

## EVALUATION CRITERIA FOR REAPPOINTMENT, PROMOTION AND TENURE IN THE ANIMAL AND VETERINARY SCIENCES DEPARTMENT

The Faculty of the Department of Animal and Veterinary Science, who recommend reappointment, promotion and the granting of tenure to the chief administrative officer of the University, accept the following guidelines for reappointment, promotion and tenure on May 5, 2005

The Animal and Veterinary Sciences Department Peer Evaluation Committee (ANVPEC) will evaluate all probationary faculty on an annual basis, and Associate Professors and full Professors on a four-year rotation. The evaluation will consider performance in each of the designated activities of instruction, research and outreach/public service, based on the percentage appointment, with consideration of the actual length of employment. The review will consider their documentation of:

- a. teaching effectiveness, based on student evaluations
- b. scholarship and professional activity, including
  - i. peer reviewed publications and creative works
  - ii. scholarly and professional work in progress
  - iii. professional presentations
  - iv. other scholarly activity
- c. submitted and awarded research/training/teaching grants
- d. service to the department, college, campus
- e. outreach/public service/professional service (i.e. reviewer, editor, etc.)
- f. special recognition and awards

This material should be organized in the same format as required in a tenure and promotion application (see [http://www.umaine.edu/hr/profemp/afum/prom\\_tenure\\_format.htm](http://www.umaine.edu/hr/profemp/afum/prom_tenure_format.htm)), and will thus help probationary faculty prepare their material for this important event. Points of consideration of each activity include:

- A) Teaching  
Classroom effectiveness as measured by student evaluations  
Course preparation and delivery  
Laboratory instruction  
Student advising including data from regular student advising evaluations and Senior student exit interviews
- B) Research  
Planning and execution of research projects  
Publication record  
Grant writing and success in obtaining extramural funding  
Other creative accomplishments
- C) Outreach/Public Service  
Ability to work with people  
Ability to communicate with client groups  
Drive and initiative to promote change  
Contribution to program outreach

Three levels of performance are recognized: Superior, Effective, and Needs Improvement.

**Superior Performance** may be demonstrated as follows:

- A) Teaching  
Recognition both within and outside the department as an outstanding teacher, advisor, and as reflected in student evaluations. Teaching overloads for probationary faculty should be avoided to protect a new faculty's ability to conduct a meaningful research program. Permanent increases in teaching responsibilities that exceed the teaching appointment should be reflected by a corresponding decrease in the faculty member's research appointment. In the event that a tenure track faculty member's teaching load exceeds his/her appointment and the teaching load cannot be adjusted, the peer committee will take this situation into account when reviewing packets for promotion and tenure.
  
- B) Research  
National recognition of the faculty member as an outstanding researcher. This can be demonstrated through grant applications, number of grants awarded, publications in peer-reviewed journals, books or contributions to book chapters or other scholarly works. To achieve superior performance, a faculty member on a 100% research appointment should average a minimum of two peer-reviewed publications per year. All faculty, regardless of the proportion of their appointment specified as research, will be expected to have several peer-reviewed publications during their probationary period. Promotion and tenure are not based solely on the number of peer-reviewed publications. Other scholarly efforts, such as Experiment Station publications, book chapters, editorial contributions, and presentation of papers before professional societies or other professional groups can be further evidence of superior performance. In order to provide a basis for evaluation of journal quality, the probationary faculty member is encouraged to provide supporting information to the Peer Evaluation Committee regarding the reputation of journals in which he/she publishes.
  
- C) Outreach/Public Service  
Superior contributions to public service programs, such as the Animal Disease Diagnostic Laboratory, community service with industry stakeholders and professional service to the department, college, university, state or nation.

**Effective Performance** may be demonstrated as follows:

- A) Teaching  
Recognition both within and outside the department as an effective teacher, advisor, and as reflected in student evaluations. Teaching overloads for probationary faculty should be avoided to protect a new faculty's ability to conduct a meaningful research program. Permanent increases in teaching responsibilities that exceed the teaching appointment should be reflected by a corresponding decrease in the faculty member's research appointment. In the event that a tenure track faculty member's teaching load exceeds his/her appointment and the teaching load cannot be adjusted, the peer committee will take this situation into account when reviewing packets for promotion and tenure.
  
- B) Research  
Effective performance is demonstrated by a continued effort in research projects that results in peer-reviewed publications, but that does not meet the criteria set

forth for Superior Performance Other scholarly efforts, such as Experiment Station publications, book chapters, editorial contributions, and presentation of papers before professional societies can be further evidence of effective performance. A commitment to acquiring extramural support, as documented by a history of grant applications, must be in evidence. All faculty, regardless of the proportion of their appointment specified as research, will be expected to have several peer-reviewed publications during their probationary period.

- C) Outreach/Public Service  
Effective contributions to public service programs, such as the Animal Disease Diagnostic Laboratory, community service with industry stakeholders and professional service to the department, college, university, state or nation.

### Procedure for Appointment or Reappointment

#### Probationary Faculty

Untenured faculty will be evaluated as specified in the current AFUM contract on the same criteria used for tenure decisions with consideration of their actual length of employment. The ANVPEC is expected to give untenured faculty a forthright indication of his/her progress toward tenure, explaining where improvement is required and offering suggestions as to how performance can be improved. At the department level, the peers are best qualified to judge the quality of the probationary faculty's research, teaching and service efforts. An objective assessment of this quality should be included by the ANVPEC in their annual reviews of probationary faculty for reappointment. A simple majority vote of ANVPEC will constitute a recommendation for reappointment of a probationary faculty member.

#### Promotion or Reappointment with Tenure

A majority vote of the ANVPEC will constitute a recommendation for promotion with tenure or a reappointment with tenure. Documented performance is the criterion for the tenure decision. An objective assessment of the quality of the faculty member's performance will be included by the ANVPEC in their recommendation. The overall rating of the faculty member's performance in the major category of their appointment (research, teaching or outreach/public service) must be superior, with at least effective performance in the other categories. Philosophically, for faculty who have equally split appointments, such as 50:50 Research:Teaching or 45:45:10 Research:Teaching:Administration, superior performance could be in either of the major appointment categories. All faculty, regardless of the proportion of their appointment specified as research, will be expected to have several peer-reviewed publications during their probationary period.

#### Promotion to Full Professor

The same criteria outlined for reappointment with tenure will be used to evaluate faculty for promotion to full professor. In addition, the candidate must demonstrate sustained superior scholarly activity and must have attained a high national and international professional reputation, as evidenced by supporting letters by peers, and by contributions made to international symposia and internationally circulated journals.