

DEPARTMENT OF ENTOMOLOGY

FACULTY EVALUATION POLICIES AND PROCEDURES

INTRODUCTION

The following recommendations involve the structure of the Promotion and Tenure (P&T) Committee and the process of conducting reviews for promotion and tenure in the Department of Entomology, Texas A&M University. These departmental policies and procedures are designed to supplement those presently in effect at Texas A&M University (as issued from the office of the Dean of Faculties), Texas AgriLife Research, and Texas AgriLife Extension.

In this document, "faculty member" is defined as any person holding the title of Assistant Professor, Associate Professor, Professor, or Distinguished Professor. **TAMU** refers to faculty of the Department of Entomology with tenure-track appointments at Texas A&M University. The designations **Texas AgriLife Research** and **Texas AgriLife Extension** refer to faculty who do not hold tenure-track positions.

RESPONSIBILITIES OF PROMOTION AND TENURE COMMITTEE

- (1) Review faculty administratively assigned to the Department of Entomology and provide recommendations to the Head of the Department on promotion and tenure.
- (2) Review Assistant and Associate Professors annually and provide recommendations to the Head of the Department on their progress toward promotion and/or tenure.

COMPOSITION, ORGANIZATION, AND VOTING PRIVILEGES OF PROMOTION AND TENURE COMMITTEE

The membership of the P&T Committee shall consist of faculty members with the rank of Professor in the Department of Entomology. Three P&T subcommittees shall function to evaluate faculty having different responsibilities and administrative assignments within the Department of Entomology. These subcommittees are as follows:

- (1) **TAMU SUBCOMMITTEE:** Five TAMU members with tenure.
- (2) **AgriLife Research SUBCOMMITTEE:** Five members with Research appointments.
- (3) **AgriLife Extension SUBCOMMITTEE:** Five members with Extension appointments.

APPOINTMENT OF PROMOTION AND TENURE COMMITTEE

All P&T Committee members shall be elected by vote of the faculty. Faculty of all ranks may vote, but only for those units in which they hold appointments. The Head of the Department shall select subcommittee members, and appoint the Chair of the P&T Committee and Chair of the three subcommittees from the roster of elected members.

TERM OF APPOINTMENT

The term of appointment for each member shall be for three years. The initial appointees shall serve staggered terms. The terms for Chair of P&T Committee and Chair of P&T subcommittees shall be for one year. All appointments are eligible for re-election and re-appointment for another term.

PROCEDURES FOR EVALUATION FOR PROMOTION AND TENURE

The evaluation of faculty for promotion and tenure shall follow these procedures.

- (1) All tenure-track faculty will be assigned to the TAMU subcommittee regardless of the percentage appointment. AgriLife Research and AgriLife Extension candidates will be assigned to the appropriate subcommittee, based on their primary appointment.
- (2) The Chair of the P&T subcommittee assigned to conduct the review shall contact the candidate to advise and to assist in obtaining and developing documents necessary for the review process.
 1. Narrative Statement (3 page Statement of Teaching, Research, and Service)
 2. Curriculum Vitae (paginated, signed, and attested)
 3. Reprints of up to 6 publications
 4. Names, Addresses, and Qualifications of Five Outside Reviewers

Note: A Teaching Portfolio (containing a summary package of each course taught with student evaluations) is now optional. The information should be condensed and included in the curriculum vitae and narrative statement.
- (3) Candidates with appointments in an interdisciplinary faculty or center shall be reviewed and evaluated by the appropriate committee of that unit. The additional review should be requested by the Chair of the P&T subcommittee; this review should be sought early enough to allow the recommendation to become part of the dossier considered by the P&T.

- (4) The Chair of the appointed subcommittee shall solicit at least six letters of support; half should be from a list provided by the candidate and half from a list assembled from recommendations of the P&T and the Head of the Department or Resident/Center Director, as appropriate.
- (5) All candidates being considered for promotion or promotion and tenure shall present a seminar as part of the Entomology Seminar series. The seminar should describe their scholarly accomplishments since last promotion or hire. The seminar should be early enough to allow sufficient input from the faculty as a whole to the P&T Committee prior to the P&T Committee vote. The Chair of the P&T Committee is responsible for setting the seminar schedule and coordinating the seminars with calendars of the Department Head and relevant subcommittee chairs.
- (6) After the candidate's dossier has been assembled, including outside letters of support, and the seminar presented, there will be an opportunity for input to the P&T Committee from eligible faculty wishing to do so. Details are provided in the appendix.
- (7) The relevant P&T subcommittee will then meet and consider the qualifications of the candidate based on the assembled documents. An anonymous vote will be taken on the qualifications of the candidate.
- (8) Upon completion of the process, the subcommittee Chair shall write a summary of the evaluation of the candidate, including votes of subcommittee members, and submit it as a recommendation to the Chair of the P&T Committee, who will forward the evaluation to the Head of the Department.
- (9) The summary evaluation of the P&T vote distribution on each candidate being reviewed shall be sent forward to the next administrative level by the Head of the Department as part of the departmental recommendation.

ANNUAL REVIEW OF ASSISTANT AND ASSOCIATE PROFESSORS

Tenure and non-tenure track faculty with the rank of Assistant and Associate Professor shall be reviewed annually by the appropriate subcommittees of the **P&T Committee**. The faculty member being reviewed shall provide the documents listed below. Prior to the meeting to discuss the documents supplied by the faculty member, the Chair of the relevant P&T subcommittee should provide copies of each faculty member's prior annual reviews to the P&T subcommittee. Attendance of the faculty member during the review is strongly encouraged. The chair of the P&T subcommittee

shall provide the Chair of the P&T Committee with a written summary of evaluation of the person being reviewed, which will be forwarded to the Head of the Department. The Faculty as a whole shall not review documents or vote in this annual review process.

- (1) Position Description
- (2) Curriculum Vitae (paginated, signed, and attested)
- (3) Summary of Teaching Evaluation Forms (TAMU only)
- (4) Copies of Publications from prior year

THIRD YEAR REVIEW OF ASSISTANT PROFESSORS

Third year review of tenure track Assistant Professors will follow the same procedures as outlined above for evaluation for promotion and tenure, except that letters of evaluation are not requested.

FACULTY INPUT

Faculty holding the same rank or higher for which the faculty member is being considered are eligible to provide input to the relevant P&T subcommittee on faculty being considered for promotion. By university guidelines, only tenured faculty may vote or provide input on tenure decisions.

PRE-EMPLOYMENT EVALUATION

The **P&T Committee** shall be involved in the decision-making process when someone is being considered for a tenure-track position of Associate Professor or Professor and a decision on tenure will be made prior to or after a specified period of employment. The TAMU subcommittee of the **P&T Committee** shall review the credentials of the candidate and make a recommendation to the Chair of the **P&T Committee**, who will then forward the recommendation to the Head of the Department and/or Selection Committee on the person's potential for satisfying tenure requirements.

Approved by the Department of Entomology, November 19, 1991.

Revised April 22, 2003

Revised June 17, 2004

Revised July 9, 2007

APPENDIX

Procedural Matters

1. Letters from Outside Evaluators

Considerable importance is affixed to letters of outside (external) evaluators, therefore, the faculty member, P&T committee, Head of Department, and Resident/Center Director are advised to put considerable thought into whom they choose to recommend to serve in this capacity. So as to ensure that the letters written by external evaluators on behalf of a given faculty member will have the maximum positive impact possible on the outcome of a faculty member's review and evaluation, it is recommended that the external evaluators meet the following minimum qualifications:

a) Employed by an institution, agency, or other entity completely outside the Texas A&M University System

b) Holds the rank or has the professional status equal, comparable to, or higher than the rank and/or status for which the faculty member being evaluated is being considered in terms of promotion or the awarding of tenure.

c) Is nationally recognized as a scholar, major contributor and/or leader in the particular areas of expertise and discipline (s) in which the faculty member being evaluated is involved and, in this regard, has an in-depth knowledge about the faculty member's area of research, extension, and/or teaching expertise.

As soon as a given faculty member indicates his/her desire to be considered for promotion, the chair of the relevant subcommittee should solicit names from subcommittee members, forward these names to the committee chair, who should then meet with the Head of the Department to discuss this list of potential evaluators. It is essential that this be done in a timely fashion, preferably within a week after notification is received by the Department Head.

2. Split Appointments.

For candidates with split appointments, the relevant subcommittee should be reflective of the split appointment, as far as possible. A standing committee, comprised of the chair of each subcommittee, or a delegate appointed by the chair, will assume responsibility for adjusting the subcommittee structure as needed (from within the committee membership) once a candidate with a split appointment has indicated their intention to be considered for tenure and/or promotion. If the split appointment is across departments, this will also need to be reflected in the revised subcommittee structure.

3. Faculty Input

While the P&T committee is the Department's designated voting body for promotion and tenure, our guidelines provide for input from other faculty of appropriate rank. Input will be provided as follows:

A P&T committee meeting will be held 2-3 working days after the seminar by the faculty member being considered for third year review or promotion. The first part of this meeting will be open to all faculty to provide their verbal input. The meeting will

then go into closed session for deliberation by the relevant subcommittee. All written input from faculty should have been received by this time.

4. The evaluation process

Following input from faculty of appropriate rank immediately following the seminar, each member of the relevant subcommittee of the Department of Entomology's P&T Committee will be required to prepare summary statements on each faculty member being evaluated by that subcommittee. These statements (covering the areas indicated on the evaluation forms for each agency, attached at the end of this appendix) should summarize the evaluator's assessment of the faculty member's quality of performance in each category and should support the evaluator's final decision as to whether the faculty member being evaluated should be recommended for Tenure and/or Promotion or not. The quality performance statements and final recommendation are to be submitted to the chairperson of the appropriate P&T subcommittee using the form attached to these guidelines. One form needs to be filled out on each faculty member being evaluated as to his or her state of readiness for being recommended for Tenure and/or Promotion.

Upon receipt of all the subcommittee members' completed evaluation forms for a particular faculty member, the chair of the appropriate subcommittee will then prepare a summary evaluation report for the faculty member being evaluated, in which the quality of performance statements prepared by each subcommittee member are further summarized into one concise statement for each category of performance and the votes by the individual subcommittee members as to whether the faculty member is ready to be recommended for promotion are tallied. The subcommittee chair is then to submit the summary evaluation report on each faculty member back to the other members of his or her subcommittee for their review and approval. After receiving the approval of the subcommittee members, the chair of the P&T, and as many members of the subcommittee as possible, go over the results of the evaluation with the faculty member and seek the faculty member's input as to whether he or she deems the evaluation and final recommendations by the subcommittee are accurate. The subcommittee chair is then to submit the final approved summary evaluation report for a given faculty member to the chair of the P&T Committee along with the evaluations submitted by the individual subcommittee members.

The chair of the P&T Committee will submit the final summary evaluation report to the Department Head (for TAMU appointments), the Department Head and Resident/Center Director (for AgriLife Research appointments), and the Department Head and Associate Head for Extension (for AgriLife Extension appointments).

5. To assist the P&T Committee, the following definitions and examples of criteria that may be employed are provided as guidelines (see guidelines from College and Dean of Faculties):

For all faculty, we expect evidence of national recognition for Tenure and/or promotion to Associate Professor. Similarly, for promotion to Professor, we expect evidence of an international reputation.

TEACHING (TAMU SUBCOMMITTEE)

Indicators of Excellence:

1. Selection for a University, College, or Professional Society outstanding teacher award;
2. Evidence of courses being taught at a rigorous and challenging level;
3. Publication of widely-adopted or acclaimed instructional materials;
4. Outstanding teaching performance evaluations;
5. Development of innovative pedagogical methods and materials;
6. Chair of doctoral graduate student research advisory committees;
7. Publications in refereed education journals.

Indicators of Effectiveness:

1. Development of new courses or major revision of existing courses;
2. Member of graduate student advisory committees;
3. Evidence of high quality in-class preparation, interaction, and accomplishments;
4. Coordination of multisection courses;
5. Service as departmental undergraduate or graduate advisor;
6. Significant self-development (improvement) activities leading to enhanced teaching effectiveness.

RESEARCH (TAMU AND AgriLife Research)

Note that the evaluator must provide support for any assertions he or she makes in regard to the quality of the faculty member's research and/or publications.

Indicators of Excellence:

1. Publications in leading refereed journals;
2. Receipt of major fellowship or other awards in recognition of research accomplishments;
3. Frequency of a faculty member's publications being cited by others in their articles (impact factors of journals are becoming increasingly important);
4. Receipt of significant external funding for research (when used as a quality indicator, the extent of peer review in the competitive process should be noted);
5. Publication of scholarly books;
6. Receipt of nationally-approved patents;
7. Member of a review panel for a national research organization;
8. Presentation of invited papers at international and national meetings;
9. Editor or member of the editorial board of a major journal;

Indicators of Effectiveness:

1. Publications in refereed journals;
2. Service as a reviewer for major refereed journals or as an ad hoc reviewer for national research organizations;
3. Publication of a chapter in a scholarly book;

4. Presentation of papers at national meetings of appropriate disciplines (and/or societies);
5. Publications in proceedings of conferences and professional meetings;
6. Publications in non-refereed, but widely-recognized journals or magazines;
7. Significant self-development activities, such as Faculty Development Leave or the participation in other activities that lead to increased research and publication effectiveness.

Additions for Texas AgriLife Research:

8. Publication of research in journals targeted for industry and user groups;
9. Evidence of a well-planned and developed program of research that has contributed to the advancement of knowledge or has produced a tangible benefit to society (e.g. an insect-resistant crop variety, software utilization);
10. Evidence of sustained accomplishment of research project objectives;
11. Evidence of an effective relationship with research-user groups;
12. Inclusion of graduate students in research efforts and serving as co-advisor, co-chair and/or member of their advisory committees;
13. Participation in interdisciplinary research activities.

SERVICE

Indicators of Excellence:

1. Officer in a national professional organization;
2. Service on a major governmental commission, task force, or board;
3. Program chair or similar chair at a national meeting;

TAMU only:

4. Administrative leadership role at TAMU;
5. Officer in Faculty Senate;
6. Chair of major standing or ad hoc TAMU committee;

Indicators of Effectiveness:

1. Committee chair of national professional organization;
2. Officer in regional or state professional organization;
3. Program or local arrangements committee chair for regional or state professional organization meeting;
4. Service on University, college, departmental, and/or TAES unit committee and task forces;
5. Service as a consultant to business or governmental agencies;
6. Administrative roles within the department/TAES unit;
7. Significant self-development activities that lead to enhanced service effectiveness.

TAMU only:

8. Service as an active member of the Faculty Senate;
9. Advisor to student organizations;

5. References:

- 1) Office of the Dean of Faculties and Associate Provost, Tenure and Promotion Packages, Submission Guidelines (updated annually)
- 2) Guidelines for Midterm Performance Review College of Agriculture and Life Sciences
- 3) General Promotion Calendar (issued annually)
- 4) Suggested Curriculum Vitae Outline (from COALS)
- 5) Suggestions to Improve P&T Dossiers College of Agriculture and Life Sciences

6. FORMS

A. FOR TAMU APPOINTMENTS:

PINK FORM –Completed by Individual Subcommittee Member

DEPARTMENT OF ENTOMOLOGY

PROMOTION AND TENURE EVALUATION FORM

for

FACULTY MEMBERS HOLDING TENURE-TRACK, APPOINTMENTS

Name of Candidate _____ Date _____

On the basis of the evaluation of this member's professional performance as summarized in the Quality of Performance Statements given below, he/she **SHOULD BE RECOMMENDED FOR PROMOTION:**

Yes

No

A. STATEMENT ON QUALITY OF TEACHING:

B. STATEMENT ON QUALITY OF RESEARCH:

C. STATEMENT ON QUALITY OF SERVICE:

D. **STATEMENT ON OTHER ACTIVITIES (if relevant):**

E. **OTHER COMMENTS:**

**BLUE FORM – Summary of Pink Forms Submitted on Behalf of the Subcommittee
by the Subcommittee Chair**

FINAL SUMMARY REPORT

DEPARTMENT OF ENTOMOLOGY
PROMOTION AND TENURE EVALUATION FORM-DETT/94AR
for

FACULTY MEMBERS HOLDING TENURE-TRACK, APPOINTMENTS

Name of Candidate _____ Date _____

On the basis of the evaluation of this member's professional performance as summarized in the Quality of Performance Statements given below, he/she **SHOULD BE RECOMMENDED FOR PROMOTION:**

Yes

No

[OTHERWISE, SAME FORMAT/CATEGORIES AS IN PINK FORM]

B. FOR TEXAS AGRILIFE RESEARCH APPOINTMENTS:

Texas AgriLife Research faculty have, as their primary responsibility, the conduct of research that answers the overall research needs and expectations inherent to the mission and purpose of Texas AgriLife Research in general and most specifically the research needs of the particular center and/or commodity that the faculty member was

hired to address. Also, within the framework of the research duties, responsibilities and expectations of a full-time Texas AgriLife Research faculty member, the advising of graduate students is considered to be a “research enhancement activity.” Advising of graduate students should be evaluated as part of the faculty member’s overall research program.

PINK FORM –Completed by Individual Subcommittee Member

**DEPARTMENT OF ENTOMOLOGY
PROMOTION EVALUATION FORM**

for

**FACULTY MEMBERS HOLDING NONTENURE-TRACK,
Texas AgriLife Research APPOINTMENTS**

Name of Candidate_____ Date_____

On the basis of the evaluation of this member's professional performance as summarized in the Quality of Performance Statements given below, he/she **SHOULD BE RECOMMENDED FOR PROMOTION:**

Yes

No

- A. STATEMENT ON QUALITY OF RESEARCH:**

- B. STATEMENT ON QUALITY OF SERVICE:**

- C. STATEMENT ON OTHER ACTIVITIES (if relevant):**

- D. OTHER COMMENTS:**

[BLUE FORM SUMMARIZING PINKS FORMS USES SAME GENERAL FORMAT, SEE ABOVE EXAMPLE FOR Texas AgriLife Research]

C. FOR TEXAS AGRILIFE EXTENSION APPOINTMENTS:

PINK FORM –Completed by Individual Subcommittee Member

**DEPARTMENT OF ENTOMOLOGY
PROMOTION EVALUATION FORM**

for

**FACULTY MEMBERS HOLDING NONTENURE-TRACK,
TEXAS AGRILIFE EXTENSION APPOINTMENTS**

Name of Candidate_____ Date_____

On the basis of the evaluation of this member's professional performance as summarized in the Quality of Performance Statements given below, he/she **SHOULD BE RECOMMENDED FOR PROMOTION:**

Yes

No

- A. **STATEMENT ON QUALITY OF PROGRAM DEVELOPMENT:**
- B. **STATEMENT ON QUALITY OF TEACHING EFFECTIVENESS:**
- C. **STATEMENT ON QUALITY OF PROGRAM AND ORGANIZATIONAL SUPPORT**
- D. **STATEMENT ON QUALITY OF COOPERATIVE AND COORDINATIVE EFFORTS**

E. STATEMENT ON QUALITY OF SCHOLARLY CONTRIBUTIONS AND PROFESSIONALISM

F. STATEMENT ON OTHER ACTIVITIES (if relevant):

G. OTHER COMMENTS:

[BLUE FORM SUMMARIZING PINKS FORMS USES SAME GENERAL FORMAT,
SEE ABOVE EXAMPLE FOR TEXAS AGRILIFE EXTENSION]