

Departmental Promotion and Tenure Procedures
For Agricultural and Extension Education
And Agricultural Biometric Service Faculty
New Mexico State University

November, 2004

The Department of Agricultural and Extension Education (including the Agricultural Biometric service) adheres to the general University and Promotion Guidelines as set forth in the General Operation and Benefits Manual for Faculty and Staff, in the chapter labeled "Academic," Section XI. The AP&P should be viewed as the definitive source of information. The Agricultural and Extension Education Department Procedures for Promotion and Tenure also follows the "Guidelines for Promotion and Tenure of Academic Programs and Agricultural Experiment Station Faculty" of the College of Agriculture and Home Economics published in November 1996.

Following are Guidelines of the Department of Agricultural and Extension Education.

I. Departmental Committee

- A. A departmental committee consisting of all tenured faculty in the department (except the department head) may serve on the Promotion and/or Tenure Committee. In the case of the Tenure Committee, membership shall be limited to tenured faculty. For the Promotion committee, members must hold rank equal to or higher than the rank in which the candidate is to be promoted. In the event, there are not enough faculty in the department with tenure or promotion, committee members from other departments will be asked to serve by the Department Head.

- B. Each year the Promotion and Tenure Committee (P & T) will:
 - (1) Evaluate the progress toward a continuous contract of each nontenured tenure-track faculty member and report in writing to the department head the strengths and weaknesses of each in the areas of teaching, research, and service.
 - (2) Recommend in writing to the department head whether or not a new temporary contract should be issued to each of these faculty members.

- (3) If a new temporary contract is to be issued, the department head must give a copy of this report to the candidate, and discuss it with the candidate. The candidate may respond to this report in writing, requesting clarification from the committee, and may submit supporting documentation for further committee review.
- (4) Tenured faculty members seeking promotion to full professor may choose, but are not required to have their packets reviewed on a yearly basis. Packets reviewed will receive, in writing, a summary of progress that outlines strengths and weaknesses in the areas of teaching, research, professional leadership, international, and service.

C. The committee will meet each year to discuss non-tenured tenure-track faculty in the department. Recommendations will be made regarding which faculty members should be considered for a continuous contract in the Spring before the final probationary period. The following Fall the committee will review the cumulative documentation of those candidates it had recommended for consideration the previous spring. They will add a letter of assessment to the candidate's packet that provides the strengths and weaknesses in the areas of teaching, research and service and the results of balloting.

The department head will:

- (1) Provide to committee members, each year, a list of the faculty eligible for promotion and/or tenure by name, rank, date, and place of last promotion (or appointment), day employed on New Mexico State University faculty, and date started on tenure track at NMSU.
- (2) Inform the untenured faculty member of the committee's recommendation.
- (3) Assist candidates in completing his/her files documenting their achievements in teaching, research, and service.
- (4) Ask the candidate for a list of people whose stature in the candidate's professional areas and research areas is such that the reviewer can write an informed objective evaluation.
- (5) Have the option to add names to this list.
- (6) Select the external reviewers from the extended list.
- (7) Contact the reviewers and arrange for the letters. Reviewers will be sent a copy of the candidates' resume and a minimum of three research publications.

D. The Promotion and Tenure Committee will reach one of the following decisions:

- (1) Recommendation for tenure and for promotion
- (2) Recommendation for postponement of a decision (if such a decision is possible within the duration of the time established by the University)
- (3) Failure to Recommend, or not to award tenure promotion.

E. The department head will evaluate the candidate's resume for promotion and tenure. The department head will discuss the committee's report and his/her own evaluation with the

candidates being considered. The faculty member will elect at this time to proceed or withdraw from further consideration.

Responsibility

The Department Head, Promotion and Tenure Committee, and the individual being considered have the responsibility for preparing the document containing the supportive evidence with confidential materials such as the solicited letters being added by the department head.

Comments and positions of the individual members of the Departmental Promotion and Tenure Committee will not be revealed outside of the committee. All committee deliberations are confidential. Final decisions of the committee and the department head will be revealed per University promotion and tenure policy procedures.

II. Policies Governing the Recommendation for Tenure and Promotion to Associate Professor

The faculty member being recommended for tenure and promotion to Associate Professor should have sustained level of performance based on the faculty member's assignment. The faculty member should have evidence of creative and scholarly activity evidenced by professional publication, peer recognition, program innovations, grantsmanship or other creative activities typically associated with academic endeavor. The faculty member should have exhibited professional development as demonstrated by continued improvement, individual or collaborative research, teaching and instructional improvement and service, and participation and leadership in professional activities.

The faculty member should have a positive teaching and research reputation established by experience. There should be evidence of scholarly achievement and professional stature. There should have been successful development of teaching.

Research programs should have been successfully developed. These programs should have included effective leadership, demonstrated creativity and grantsmanship. Publications in the faculty member's field should have been written. Emphasis for ABS faculty members will focus heavily on collaborative papers arising from consulting projects. The faculty member should have participated in professional activities which includes a demonstrated ability to communicate research results in scientific publications and lay channels when appropriate. As stated in the College of Agriculture and Home Economics Guidelines for Promotion and Tenure, *Publication in refereed scholarly journals precedes other evidence of professional stature* (p. 2).

III. Criteria for Evaluating Candidates for Promotion and Tenure

The Department views scholarship as the sum of an individual's research and teaching activities. Guidelines are listed in decreasing order of importance (A,B,C and D). However for ABS faculty, the relative importance of A and B will be based on the individual's appointment. In both cases, guidelines can serve as a basis for self-evaluation by all faculty of the department.

A. Teaching

Faculty members in the Department of Agricultural and Extension Education are required to comply with New Mexico State University and College of Agriculture and Home Economics guidelines. Teaching is an important element of the department and college. Teaching loads may vary for faculty in the department.

- (1) Satisfactory performance is expected as attested to by student evaluation forms (quantitative and qualitative) and any other evaluation procedures that document satisfactory or above average performance as measured by the instrument and by peer or department head evaluations. Letters from former students are also appropriate as a source of feedback. Innovative teaching techniques, new curricula, and new courses will also be considered. Student placement and performance in professional endeavors is also an important component of effective instruction. Written summaries of personal teaching philosophies and faculty members summaries of self-reflection of teaching are encouraged.
- (2) The candidate must provide documentation of at least one (1) peer review of teaching (by a qualified faculty member at a higher rank)
- (3) The manner in which the faculty member approaches advising is an indicator of current and future performance expectations in teaching. Evidence of satisfactory performance regarding student advisement is also necessary. Undergraduate recruitment and advisement are critical functions of the department and faculty members should actively engage in appropriate activities, as identified through individual job descriptions and /or annual performance goals.

B. Research

Although most faculty members in the department have a joint appointment between teaching and research, some faculty members may be 100% teaching or Instruction and General appointments. Due to the differences in AXED and ABS appointments, research guidelines may differ. Regardless of the appointment, all faculty members are expected to engage in scholarly activities that contribute to the role and mission of the department, college and university.

- (1) Evaluation of the success of research activity can take a variety of forms. Scholarly activities that will be valued for tenure and promotion will not be limited to refereed research publications. Scholarly activities that transfer research-based knowledge or technology, or

- in other ways attempt to solve problems for the department's diverse clientele (e.g. professional articles, presentations and curriculum development efforts), are highly valued.
- (2) Evaluation of the success of research activity can take on a variety of forms. Peer recognition, widely evaluated, is considered one of the more important measures of success. Writing and publishing books, papers in peer reviewed journals, bulletins research reports and awards for scholarly activity are good indications of research quality. Papers presented at professional meetings, papers published in non-reviewed journals and work with graduate students are other indicators of successful research activity.

ABS Faculty

- (1) The department places a great emphasis on its faculty members serving as internal research consultants. This activity can be evaluated in several ways, including but not limited to the following
- a) Demand for consulting assistance
 - b) Requests to serve on research teams
 - c) Joint publications with the researcher being assisted. Includes but is not limited to:
 - Peer reviewed publications
 - Bulletins
 - Research reports
 - Awards for scholarly activity
 - Abstracts
 - Proceedings
 - d) Co-authorship on presentations
 - e) Work with graduate students and service on graduate committees
 - f) Recognition by peers, both locally and nationally
- (2) Consulting statisticians may also engage in statistical research. In this context, statistical research encompasses both research presented to statistical audiences and scholarly activities that transfer knowledge or technology, or in other ways attempts to solve problems for the ABS's diverse internal clientele and the peers of those clientele. Publications and presentations arising from statistical research will be highly valued. However, the consulting statistician must balance these activities, which are not essential but are highly valued, with their consulting activities.

C. Service

The primary responsibilities of faculty in the Department of Agricultural and Extension Education are teaching and research. However, within the constraints of these responsibilities, the faculty member is expected to have performed satisfactorily on service activities. Various types and levels of service activities are appropriate. Service activities are not budgeted and caution should be urged to maintain a positive balance with teaching and research responsibilities.

- (1) Professional organizations: Active membership and participation in professional societies is recognized as an essential part of scholarship. Activities as a reviewer, editor, officer or committee chair reflect recognition by peers and credit to the individual and department.
- (2) State: Service to various state agencies and clientele groups, when requested is acceptable. Consideration would be given to type of activities and the nature of the consulting.
- (3) Departmental: Participation in departmental planning and operation is recognized as an essential part of the duties of all faculty members.
- (4) College: Participation in college planning and committees is highly desirable and considered to be an important duty of all faculty members.
- (5) University: Faculty participation in university affairs is desirable and may reflect favorably on the individual and university.

D. Cooperation

Faculty members should interact and cooperate with each other and with students, staff, administrators and others to which the faculty person interacts with in the context of his or her position at NMSU, in a positive manner.

IV. Policies Governing the Recommendation for Promotion from Associate Professor to Professor

The Agricultural and Extension Education Promotion and Tenure Committee will review a candidate's documentation in the Spring and provide a recommendation to the Department Head as to if the candidate should be considered for promotion from Associate Professor to Professor. The AP&P policies are followed.

Professor is unique among the academic ranks. A full professor should exhibit a substantial command of his/her whole field and a well marked, sound, and significant scholarly view of his/her own. In other words, he/she has something to "profess", to present as his/her mature and considered view of the field as a whole. Further, his/her views should manifest a deep understanding of the general purposes of the University, and he/she should be capable of relating his/her own immediate field to its larger purposes.

Promotion to Professor should not be considered to be forthcoming merely because of years of service to the University. A person being considered for a Professorship is expected to have maintained all the qualities and conditions required for tenure and the Associate Professor rank. In addition, a Professor should exhibit the following:

A. Special Stature in His/Her Field

This can be accomplished by a combination of contributions as judged by his/her peers both on and off campus in the following areas that correspond to his/her assigned activities.

- (1) Teaching Ability: As indicated by innovation, enthusiasm, and contributions to activities designed to foster quality instruction at the undergraduate/graduate level.
- (2) Research Ability: As indicated by publications, grant support and contributions to priority research issues.
- (3) Professional Service: As indicated by involvement in university, state, regional national and international groups within his/her field.

B. Leadership

This quality will be determined primarily on a departmental basis and secondarily on a University and/or outside basis.

Leadership should embody initiative, perseverance, and originality.

C. Balanced Contributions

A Professor will profess excellence in all four assigned areas – teaching, research, and professional service, and leadership.

GOALS, OBJECTIVES, AND PROMOTION AND TENURE PROCEDURES DEPARTMENT OF AGRICULTURAL AND EXTENSION EDUCATION

Departmental Goals

The Department of Agricultural and Extension Education at New Mexico State University fulfills its mission through teaching, research, extension, service, and international activities by:

- (1) Offering instruction that will prepare persons to enter and advance in their chosen profession.
- (2) Developing and applying innovation in knowledge related to the discipline.
- (3) Assisting people in identifying and solving present and future problems through research, thus improving their effectiveness as educators, leaders, and agriculturists.
- (4) Providing professional service to individuals and groups through educational methodology related to pedagogy and androgogy.
- (5) Creating awareness of and approaches to international development and educational problems and potential new areas of endeavor.

Departmental Objectives

The department accomplishes its mission and goals through the following program objectives:

- (1) Conduct a viable undergraduate program with options to prepare students for careers in education, extension, agribusiness, industry and governmental agencies and institutions, both domestically and internationally.
- (2) Conduct a viable graduate program to help advance professionals in the areas of teaching, extension, research, communications, and international development and provide leadership for agriculture, education, extension, and related fields.
- (3) Provide effective advising to assist both undergraduate and graduate students in achieving their personal academic and career goals.
- (4) Serve students in the College of Agriculture and Home Economics through course offerings unique to agricultural and extension education.
- (5) Conduct interdisciplinary programs and activities with other departments in the college and university.
- (6) Plan and conduct research to discover new knowledge, solve problems, and determine new methods for applying knowledge at the local, state, national, and international levels.
- (7) Plan and conduct a comprehensive and dynamic in-service program to assist agricultural and extension educators in improving their competence and enable them to respond to an increasingly complex and global society.

- (8) Encourage a comprehensive and responsive professional development program to assist faculty and staff in increasing their competence and perspective in teaching, extension, research, service, and international activities.
- (9) Provide faculty and staff with opportunities to assume leadership positions at the college, university, state, national, and international levels.
- (10) Evaluate courses and programs to maintain a responsive and dynamic program that addresses the needs of various clientele based on current and future trends and developments.

Departmental Promotion and Tenure Procedures

General Statement

The department faculty developed the guidelines for promotion and tenure at the July 1993 summer retreat and planning meeting and revised them in Fall 1995. It was recognized and recommended that all faculty would adhere to the College of Agriculture and Home Economics Guidelines for Tenure and Promotion of Resident Instruction/Experiment Station Faculty. These guidelines are also consistent with the general university procedures outlined in the New Mexico State University Administrative Policies and Procedures Manual (1994-1995), but are more specific to the unique mission and funding sources of the college.

Department Procedures

Criteria for evaluation of a faculty member in the Department of Agricultural and Extension Education will follow the College of Agriculture and Home Economics Guidelines for Tenure and Promotion of Resident Instruction/Experiment Station Faculty. Although faculty members in the department have consistently had 100% or majority-time Instruction and General appointments, all faculty members are expected to engage in scholarly activities that contribute to the role and mission of the department, college, and university. Scholarly activities that will be valued for tenure and promotion will not be limited to refereed research publications. Scholarly activities that transfer research-based knowledge or technology, or in other ways attempt to solve problems for the department's diverse clientele (e.g., professional articles, presentations, and curriculum development efforts), are highly valued. No additional promotion and tenure conditions or guidelines are specified for the department.