

# **PROCEDURES AND CRITERIA FOR PROMOTION AND TENURE**

## **DEPARTMENT OF ENTOMOLOGY, PLANT PATHOLOGY AND WEED SCIENCE**

**New Mexico State University**

**February 1, 2000**

### **I. Departmental Mission**

The mission of the Department of Entomology, Plant Pathology and Weed Science is to meet the research and teaching needs of New Mexico within the disciplines of Entomology, Plant Pathology, Weed Science and Nematology. Also to provide service functions associated with these disciplines to students, producers, other constituents, other university scientists and to applicable scientific organizations.

### **II. Departmental Goals and Objectives**

The instructional goal of the Department is to prepare educated professionals within the disciplines of entomology, plant pathology, and weed sciences for leadership roles in the food production industry, natural resource management, environmental management and public health.

The research goal of the Department is to develop, sustain, conduct and promote research within the disciplines of Entomology, Plant Pathology, and Weed Science to support the state's agricultural industry, optimize the multiple use of natural resources, apply relevant environmental sciences and improve the quality of life for New Mexican's.

The service goal for the Department is to provide activities and services within the disciplines of Entomology, Plant Pathology and Weed Science that create student opportunity, agricultural production, environment enhancement natural resource management and quality of life for New Mexican's.

### **III. General Statement**

Promotion of and issuances of continuous contracts to faculty members are matters of utmost importance to the Department. The criteria by which individual faculty members are evaluated are many, as most of the departmental faculty has teaching and research responsibilities, as well as service obligations. Promotion and tenure evaluations must include consideration of an individual's budgeted responsibilities as well as non-budgeted service functions.

The Department adheres closely to the University, as well as, the College Promotion and Tenure Guidelines as set forth in the Administrative Policies and Procedures Manual and excerpted in the faculty handbook, as well as, the College guidelines for Promotion and Tenure of Academic Programs and Agricultural Experiment Station faculty. All faculty should be thoroughly familiar with these stated policies and procedures.

It is imperative that junior faculty have both the opportunity and the desire to grow and develop as professionals. It is the responsibility of senior faculty members to assist with this process. Within the College of Agriculture and Home Economics, candidates for Promotion and Tenure are evaluated by the Departmental Promotion and Tenure Committee, the Department Head and the Dean and Directors. At all levels of this evaluation process, judgments are made based on an individual's responsibilities and performance. These judgments must recognize that each faculty member has a unique responsibility within the university. The candidate must be aware that advancement to the next academic rank requires excellence in their specific technical area, evidence of developing stature in the university, state and nation and a professional maturity expected of those in particular professional ranks. Candidates for promotion and or tenure are responsible for providing the materials that allow the various evaluators to make a fair appraisal of the individual's performance, professional maturity and likelihood of continued contribution to the Department, College and University.

#### **IV. The Departmental Promotion and Tenure Committee**

The Department of Entomology, Plant Pathology and Weed Science Promotion and Tenure Committee will consist of all the tenured faculty members within the department. The Departmental Promotion and Tenure Committee meets when appropriate to evaluate faculty for promotion and or tenure. Currently, September is the primary review month. Faculty are expected to prepare a personal file documenting their contributions and professional achievements as evidence of their suitability for advancement. Copies of resumes, personnel files, letters, teaching evaluations and other appropriate documents will be furnished to the tenure and promotion committee as needed. Faculty are advised to update their file annually.

#### **V. A Criteria of Evaluating Candidates for Promotion and Tenure**

While it is very difficult to list all the attributes that a candidate for promotion and tenure might use as evidence of their worthiness for advancement, it is expected that all faculty possess a high level of scholarship, present a demonstrated ability to cooperate effectively with other departmental members and possess a record of service.

##### **1. Scholarship**

Scholarship within the Department of Entomology, Plant Pathology and Weed Science may be viewed as a sum of the individual's research, Teaching and service activities. Should a faculty member's work assignment be solely in the teaching or the research area they will be judged primarily on that activity to which he or she is assigned.

## **2. Teaching**

Teaching is difficult to define precisely. Good teaching is commonly considered to include the teacher's knowledge of the field, and skill in arousing interest and evolving the relationships of the field of knowledge to human problems. Also skill is needed in awakening students to the realization of the social, political, economical and ethical implications of their study. Effectiveness of teaching will be based on student, peer, and/or the Department Head's evaluations. Letters from the former students are also appropriate. Any innovations employed for more effective teaching may also be listed. These might include things such as innovative teaching techniques, new curricular, new courses proposed, and contributions to more effective teaching. At the graduate level, successful placement and noteworthy performance of graduate students is an important indication of effective instruction.

Faculty members should consider it part of their responsibility to be available to both undergraduate and graduate students as teachers and as advisors. Personal contact between the faculty members and the students of the department is an important part of the education process. It is a significant part of the development of a faculty member's role as a teacher and a scholar.

## **3. Research**

Research or creative activity is composed of a person's research or other creative work that indicates professional merit and interest. Results of these types of activities are generally expressed through expected channels or media in the respective professional fields. Faculty members assigned to research efforts of the department are expected to, in consultation with the Department Head, initiate project outlines for funded research, and to develop proposals to secure outside grant funding in support of their research efforts. The department endeavors to provide funding sufficient to keep a research program active on a continuing basis. However, no faculty member will realize their potential to the Department, College or University unless outside funds are secured to support their area of activity.

The evaluation of the success of a research activity can take a variety of forms. The most obvious of these is publications in quality, refereed

journals applicable to the particular field. In a Land Grant University setting, publication in experiment station bulletins, research reports, invited contributions to published books, book chapters, etc., and similar outlets may also be very important. Papers, particularly invited papers, presented at professional meetings, publications on improved research equipment, etc., and work accomplished by graduate students are also indications of successful research activity.

#### **4. Cooperation**

It is imperative that the departmental facilities be shared among faculty within the department and with students whenever feasible. When applicable, facilities should also be shared with other departments. Faculty members must interact and cooperate with each other and with students in a positive manner. In the Department setting it is expected that each faculty member be cognizant of the overall department mission and contributes in an unselfish manner to that mission.

#### **5. Service**

A stated mission of University, College and the Department of Entomology, Plant Pathology, and Weed Science is service. Faculty members provide service in numerous ways.

- a. Professional Organization: Active participation in professional societies is an essential part of scholarship. Membership in, and attendance at meetings of applicable professional societies is expected. Activities such as serving as reviewer, editor or officer in professional organization indicate that a faculty member is recognized by his/her peers and a credit to his/her individual area of science.
- b. Consulting: Consulting with producers, various state agencies, and other departments within the College or University, or on an as needed basis, are considered professional service and are often required of those assigned to research, especially those who have no counterpart in the Cooperative Extension Service or when the applicable extension person is absent from campus. This is a vital service function expected of research and teaching faculty when the need exists. Consulting according to University guidelines is encouraged.
- c. Departmental: Each faculty member is expected to participate in departmental committees and departmental planning and other activities as needed. Successful faculty participation is

essential from all faculty members if the goals of the department are to be successfully met.

- d. University: Faculty participation in university affairs is desirable and reflects favorably on the individual and the Department. It is important, however, to keep University activities within a reasonable level so that research and teaching activities are not hampered.
- e. Community: Service to the community by a faculty member will be considered to the extent that he or she contributes to the stature of the Department and the University.

## **VI. Policies Governing the Recommendation for Tenure**

The department is subject to the rules of the University in determining when tenure decisions must be made. Policy as of 1996 (the current guidelines) is that tenure normally will not be granted until six years of service has been completed. The recommendation that tenure be granted will be based on a positive and appropriate level of success in the assigned teaching, research activities and on a demonstrated record of service.

## **VII. Procedure Governing the Recommendation for Tenure**

1. All untenured faculty members will be reviewed annually. Initial review will be by the Departmental Promotion and Tenure Committee, which will provide written comment on the progress of the faculty member, as well as suggestions on any areas of weakness the faculty member may have. This documentation will be reviewed by the Department Head who will provide, in writing, to the faculty member an annual evaluation of their progress towards tenure and promotion.
2. When a faculty member has been in residence for the appropriate time to be considered for tenure, he or she must submit a formal statement requesting consideration for tenure, along with appropriate supporting evidence.
3. The Departmental Promotion and Tenure Committee then reviews the documentation submitted by the candidate. Any committee member who has a question or reservations concerning the fitness of a faculty member on a matter under consideration must express those doubts and explicitly cite those reasons at the time of the review meeting.
4. The Promotion and Tenure Committee will reach one of three decisions:
  - a. Recommendation for tenure

- b. Recommendation for postponement of a decision on tenure (if such postponement is possible within the duration of time established by the University for reaching a tenure decision)
  - c. Recommendation for tenure to be denied
5. A simple majority vote of the Departmental Promotion and Tenure Committee shall authorize a recommendation by the committee for tenure. The Department Head recommends either for or against tenure. The tenure consideration then goes to the College Promotion and Tenure Committee. This committee must also reach one of the decisions described in (4) above, and recommend either for or against tenure. A simple majority vote for tenure is required.
6. The recommendation for or against tenure by both the Departmental and the College Promotion and Tenure Committee is advanced to the Dean of the College for final action.

#### **VIII. Policies and Procedures Governing Promotion from Rank of Instructor to Assistant Professor**

For policies and procedures governing promotion from rank of Instructor to Assistant Professor refer to guidelines in the faculty handbook. In general, it is expected that persons qualified for the rank of assistant professor should have demonstrated ability in a particular field of science. It is generally considered that persons should have to serve at least three years as an instructor and, generally, possess Ph.D. degree.

#### **IX. Policies Governing the Recommendation for Promotion from Assistant to Associate Professor**

1. The Department is subject to the rules of the University in determining when promotion may be made.
2. In general, a recommendation for promotion to Associate Professor will be based on demonstrated ability in teaching and research. Exceptional performance in either area, should the faculty member be assigned to only one, should justify a recommendation for promotion.
3. For faculty whose assigned duties are primarily research, it is normally expected that his or her publication record include a substantial number of refereed journal articles that report research findings accomplished during his or her residence at New Mexico State University. Also, a demonstrated ability to teach effectively, and a demonstrated record of service and cooperation.

4. The normal time-in rank requirement for consideration for advancement from Assistant to Associate Professor is six years with the decision process being initiated by the applicant in their fifth year of tenure track service. An Assistant Professor can, however, when he or she feels that they are qualified for promotion, request can be considered. A preliminary consideration by the Departmental Promotion and Tenure Committee may be requested. Following this preliminary evaluation, a candidate may wish, and is entitled to withdraw, or rework his or her file.
5. The Departmental Promotion and Tenure Committee then reviews the applicants' file and decided on the promotion recommendation by simple majority vote.
6. Following a positive Departmental review, the application is advanced to the Department Head, who either concurs or does not concur. The recommendations of both are advanced to the College Promotion and Tenure Committee. If this committee recommends for promotion, the application is advanced to the College Dean.

**X. Policies Governing the Recommendation for Promotion from Associate Professor to Professor**

The professional rank is unique in the academic ranks. Promotion to "Professor" is not to be considered a right or to be forthcoming because of years of service. A person being considered for professorship is expected to have maintained all of the qualities and conditions required for tenure and the Associate Professor rank. In addition, it is expected that he or she truly has something to "profess". The faculty member should exhibit a substantial command of his whole field of science, and possess a significant scholarly view of his own. These views should manifest a deep understanding of the general purposes of the University and the College and his area of science. The individual should be capable of relating and communicating their own immediate field to its larger purpose.

1. Stature as a teacher may be indicated by innovative teaching, enthusiasm, and contributions to activities designed to foster quality instruction at both the graduate and undergraduate level.
2. Stature in research may be indicated by publications, grant support and research accomplishments. Written documentation of achieved level of scientific stature should be forthcoming from well-known scientists in the respective fields from around the nation. Documentation should include testimonials solicited by the Department Head and by the applicant.
3. Stature in professional service. Candidates for the professional rank should have a strong record of professional service as indicated and documented

by involvement in University, State, Regional, National and International activities within his field of study.

4. Faculty petitioning to enter the professional ranks should have demonstrated leadership qualities. These qualities should be apparent in professional contributions to the Department, College and the University and his or her particular area of science.
5. The faculty member should have demonstrated a substantial balance of strengths in several areas, to include at least two from the teaching, research and professional service areas.
6. Normally an Associate Professor will not be recommended for promotion unless they have held this associate rank for at least five years. Associate professors wishing to be considered to the promotion of full professor may make application once each year. They may ask the Department Promotion and Tenure Committee for a progress evaluation as a prelude to making formal application.
7. Following preliminary evaluation by the Departmental Promotion and Tenure Committee, the candidate may wish to withdraw or rework his or her file.
8. Upon formal submission to the committee, the committee's recommendation for promotion will be based by a simple majority vote.
9. A positive or negative recommendation by the Department committee will be advanced to the Department Head who will also make a recommendation, either for or against the promotion. Both recommendations will be advanced to the College Promotion and Tenure committee. Their recommendation will be advanced to the College Dean.