCUMENTS

The candidate is responsible for organizing and presenting evidentiary material. It is extremely important that the material be well organized and carefully prepared since

superfluous or confusing information may obscure more than it enhances one's qualifications and achievements.

The following list is to serve as an indication of the range of appropriate evidentiary material, and should not be interpreted to exclude the incorporation of additional, important information. Additional information is provided in the University Guidelines for Faculty Promotion and Tenure.

#### A. Scholarly Achievement:

The number, quality and significance of publications are the most important criteria in determining scholarship performance followed by the amount and type and significance of contracts and grants obtained to support teaching, research and extension activities. Invited presentations and professional consulting are often indicators of significant scholarship.

##### 1. Research:

- Number, quality and significance of publications, including refereed journal articles, conference proceedings, research reports, publications in monographs, textbooks, research conference presentations, and web-based material.
- Supervision of, and collaboration with, undergraduate and graduate students, postdoctoral associates, and research associates in research work.
- Types, sources, and quantities of research contracts and grants.
- Amount, quality, and relevancy of research activities in progress.
- Development of relevant and timely new research activities.
- Invited presentations.
- Papers presented at professional meetings.
- Recognition for research.
- Patents.
- Serving as an editor or associate editor for scientific or professional journals.
- Serving as an evaluator of grant proposals to a funding agency.
- Appointments to editorial boards and review panels.

##### 2. Teaching Scholarly Activity:

- Publication of articles related to teaching in refereed professional publications, in reviewed publications, in non-refereed publications or proceedings, and via web technology.
- Presentation of papers related to teaching at professional meetings.
- Individual and collaborative teaching scholarship.
- Supervision of, and collaboration with, undergraduate and graduate students, support professionals, staff, instructors, and adjunct faculty in teaching activities.
- Writing and obtaining grants to support teaching activities.
- Presentations at teaching workshops.

### 3. Extension Scholarly Activity:

- Publication of articles in refereed professional publications, in reviewed publications, in non-refereed publications or proceedings, and via web technology.
- Presentations at professional, industry and business meetings.
- Individual and collaborative extension work.
- Supervision of, and collaboration with, undergraduate and graduate students, postdoctoral associates, and extension associates in extension work.
- Development and adoption of educational materials.
- Writing of extension publications such as newsletters, bulletins, etc.
- Evaluation of a program's impact.
- Completion of demonstration research.
- Regularly seeking and receiving external support for extension programs.

### B. Teaching/Educational Activity:

#### 1. Undergraduate and Graduate Teaching and Advisement

- Courses taught.
- Knowledge of subject.
- Course revision with respect to organization, relevance of material and instructional methods.
- Student evaluations
- Peer evaluations – Peer evaluations must be conducted over multiple years and for extended periods of classroom time so that valid appraisals of the faculty member's teaching effectiveness are obtained. Such evaluations can be used to provide the faculty member with valuable feedback for continuous improvement.
- Testimonials from a random selection of former and current undergraduate and graduate students.<sup>1</sup>
- Development of new courses.
- Advising students in independent study projects.
- Advising graduate student research and thesis activities.
- Quality of completed graduate student thesis research.
- Quality of completed undergraduate thesis research.
- Interaction with students and availability to students for planning program of study.
- Interaction with other faculty members regarding undergraduate and graduate teaching.
- Student, Departmental and University recognition and complaints.

#### 2. Extension/Outreach Education

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<sup>1</sup> Include information in the dossier describing how students were randomly selected to receive requests for testimonials.

- Organizing and conducting educational programs for clientele and extension staff.
- Client evaluations of educational programs in extension/outreach
- Peer evaluation of educational programs in extension/outreach.
- Working with or training individual clientele through engineering or related services.
- Writing newsletters, news articles and columns of an educational nature.
- Training volunteers.
- Educational program handouts.
- Mass media educational efforts.

#### C. Service:

1. Contributing on university, college and department committees and on administrative assignments.
2. Serving for professional organizations on a local, national and international level, such as active membership on academies, committees, boards and conference organizing committees.
3. Reviewing books, proposals and journal articles.
4. Contributing in other activities that serve to promote the mission of the department, such as degree accreditation, recruitment of undergraduate and graduate students, and student club advisement.
5. Non-extension faculty serving in the role of extension.

#### D. Professional Consulting

Consulting can be an important component of faculty development as well as a means of recognition of expertise in a field of study. In addition, accreditation of the undergraduate programs offered by the department requires faculty to have industrial experience, and engineering consulting provides a means by which the department can achieve and maintain this experience and expertise. As a result, consulting activities may be recognized as components of teaching, scholarship, or service.

## VI. REQUIREMENTS FOR PROMOTION

### A. Evaluation Criteria for Promotion and Peer Review

- **Excellent** – Achieves at a level that is recognized as well above the normal requirements for the candidate's assigned duties, and one that makes significant contributions to the department goals.
- **Very Good** – Achievement at a level that is appreciably above average requirements for a candidate's assigned duties with notable contributions to the department goals.
- **Good** – Achieves at a level that is above average requirements for a candidate's assignments.

- **Satisfactory** – Meets the minimum requirements of a candidate's assignments.
- **Unsatisfactory** – Fails to meet the minimum requirements of a candidate's assignments.

B. Primary Area of Appointment: The candidate's primary area of appointment may be in either scholarly activity or teaching activity. If one area constitutes more than 60% of the candidate's appointment, then that area is considered the primary area.

C. Minimum Requirements for Promotion to Assistant Professor

Candidates for promotion to Assistant Professor must hold a Ph.D. or equivalent terminal degree, or must be actively pursuing a degree. Individuals must also demonstrate a desire to achieve excellence in scholarship and teaching.

Promotion requires the following minimum ratings:

1. **Very Good** in Teaching Activity or Scholarly Activity, and **Good** in the other.
2. **Good** in Service.

D. Minimum Requirements for Promotion to Associate Professor

Candidates for promotion to Associate Professor must hold a Ph.D. or equivalent terminal degree. Unmistakable evidence that the individual has progressed and will continue to do so must be apparent. The candidate should demonstrate excellence in the primary area of appointment. Promotion requires the following minimum ratings:

1. **Excellent** in the primary area of appointment, and **Very Good** in the other.
2. **Good** in Service.

E. Minimum Requirements for Promotion to Professor

Candidates for promotion to Professor must hold a Ph.D. or equivalent terminal degree. This rank is reserved for individuals who have established reputations in their disciplines and whose contributions to the University and engineering profession are unquestionable. There must be unmistakable evidence of significant development and achievement since the last promotion. The candidate should demonstrate excellence in the primary area of appointment. Promotion requires the following minimum ratings:

1. **Excellent** in the primary area of appointment, and **Very Good** in the other.
2. **Good** in Service.

## VII. TIMETABLE FOR PROMOTION AND TENURE

- 01 Mar. Candidate notifies the department chairperson in writing of his/her intention to apply for promotion.
- 30 May Department Chairperson conducts election for membership on the Promotions and Tenure Committee. The elected committee meets to select a chairperson.
- 01 July Candidate supplies a list of potential outside peer reviewers to the committee chairperson.
- 15 July The committee will have selected the slate of outside peer reviewers and given the candidate opportunity to comment. The committee begins contacting the reviewers.
- 15 Aug. The candidate submits dossier to department Promotions and Tenure Committee.
- 01 Oct. The committee forwards its copy of the candidate's dossier and a letter of recommendation to the department chairperson. A copy of the letter is given to the candidate.
- 15 Oct. Department chairperson forwards the candidate's dossier and letter of recommendation to the college Promotions and Tenure Committee and to the Dean. A copy of the department chairperson's letter is given to the candidate.