

PROMOTION AND EVALUATION CRITERIA  
DEPARTMENT OF FOOD SCIENCE & HUMAN NUTRITION  
COLLEGE OF NATURAL SCIENCES, FORESTRY & AGRICULTURE  
UNIVERSITY OF MAINE

7/7/99

I. Criteria for Recommendation for Reappointment, Tenure /Promotion, and Post Tenure Evaluation

All faculty in the Department of Food Science & Human Nutrition are evaluated for reappointment, tenure, promotion, or post tenure evaluation on the basis of teaching, research/scholarship and service. Faculty member's evaluations are weighted on the percentage time basis of appointment, as stated on the individual's current Personnel Action Form. The Associated Faculties of the University of Maine (A.F.U.M.) contract guidelines and criteria will be followed (see current contract agreement).

Performance standards for reappointment, promotion, tenure, or post tenure evaluation should not be rigid, as individual strengths may be weighted in certain areas and changing environmental patterns may dictate new emphases.

A person considered for promotion to Associate Professor and for tenure in the Department must demonstrate research creativity, ability to carry projects to completion and an excellent publication record. The candidate must demonstrate professional competence in teaching and the ability to advise both graduate and undergraduate students (as evidenced by successful completion of degrees). Furthermore the faculty member should be rated as either superior or highly satisfactory in his or her highest percentage appointment area and at least, satisfactory in the other two areas.

For promotion to Professor the faculty member must have demonstrated ability and scholarship of superior level in his or her primary area of responsibility with a highly satisfactory rating in the other area and a satisfactory mark in service.

Post tenure faculty should strive to set an example for the other faculty members in the Department and achieve to obtain above satisfactory ratings in all categories. Improvement needed marks after receiving tenure will not be acceptable and the faculty member along with others should strive to correct the problem.

II. Definition of Academic Ranks and Criteria

Academic ranks and the criteria for these are stated in the current issue of the University of Maine publication, *Handbook for the Faculty of Instruction University of Maine* or the A.F.U.M. contract.

III. Policy Advisory Committee/Peer Review Committee

The Policy Advisory Committee/Peer Review Committee (PAC/PRC) will consist of tenured faculty members in the Department of Food Science and Human Nutrition.

IV. Faculty Report for Policy Advisory Committee Evaluation

Prior to the evaluation by the PAC/PRC, the faculty member will complete the *Annual Faculty Evaluation* document. Items that a faculty member might want to include in his or her *Annual Faculty Evaluation* are as follows: research (terminating, in progress and proposed), publications, papers, and other scholarly writing, grant proposals (submitted/funded); courses taught or shared (new/proposed), student evaluations and summarizing statements, guidance of graduate and undergraduate students, guest lecturing (on and off campus), committee activity (department, college, university), public service activities, consulting, and other professional activities. Once completed, which should be at least one week prior to his or her evaluation, sufficient copies should be made so each PAC/PRC member receives one.

This completed document will serve as a basis for the evaluation and will describe and document the faculty member's activities on teaching, research/scholarship and service for the period for which he/she is being evaluated.

Statements indicating the faculty member's progress toward reappointment, tenure and/or promotion along with the post tenure evaluation will be included in the narrative comments section by the *PAC/PRC* (Last page of the document). Recommendations as to what must be achieved by the faculty member in order to be reappointed, tenured, and/or promoted will be included in the statement and presented to the faculty member along with other evaluation comments such as ones for post tenure faculty.

## V. Criteria for Annual Evaluations

The Department of Food Science and Human Nutrition will use the following criteria for the annual evaluation of its faculty. The standards, for evaluation, reflecting scholarly activity in creative and productive research, effective teaching and contributions to the department, college and university and citizenry, are organized under headings of teaching, research, and service. To assist faculty and the PAC/PRC, the following definitions will be used as guidelines in rating faculty as "superior", "highly satisfactory", "satisfactory", or "improvement needed" in relation to teaching, research/scholarly activity and public service.

### A. Teaching

#### 1. Instruction and Advising

The faculty member must demonstrate success in teaching at the undergraduate and graduate levels. Effective teaching includes setting and achieving course goals, success in communicating with and instilling students with the desire to learn. Evaluation will be made on the basis of student evaluations, verifiable opinions of peers known for their teaching, and self evaluation which all are indicators of the effectiveness of the faculty's teaching methods and course content.

Faculty members in this department will be asked to engage in student advising at the undergraduate level. Advising students in this changing world is an important task for faculty members. Each faculty willing to advise undergraduate students will be rewarded with a 5% reduction in their teaching load. Advisors will be evaluated by their advisees using the form developed by our College.

#### 2. Course and Curricular Development

Teaching is a dynamic field whereby changes are always occurring such as course information and teaching methods. This aspect of teaching is important in meeting the needs of the undergraduate and graduate students in the Department. The curriculum must be reevaluated on a continuing basis to reflect changes and advancements in the discipline. Faculty members are expected to contribute to curriculum review and development, update their courses, syllabus, and teaching methods and when appropriate, offer new courses or change methods. Evidence of such activity should be presented to the PAC/PRC and will be evaluated by the committee.

#### Ratings

##### Superior:

Teaching is rated superior if the faculty member is an outstanding and effective teacher and advisor based on documented evidence in the teaching/advising section of the *Annual Faculty Evaluation*. This information will come from student evaluations and other documentation such as awards and letters along with course, curriculum and teaching development. Student evaluations should show a consistent pattern of high scores on items #13, #22, and L4 on the current student course evaluation forms or their equivalent if other forms are used. (Furthermore, positive student and peer comments if available).

##### Highly Satisfactory

Teaching is rated highly satisfactory if the faculty member is above average but not superior in the department based on documented information in the teaching/advising section of the *Annual Faculty Evaluation*. The same documentation as stated above in the superior category will be used for the evaluation. To obtain a highly satisfactory rating a faculty member should have above average scores on his or her evaluations and positive comments from the students as well as the peers.

##### Satisfactory

Teaching is rated satisfactory as being average in the department based on documented information in the teaching/advising section of the *Annual Faculty Evaluation*. One would expect to have average scores and comments on student evaluations.

##### Improvement Needed

A faculty member obtains an improvement needed rating if there is consistent evidence of unsatisfactory teaching and/or advising as evidenced in part, by low scores on student evaluations, particularly test items #13, #22, and L4 or their equivalent if other forms become available. Also if a faculty member is not keeping up with course and curricular development this could be a reason for improvement needed. Any faculty member that obtains an improvement needed must work with his or her peers for future improvement.

#### B. Research/Scholarship

Scholarly activity in the Department of Food Science and Human Nutrition is manifest in creative research projects developed and reviewed by faculty to collect data for submission to refereed journals and Experiment Station publications. Such work as published abstracts in

refereed journals along with books or book chapters comprise quality achievement and deserves careful consideration in the evaluation. Presentation of research at scientific meetings and seminars is also important, with invited and national meeting presentations being weighted more.

The seeking of extramural support for research projects and collaborative activities in addition to the above criteria should also be weighted heavily. However, the lack of financial support is not considered an indication of the lack of competence, nor is financial support an indication of competence. Instead, successful completion of projects undertaken will be viewed positively.

Reviewing and/or being an editor for a journal is indicative of knowledge and prestige within one's field and should be considered in the evaluation process.

With participation in Regional Projects (supported by Station-allotted federal Hatch funding) there is the responsibility to fulfill the annual projected work. The degree to which this is accomplished and the results obtained are observed carefully, Involvement on a Technical Committee for a Regional Project may demand time and expertise, for writing annual meeting minutes and reports, terminal report, and original or revised project proposal.

The number of high quality publications, along with other professional contributions, as mentioned above, will be used to evaluate a faculty member's research contribution.

#### Ratings

##### Superior:

The faculty member is well known and respected at the international and national levels and in Maine in his or her research/scholarship area as evidenced by exceptional productivity which may include numerous publications in refereed journals, invited papers, books, book chapters, manuals, guides, presentations at national or international conferences and symposia, grants and awards. Documentation is required by providing the necessary information in the research/scholarly activity section of the *Annual Faculty Evaluation*.

##### Highly Satisfactory:

The faculty member is well known and respected for his or her research/scholarship in Maine and the United States as evidenced by refereed/invited publications, books, book chapters, presentations at national meetings, grant applications and awards. Documentation is required by providing the necessary information in the research/scholarly activity section of the *Annual Faculty Evaluation*.

##### Satisfactory:

The faculty member is known and respected for his or her research/scholarship on campus and in Maine as evidenced by publications, books, book chapters, presentations at local or State meetings, and grant applications. Documentation is required by providing the necessary information in the research/scholarly activity section of the *Annual Faculty Evaluation*.

##### Improvement Needed:

The faculty member fails to meet the criteria for satisfactory performance as defined above. Any faculty member obtaining an improvement needed will be mentored by a Departmental faculty member to try to improve his or her standing.

C. Service

1. Department college, campus and university assignments and service

Faculty are expected to willingly contribute to activities of the department. These contributions may include coordination of any of its programs (e.g. graduate program, seminar presentations, building manager, safety coordinator, inventories, departmental publicity and expansion), committee activity (e.g. ad hoc., peer or policy advisory) or representation of the department on the college or university committees or boards (e.g. selection, curriculum or governance, etc.). Evaluation of these activities will be based upon self appraisals and opinions of associated faculty and administrators.

2. Public service:

There are many opportunities in the Department of Food Science and Human Nutrition for public service activities, responses to citizen inquiries on food and nutrition, or by analysis for determinations requested. All faculty are expected to respond in a responsible professional manner to individual inquiries within their areas of expertise. Individual and/or departmental consultation with an outside party may provide information needed or may lead to research beneficial to the food or health industry. Results generated from research in the department, if not already destined for refereed publication or Experiment Station Bulletin, whenever possible or applicable should be scaled down to an Experiment Station publication of pamphlet size readily understandable by industry or the lay public.

A member's ability to contribute to the maintenance of lively rapport with industry and Professional Associations and personnel is an asset to the Department and should be acknowledged. However, until the University System defines and recognizes the importance of Service to the University an appropriate reward cannot be given.

3. Professional activities:

Membership and active participation (attendance and membership on boards and/or committees) in the relevant professional societies will vary greatly among individuals and from year to year for a particular faculty member. An invitation to deliver a guest lecture on a topic of a member's area of expertise, on or off campus, is a coveted opportunity not to be overlooked. Consideration will be given to these and other activities and evidence of such participation should be presented at the time of review.

Ratings

Superior:

Faculty member demonstrates leadership and extensive contributions of professional expertise in university and public service through such activities as committee work (including offices held and frequency of meetings), presentations such as seminars, workshops, colloquia, and contributions through public media. Documentation required by providing the necessary information in the service section of the *Annual Faculty Evaluation*.

**Highly Satisfactory:**

Faculty member demonstrates extensive contributions of professional expertise to the University and the public through such activities as committee work (including offices held and frequency of meetings), presentations such as seminars, workshops, colloquia, and contributions through public media. Documentation required by providing the necessary information in the service section of the *Annual Faculty Evaluation*.

**Satisfactory:**

Faculty member presents evidence of sustained contributions of expertise to the University and the public. Documentation required by providing the necessary information in the service section of the *Annual Faculty Evaluation*.

**Improvement Needed:**

The faculty fails to meet the criteria for satisfactory performance as defined above. Mentoring by a Departmental faculty member will be tried to help the faculty member.