

Promotion & Tenure Committee Structure and Mentoring Process

Department of Agronomy and Horticulture

Membership

- The P&T committee will be comprised of 7 fully promoted tenured faculty, four tenured faculty at the Associate Professor level, and one Professor of Practice at the Associate or Full level, all with at least 0.5 FTE salaried appointment in the Department of Agronomy and Horticulture. In addition, the Agronomy and Horticulture teaching and extension coordinators shall be ongoing full members of the committee.
- Members of the committee who are not fully promoted may contribute to the discussion/evaluation of all faculty, but may vote on evaluations of only the faculty with lower rank than their own (e. g. an Associate Professor may vote on a recommendation to promote an Assistant Professor to Associate, and on tenure, but not on a recommendation to promote an Associate to Full Professor). Professors of Practice may not vote on a tenure recommendation. Members being evaluated will be asked to leave the room.
- The research and extension centers will be represented by two faculty, at least one of which must be fully promoted and tenured.
- Term of service on the committee will be 3 years. When needed, term of service may be modified for some members to ensure similar faculty turnover each year.
- The P&T Chair shall be elected by the committee membership and serve for 2 years.
- When a position opens on the committee, a ballot of all eligible faculty will be circulated to all faculty holding a salaried position in the Department (excluding extension educators, who are not evaluated by this committee). Open positions will be filled by individuals receiving the most votes. If one of the reserved positions for the research and extension centers opens, then eligible faculty will be restricted to those centers.
- After each election, the Head and the Associate Head with consultation by the Faculty Advisory Committee will verify a reasonable representation of Teaching, Extension, and Research faculty on the P&T committee. They will also verify that the committee most accurately reflects the disciplines in the Department.
- Voting will occur each June, with a July 1 start date. Four members will generally rotate off each year.

Approved by FAC September 14, 2016

Approved by faculty September 28, 2016

Mentor

- All faculty whom are not fully promoted (excluding extension educators) will choose, with the guidance of the department head, a senior faculty mentor(s).
- The faculty mentor will meet with the individual on a regular basis (at least once a year) for professional guidance.
- The mentor shall communicate their assessment on the respective mentee to the Promotion & Tenure Committee in writing prior to the annual convening of the Committee in which the agenda includes discussion and recommendation on progress towards promotion, promotion and/or tenure of the respective Faculty member. The assessment document will include a synopsis of the meeting(s) with the mentee and reflect how the outcomes of the mentoring process impacted the way mentee is addressing the goals and objectives of their program.
- The mentor will serve as an assessor of the document submitted by the faculty under review.
- Should the Mentor be serving on the Promotion & Tenure Committee, their position on the mentee can be communicated during the annual convening of the Committee in which the agenda includes discussion and recommendation on progress towards promotion, promotion and/or tenure of the respective Faculty member. The Mentor may choose to vote on respective Faculty member or elect to recuse themselves from the vote.

External Letters

Department Head/Chair sends e-mail, followed by official letter to candidate requesting names, contact information, and relationship for five external reviewers; and asking candidate to complete and sign the waiver form. Due in Department Head/Chair office by date on timeline.

- The candidate must provide a list of individuals with a potential conflict of interest. Candidates must list alphabetically by last name (and with last name first), the full names of individuals in the following categories.
- All thesis or postdoctoral advisees/advisors
- All co-authors on publications within the past three years, including pending publications and submissions
- All collaborators on projects within the past three years, including current and planned collaborations
- All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years including receiving compensation of any type (e.g., money, goods or services).

* *Note - Other individuals working in the applicant's specific area are not in conflict of interest with the applicant unless those individuals fall within one of the listed categories. The department head must be informed of any additional conflicts of interest that arise after the application is submitted.*

- Department Head/Chair contacts the department senior faculty within the appropriate discipline and the faculty's mentor identifying the candidate(s) applying for promotion and/or tenure and asking for names of external reviewers; names due back to head/chair one week from day request is made.
- Department Head/Chair will send the list of 10 external reviewers to the candidate asking if anyone should be removed depending on designation on candidate waiver form.
- Department Head/Chair (or designee) contacts three external reviewers from developed list to see if they will be willing to serve as external reviewers for the candidate's promotion and/or tenure file; indicates to the prospective reviewer whether or not the candidate has waived their right to review external letters; provides date when the file will be sent and when the review is due back to the department office.

Preparation for Promotion and Tenure

- In addition to the Promotion & Tenure Committee serving in the capacity of a reviewing/recommendation body, members are expected to provide guidance to the candidate, in coordination with the Mentor, on strengthening their goals and objectives for the upcoming year to help ensure their program is on track with the expectations for promotion and/or tenure.
- Following the annual evaluation by the promotion and Tenure Committee a letter will be drafted by the Chair communicating to the Mentor a synopsis of the Committee's discussion. The Mentor will communicate the evaluation directly with the mentee, and if questions/clarifications are requested, members of the P&T committee will be required to address these upon request. Such a request shall be made directly by the mentee.
- A preamble to the annual review documentation submitted by faculty to the Promotion and Tenure Committee shall contain a synopsis of the discussions with mentor meeting(s) from the prior year. The preamble shall also contain a succinct description that ties together the faculty member's position description with the goals and objectives of their program and the expected trajectory over the next 3-5 years. This section should not exceed 1 page. This summary should aid the faculty member in preparing their Promotion and Tenure files when they come up for promotion and/or tenure.

Adopted by vote of the faculty 6/8/2010
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