

COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES
DEPARTMENT OF HUMAN NUTRITION AND FOODS
Criteria and Procedure for Promotion and Tenure Recommendations

A. Philosophy

A University is fundamentally a collection of scholars and teachers, and, although there may be specialized faculty appointments, it is the presence of such a group of faculty, each of whom excels in research or creative activity as well as in teaching, which distinguishes a University from other institutions of higher education. Thus, a faculty member to be considered for promotion and/or for continuous appointment (tenure) should have demonstrated professional excellence in the following two areas:

1. Teaching and Advising
2. Research and/or Creative Work

In addition, the faculty member being considered is expected to have contributed through service to the welfare of the university community. Items 1 and 2 are of primary importance and service is a necessary adjunct, but insufficient of itself. Where appropriate, demonstrated excellence in the area of Extension and/or Continuing Education may be substituted for teaching and advising.

B. Dossier Preparation

The candidate is responsible for seeing that the committee has the materials needed for the dossier. The purpose of the dossier is to provide a compendium of clear and comprehensive evidence of the competence of the candidate and the quality of performance. The dossier shall include:

1. A record provided by the candidate that is up-to-date and complete with:
 - 1.1 A vita.
 - 1.2 Complete bibliography of research publications and/or other scholarly writing or creative works with identification of contribution.
 - 1.3 Student and other appropriate evaluations of teaching and advisement.
 - 1.4 Description of significant professional service, activities and responsibilities.
 - 1.5 Substantiation of the significance and performance in research, teaching and service.
 - 1.6 Documentation of effective graduate teaching and advising.
 - 1.7 Identification of percent of effort for teaching, research and service.
 - 1.8 Honors and awards.
2. The Department Chairman's comprehensive assessment of the candidate's qualifications in the performance of his or her principal duties related to the position description and to the goals of the Department and the College. If the Department Chairman is reviewed, the Dean provides the assessment. The assessment is based on filed position descriptions, department goals, and College goals.

3. Documented evidence (a minimum of five letters⁰ in support of competence, contributions and commitment in the areas of teaching, scholarly endeavor, service to the professional community, professional development and service to the community. Normally, identification of the persons to provide letters of reference will be done in consultation with the Department Chairman. These letters are to come from such persons as competent evaluators both on and off campus and/or from persons served by the candidate as the profession, public, extension and alumni.

C. Review Procedures

1. Competence, contributions and commitment of the candidate for promotion and/or tenure shall first be evaluated by the HNF Promotion and Tenure Committee. The Committee will be composed of five voting members. Four members will be elected by twos (2 elected each year for 2-year terms) by the tenure track faculty and the fifth member will be appointed after the election on a yearly basis by the Department Chairman. The Department Chairman will serve as a resource person for the committee. When the Chairman of the Department is not the departmental representative to College of Human Environmental Sciences Promotion and Tenure Committee. In the event that a committee member or the Department Chairman is being considered for promotion and/or tenure, an alternate committee member will be elected by the faculty for a one-year term.

2. Review Process

The HNF Promotion and Tenure Committee shall organize the materials and evaluate them using the departmental criteria outlined in this document and relating them to the College and University criteria and guidelines. The Promotion and Tenure Committee may solicit other information as they deem appropriate. If the information sought by the committee involves contacting other persons, the candidate will make such requests. However, if the additional information requires contacting persons who have written supportive letters and/or co-authored listed publications, the committee may contact these persons directly. Unsolicited letters related to the review process can only be considered by the Department Chairman, not the committee.

- A. If the department Promotion and Tenure Committee approves the candidate (by majority vote), the Committee Chairman informs the candidate directly and writes a letter supporting the decision and includes it with the complete dossier, which is then forwarded to the Dean of the College of Human Environmental Sciences for review by the College Promotion and Tenure Committee.
- B. If the department Promotion and Tenure Committee disapproves the candidate (by majority vote) for promotion and/or tenure:
 1. The committee includes a letter with the applicant's credentials indicating specifically the reasons for the denial.
 2. The committee shall inform the candidate by letter of the action taken and specific reasons for the denial.

3. The candidate may request a hearing before the committee and appeal the committee decision by requesting, in writing, a departmental review.
 - a. Two additional copies of the complete dossier will be available for review by the tenure track faculty of HNF.
 - b. Ample time will be provided for dossier review (generally one week shall be considered sufficient time).
 - c. A majority vote of the tenure track faculty will be required to reverse the recommendation of the Committee.
 - d. The result of the departmental review will be compiled and included with a letter from the Department Chairman reporting the action to the College Promotion and Tenure Committee.
4. In the case of hiring new faculty at the beginning rank or at advanced levels and/or tenure, the Promotion and Tenure Committee will evaluate the credentials of the applicants at the level of entry requested prior to the recommendations for hiring being sent forward. Rank recommendations for new faculty will be based on the same criteria as those applicable to continuing faculty with any contingent advancement considered at the time of initial review for rank (i.e., promotion to Assistant Professor upon completion of the Ph.D. degree). The decision of the committee will be forwarded to the chairman of the College of Human Environmental Sciences Promotion and Tenure Committee.

DEPARTMENT OF HUMAN NUTRITION AND FOODS

Guidelines for Appointment or Promotion to Various Academic Ranks and Tenure

TO INSTRUCTOR:

Master's degree or equivalence in demonstrated competence.
 Experience not required, but evidence in undergraduate and graduate training of potential for teaching and/or research.
 Evidence of professional involvement.
 Possession of special skills or experience needed in the instruction or research program, but without the usual academic credentials for promotion to the professorial ranks.

TO ASSISTANT PROFESSOR:

Doctoral degree desirable; in absence of degree, substantial academic preparation beyond the Master's degree and demonstrated competence.
 Evidence of potential for achievement in research and extension or resident teaching.
 Willingness to serve the department and college, e.g., through advising, committee participation.
 Evidence of professional interest through active membership in professional association(s).
 Evidence of continuing academic and professional growth.

TO ASSOCIATE PROFESSOR:

Fulfills the requirements for the assistant professor rank.
 Doctoral degree.
 Demonstrates competence and creativity in providing up-to-date and intellectually stimulating subject matter commensurate with graduate level teaching evidenced through effective residence or extension teaching.
 Evidence of continued academic and professional growth.
 Evidence of significant creative research activity beyond doctoral research. (Refereed publications or other equivalent scholarly accomplishment(s), grant support, program development.)
 Effective service to department, college and University.
 Evidence of professional service, e.g., active participation in related professional associations, consulting services, speeches.

TO FULL PROFESSOR:

Fulfills the requirements for the associate professor rank.
 Recognized distinction in field and profession through composite of accomplishments from several of the following:

- significant research and other creative and scholarly accomplishments
- excellence in teaching and advising (resident or extension)
- leadership in graduate program
- leadership in extension program
- leadership in the profession
- significant professional public service

Successful leadership within department and college.
 Service to the University
 Demonstrated scholarly accomplishments within past 5 years (refereed publications or other equivalent).

TO TENURED STATUS:

The requirements for tenure are normally considered to be the same as the requirements for the rank of Associate Professor. In exceptional cases, tenure might be granted to a person at the Assistant Professor rank or a person might be appointed at the rank of Associate Professor without tenure.