



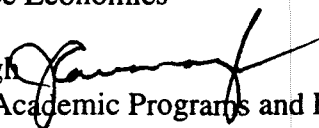
OFFICE OF THE VICE PROVOST
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February 5, 1999

MEMORANDUM

TO: Conrado Gempesaw, Chair
Food and Resource Economics

FROM: John C. Cavanaugh 
Vice Provost for Academic Programs and Planning

SUBJECT: Promotion and Tenure Guidelines

This is to inform you that your revised promotion and tenure guidelines have been reviewed and approved. Please contact me if you have any questions.

dld

cc: Melvyn Schiavelli

PROMOTION AND TENURE CRITERIA ROUTING/APPROVAL FORM

This form serves as a covering and routing document to insure appropriate approval of new and revised promotion and tenure criteria.

The proposing department/unit should complete the form, attach it as the first page of the proposal and forward it to the college dean.

1. New criteria
- Revision to Existing Criteria¹ replacing document dated Sept. 20, 1996
- College-level _____
(College Affected)
- Department/unit-level Food and Resource Economics
(Department/Unit Affected)

2. Briefly describe reason for creation of document or nature of revision:

To conform with new University guidelines for
promotion and tenure

COMMENTS: THIS SECTION IS RESERVED FOR USE BY THE UNIVERSITY FACULTY SENATE COMMITTEE AND/OR THE UNIVERSITY PROVOST TO INDICATE THAT THE ROUTING OF THE DOCUMENT HAS BEEN INTERRUPTED (I.E., RETURNED FOR CLARIFICATION, REVISION, ETC.)

APPROVALS (NOTE: DO NOT REMOVE SUPPORTING DOCUMENTATION)

Department P&T Cte. Chairperson <u>[Signature]</u>	<u>1/26/98</u>
Department Chairperson <u>[Signature]</u>	<u>1/26/98</u>
College P&T Cte. Chairperson <u>[Signature]</u>	<u>1/26/98</u>
College Dean <u>[Signature]</u>	<u>1/26/98</u>
Faculty Senate P&T Cte. Chairperson <u>Connie E. Vickery</u>	<u>3/25/98</u>
University Provost <u>[Signature]</u>	<u>5/19/98</u>

This document will be retained permanently in the University Faculty Senate Office and in the Provost's Office.

¹Proposed changes to existing statements must be submitted to the University Committee and Provost by March 1 to become effective by September 1. (University of Delaware Faculty Handbook, III-K-4, para. 4)

University of Delaware
College of Agricultural Sciences
Department of Food and Resource Economics

PROMOTION AND TENURE POLICY ¹

Approved February 1982
Adopted September 20, 1996
Revised March 16, 1998

General Policy

The Department of Food and Resource Economics, College of Agricultural Sciences seeks to recruit and retain faculty members who exhibit high degrees of competency and make significant contributions to department, college, cooperative extension and university programs and activities, both domestic and international, in the following areas:

Teaching: This area consists of two subareas: (a) Undergraduate and Graduate Teaching and Advisement and (b) Extension Teaching. Undergraduate and Graduate Teaching and Advisement entails the effective communication of relevant instructional material to graduate and undergraduate students and the development and guidance of graduate and undergraduate programs of study which lead to the development of the abilities required for effective performance in future professional positions. Extension Teaching consists of teaching activities that support the mission of Delaware Cooperative Extension which is to help people improve their lives through an educational process which uses scientific knowledge focused on issues and needs.

Scholarly Achievement: This area consists of three subareas: (a) Research, (b) Extension Scholarly Activities and (c) Professional Activities and Development. Research entails the development, supervision, and performance of research activities of high professional and scholarly quality whose results are applicable to the problems currently facing society and contribute significant additions to the profession's body of knowledge. Extension Scholarly Activities consists of scholarly activities that support the mission of Delaware Cooperative Extension. Professional Activities entail the participation in and contribution to activities which are beneficial to the profession. Professional Development entails the participation in activities that contribute to the development of skills, knowledge and effectiveness of the individual.

¹ This policy will be distributed to all existing departmental faculty members, all new faculty members, and all persons actively being considered in departmental faculty recruitment. This policy will apply to faculty hired with Extension responsibilities after January 1, 1995. Extension professionals hired before January 1, 1995 will follow the Cooperative Extension's Promotion Policies and Procedures (March 15, 1992).

Service. This area entails the interaction with, participation in, and service to activities and organizations at the department, college, cooperative extension, university and various local, state and national levels.

The promotion and other employment considerations of the Department of Food and Resource Economics will be without regard to race, age, color, sex, creed, or national origin.

Promotion and Tenure Committee's Structure,
Responsibilities and Procedures

The Department of Food and Resource Economics will maintain a Promotion and Tenure Committee to be active in promotion and tenure decisions. The Promotion and Tenure Committee will be comprised of all full-time, tenured faculty members of the department, excluding the department chair. A chairperson will be elected by the Promotion and Tenure Committee from its members. If the candidate being recruited or evaluated has an extension appointment, the department chairperson in concert with the chairperson of the Promotion and Tenure Committee may appoint at least one faculty member with an extension appointment from outside the department to serve as a member of the Promotion and Tenure Committee. The outside member(s) will be selected from a list of names submitted by the candidate, the department chairperson, and the Promotion and Tenure Committee. The candidate will be given a chance to comment on the final list of outside member(s).

The responsibilities and procedures of the Promotion and Tenure Committee are:

Evaluation. The Promotion and Tenure Committee will meet and review the performance and productivity of departmental faculty members prior to the time of the renewal of their contracts. The criteria considered will be the same as the general criteria presented below for promotion and tenure. The Promotion and Tenure Committee will convey its recommendations in written form to the department chairperson and to the faculty member under consideration. If any deficiencies exist in a faculty member's performance and productivity when he or she is considered for contract renewal, the faculty member will be notified in writing of these deficiencies at the earliest possible time to give the faculty member the opportunity to correct these deficiencies.

Promotion and Tenure. The Promotion and Tenure Committee will meet annually during the month of October to review the professional capabilities and performance of departmental faculty members relative to their consideration for promotion in academic rank and granting of tenure. The Promotion and Tenure Committee will assist a candidate in preparation of the dossier if requested by the candidate.

The procedures for consideration for promotion and tenure are:

Initiation. Departmental faculty members wishing to be considered for promotion and tenure must inform the department chairperson, in writing, by March 1, of their intent to submit their credentials to the Committee. In addition, members of the Departmental Promotion and Tenure Committee may solicit departmental faculty members for promotion and tenure consideration.

Credentials. It is the responsibility of the faculty member being considered for promotion and tenure to provide the Promotion and Tenure Committee with a dossier containing information necessary for evaluation. The dossier must contain materials and be organized under the headings specified in Section III K-9-A of the Faculty Handbook, which are:

Preliminary Matter:

1. **Contents and Guidelines**
 Recommendation for Promotion Form
 Table of Contents
 Copy of the college's and department's promotion and tenure criteria

2. **Application for Promotion**
 Candidate's letter requesting promotion
 A curriculum vitae
 Candidate's statement (optional)

3. **Internal Recommendations**
 The Department Committee's recommendation
 The Chairperson's recommendation
 College Committee's recommendation
 Dean or Director's recommendation or endorsement
 University Committee's recommendation

4. **External Recommendations**
 Copies of letters of evaluation from peer reviewers together with supporting
 material
 Candidate's statement (optional)

Evidential Material (see below)

1. Teaching
2. Scholarship
3. Service

The evidential material should reflect the candidate's professional competence and activities with respect to graduate and undergraduate teaching, scholarly achievement (research and professional activities and development), cooperative extension and service as outlined more specifically in the following section entitled "Evaluation Criteria."

The candidate has the option of providing the Promotion and Tenure Committee with faculty annual appraisal forms. The department chairperson will provide a delineation of areas of responsibility of the faculty member. The chairperson of the Promotion and Tenure Committee will obtain a minimum of four (4) confidential external evaluations, from individuals with established reputations, of the faculty member's performance to be used during the evaluation process. The evaluators will be selected by the chairperson of the Promotion and Tenure Committee, in consultation with the department chairperson, from a list of names submitted by the candidate, the department chairperson and the Promotion and Tenure Committee. The candidate will be given a chance to comment on the qualifications and potential conflicts of interest with the potential evaluators.

Departmental - The Promotion and Tenure Committee will review the credentials and supporting material of the faculty member being considered for promotion in terms of whether his or her professional capability and performance meet the promotion criteria specified in the guidelines for evaluation section of this document. Recommendations of the Promotion and Tenure Committee will be determined by a simple majority vote with the faculty member being considered for promotion and tenure excluded from deliberations and the vote on the recommendation.

The department chairperson also conduct a separate review of the faculty member's credentials and reach an independent recommendation.

The faculty member will be informed of both the recommendations of the Promotion and Tenure Committee and the department chairperson; the faculty member will also be informed of the reasons for the recommendations and be advised of suggestions for improving the presentation of the credentials.

A faculty member who receives a negative decision from the Promotion and Tenure Committee may schedule an appeal with the Promotion and Tenure Committee and/or submit additional evidence to the dossier for the purpose of clarifying or enhancing the faculty member's dossier. The committee will consult with the faculty member regarding this additional evidence within one week from the time the faculty member is informed of a negative decision, and must render its final decision within two working days thereafter.

A faculty member who receives a negative decision from the department chairperson may schedule an appeal with the department chairperson and/or submit additional evidence to the dossier for the purpose of clarifying or enhancing the faculty member's dossier. The department chairperson will consult with the faculty member regarding this additional evidence within one

week from the time the faculty member is informed of a negative decision and must render his/her final decision within two working days thereafter.

The faculty member has the option of withdrawing the dossier from consideration for promotion and tenure at any point. If he or she does not elect to do so, the chairperson of the Promotion and Tenure Committee will convey the candidate's credentials, supporting material, and the Committee's recommendations to the Department Chairperson who, in turn, will forward the committee's and the chairperson's recommendations to the College Promotion and Tenure Committee and the Dean.

It is permissible for the candidate to add new evidence to the dossier at any time provided the Promotion and Tenure Committee and department chairperson receive copies of the material. It is permissible for the Promotion and Tenure Committee and/or department chair person to add new evidence to the dossier at any time provided the candidate concurs.

Within the Department, the time schedule for the promotion process is:

- March 1 - Faculty member notifies department chairperson, in writing, of intent to submit credentials for promotion.
- September 1 - Dossier to Department Committee and Chairperson.
- October 1 - Department's recommendation to the Chairperson.
- October 15 - Chairperson's recommendation to the College Committee and Dean.

College and University Level Promotion and Tenure Review - the Department of Food and Resource Economics endorses the recommendations for the University Faculty Senate with regard to "Promotion Policy" (Section III-K (4/97) of the Faculty Handbook) and Administrative Procedure of the College of Agricultural Sciences regarding Promotion Policy (issued 6/81).

Promotion and Tenure Criteria

The criteria which will be reviewed by the Promotion and Tenure Committee when evaluating a candidate are listed below.

Teaching

- A. Undergraduate and Graduate Teaching and Advisement
 - 1. Courses taught on campus, off campus and abroad.
 - 2. Course revision with respect to organization, relevance of material, and instructional methods.

3. Student and peer evaluations.
4. Interaction with students and availability to students for planning a program of study.
5. Interaction with other faculty members regarding undergraduate and graduate teaching.
6. Student, departmental, and university recognition and complaints.
7. Availability to and guidance of students in innovative study projects (Winter Session, Special Problems, Integrated Learning Semester).
8. Availability to graduate students for purposes of guiding thesis research activities.
9. Quality of completed graduate student thesis research.
10. Participation and activities in interdisciplinary and international programs.

B. Extension Teaching Typical activities include but are not limited to conducting educational programs for clientele and staff; writing newsletters, news articles and columns; mass media educational efforts; facilitating educational client interactions; supervising intern/extern and field experiences for students; training volunteers; and writing program handouts.

1. Knowledge of subject, current state of thought, practices methods and alternatives.
2. Ability to organize, express and communicate ideas and concepts, subject matter and research-based materials, orally and in writing.
3. Ability to formulate teaching objectives, develop creative learning experiences and determine applicability of knowledge to solve problems.
4. Ability to initiate a well thought out educational plan and to build a sequential program.
5. Ability to deal and work effectively with co-workers; people from diverse educational, social, and cultural backgrounds; and others.
6. Quality and quantity of activities.

Scholarly Achievement

A. Research

1. Number, quality and significance of publications, including refereed journal articles, Agricultural Experiment Station publications, research reports, publications in monographs, textbooks, and research and development work performed abroad, etc.
2. Types and sources of research support and grants.
3. Amount, quality, and relevance of research activities in progress to local, regional, national and international issues.

4. Development of relevant and timely new research activities.
5. Participation and activities in interdisciplinary and cooperative research (e.g., Agricultural Experiment Station research-related to Cooperative Extension Service activities, Agricultural Experiment Station regional research, interdepartmental research, international programs, etc.).
6. Supervision of research.
7. Unpublished research

B. Extension Scholarly Activity Typical activities include but are not limited to development or adoption of educational materials; creation of Extension publications; evaluation of a program's impacts; completion of applied, demonstration, methodological, and evaluation research; publication of articles in refereed and non-refereed professional publications; scholarly and research presentations made at professional meetings and industry and business conferences; and innovative programs.

1. Quality, appropriateness, creativeness and relevance of materials and programs, either original or adapted from extension/outreach publications at other universities.
2. Quality and quantity of activities.
3. Contribution to individual, county and/or state plan of work.
4. Ability to obtain contracts and grants to support scholarly activities.
5. Ability to work effectively with extension colleagues.
6. Documentation of impacts as related to plan of work.

C. Professional Activities and Development

1. Membership, offices held, and participation in the activities of professional organizations.
2. Participation in activities that benefit the profession (e.g., editorial boards, special committees).
3. Participation in workshops, seminars, and courses aimed at improving teaching and/or research techniques.
4. Participation in state, regional, national and international professional meetings.

Service

1. Membership on and effectiveness in departmental, college, cooperative extension and university committees.
2. Membership on and effectiveness in community, user group or commodity organizations or governmental agencies.
3. Availability as a resource person and provision of knowledge relative to

- general community problem situations.
4. Participation in university activities, including those performed abroad, unrelated to departmental instructional, research, and extension activities.
 5. Effectiveness within the state, county, region and national education program; furtherance of accomplishments of clients; and contribution to individual, county and state plan of work (Applies to faculty with extension appointments only).

Consideration of Criteria

A faculty member's official workload will be used to weight the evaluation criteria. However, given the great variety of responsibilities and assignments within the department, flexibility must be maintained in the evaluation of different areas of performance. It is recognized that due to time and resource limitations one or more of the above areas may be stressed by a faculty member at a given point in time (or over time) at the expense of other areas. This emphasis of particular areas may be required to develop skills in the given area (e.g., course development or revision, research activity in a high priority area, development of further competence in specific areas of professional activity). In faculty evaluations, such emphasis will not be penalized as long as it leads to improvement in competency and contribution in the given areas of specialization.

It should be noted that in some instances a faculty member's workload may specify departmental faculty members' time is apportioned between the above areas and other activities not noted above. Such apportionment will be noted in the evaluation of and recommendations regarding the faculty member's activities.

Faculty work abroad requires certain procedures to facilitate evaluation and proper documentation. Technical assistance including but not limited to outreach activities, teaching, advising and curriculum development, economic development strategies, agricultural sector assessments, project papers, project evaluation, feasibility studies, and technical and mission reports provided by faculty members to University projects abroad or as individuals to host country of international organizations will be subject for promotion consideration. Thus, the department chairperson will provide written approval of faculty participation, work description and duration. This and other relevant material documenting the candidate's involvement should be included in the dossier.

If a candidate's dossier contains a significant number of joint activities such as co-authored proposals and/or publications, co-taught courses, etc., the candidate must include evidential materials that clearly documents the candidate's role in these activities. These evidential materials may include letters from individuals involved in the activities as well as administrators and others.

Criteria Ratings

When evaluating the criteria for Promotion and Tenure, five "ratings" will be used:

- (1) "Excellent" - Achieves at a level that is recognized as well above the normal requirements for his or her assigned duties, with notable contributions to the department.
- (2) "Very Good" - Achievement at a level that is above the average requirements for his or her assigned duties, with notable contributions for the department.
- (3) "Good" - Achieves at a level above the minimum requirements for his or her assignments.
- (4) "Satisfactory" - Meets the minimum requirements of his or her assignments.
- (5) "Unsatisfactory" - Fails to meet the minimum requirements of his or her assignments.

The minimum ratings required for Promotion and Tenure are:

Promotion to Assistant Professor²

<u>Criterion</u>	<u>Minimum Rating</u>
(1) Teaching (a) Undergraduate and Graduate Teaching and Advisement (b) Extension Teaching	Good
(2) Scholarly Achievement (a) Research (b) Extension Scholarly Activity (c) Professional Activities and Development	Good
(3) Service	Satisfactory

Promotion to Associate Professor (and Tenure)

<u>Criterion</u>	<u>Minimum Rating</u>
(1) Teaching (a) Undergraduate and Graduate Teaching and Advisement (b) Extension Teaching	Excellent in (1) or (2); Good in other.

²Promotion to Assistant Professor or higher rank requires a Ph.D. or equivalent degree.

- (2) Scholarly Achievement
 - (a) Research
 - (b) Extension Scholarly Activity
 - (c) Professional Activities and Development

- (3) Service

Good

Promotion to Professor

Criterion

Minimum Rating

- (1) Teaching
 - (a) Undergraduate and Graduate Teaching and Advisement
 - (b) Extension Teaching

Excellent (1) or (2); Very Good in other.

- (2) Scholarly Achievement
 - (a) Research
 - (b) Extension Scholarly Activity
 - (c) Professional Activities and Development

- (3) Service

Good

Summary

The Department of Food and Resource Economics attempts to recruit and retain competent and productive faculty members. It is believed that the establishment of and adherence to this policy will facilitate the accomplishment of this goal.



MEMORANDUM

Date: January 26, 1998

To: John C. Nye, Dean
College of Agricultural Sciences

Dewey Caron, Chair
College Promotion and Tenure Committee

From: Bobby Gempesaw, Chair *Bobby Gempesaw*
Food and Resource Economics

Attached is a revised copy of the FREC department promotion and tenure document. The department P&T committee has revised the document to conform with the new University guidelines for promotion and tenure. Please see attached memorandum from the University Faculty Senate.

JMC
I would like to request if you can sign on the routing/approval form and forward the documents to the Faculty Senate Promotion and Tenure Committee. Thank you for your assistance.

A handwritten signature in cursive script, appearing to read 'Dewey M. Caron'.

encs: