

College of Agriculture and Natural Resources Promotion and Tenure Policy

Final Approval, May 2018

A. Introduction

The objectives of the Promotion and Tenure Policy of the College of Agriculture and Natural Resources are to comply with [Section 4.4.5 of the Faculty Handbook, Promotion Procedures at the College Level](#). See Section [4.4.5](#) for an explanation of the committee's responsibilities, which include but are not limited to:

- Evaluating the candidate's dossier,
- Publishing and distributing the policies and practices of the committee, and
- Making efforts to ensure the policies and practices are applied consistently from year to year.

The promotion and tenure process rests firmly on peer evaluations. Because individual departments have the major responsibility of establishing and administering guidelines and making initial promotion and tenure recommendations, the College Promotion and Tenure (P&T) committee refers to [Departmental documents found on the Provost's webpage](#) during deliberation. P&T decisions affect the University as a whole; and consequently, College and University committees, together with appropriate administrators, play an important role. They ensure that policies and decisions serve the interests of the University and are comparable across its many divisions. It is important that the candidate and all reviewing entities are familiar with the University policies on career development and promotion, which can be found in the [UD Faculty Handbook](#).

B. Minimum Standards for Promotion

Refer to [Section 4.4.2 of the Faculty Handbook: Minimum Standards for Promotion](#) and the appropriate departmental P&T Document to understand the standards of achievements that must be met for promotion to or hiring at the respective ranks of Assistant Professor, Associate Professor and Professor. Continuing-track (CT) faculty are eligible for promotion in academic rank under the same criteria and procedures that apply to tenure-track (TT) faculty.

Faculty in the College of Agriculture and Natural Resources generally hold appointments in the Agricultural Experiment Station. Some have additional appointments in Cooperative Extension. Both of these organizations have goals of assisting the people of the State of Delaware. As a consequence of these obligations, faculty are often involved in activities that impact their research programs, the form that scholarly publications may take, and the extent to which they are involved in service functions with organizations related to their profession and individuals in the public sector. The individual departmental P&T Policy statements should address these items as appropriate.

C. Candidate Responsibilities

Procedures detailing faculty members' rights and responsibilities relevant to P&T are found in [Section 4.4.3 of the Faculty Handbook: Candidate's Rights and Responsibilities](#). Candidates are responsible for following the procedures and guidelines presented in the University Faculty Handbook and further the departmental P&T Document.

D. College Committee on Promotion and Tenure

The College Committee reviews all applications for promotion and tenure and appertaining departmental P&T documents. The College Committee works to oversee the promotion process from a faculty point of view and assists departments in developing or revising their criteria for promotion and tenure. While the committee may request advice from the Dean, it shall provide an independent and transparent view apart from the Department and the Dean. Changes in departmental P&T policies must be signed and dated by the College Committee as well as the Dean, signifying approval, before being sent to the University Committee on P&T and the Provost for final approval. Submitted policies should have changes clearly highlighted. The committee is responsible for following procedures outlined in [Section 4.4.5 of the Faculty Handbook: Promotion Procedures at the College Level](#).

- 1. Selection:** The following instructions shall be followed to select members of the College P&T Committee:
 - a. The CANR P&T Committee shall consist of four tenured Full Professors.
 - b. Each department will be represented by one faculty member who is not seeking promotion during their term of service.
 - c. In addition, each department shall identify an alternate member, who is a Full Professor, to serve at the discretion of the College P&T Committee Chair. In the event that a department needs all of its Full Professors to serve on the Department P&T Committee and cannot supply a Full Professor as a primary or alternate member to review a candidate from the same department, the Chair of the College P&T Committee may use an alternate from another department.
 - d. If a regular or alternate committee member is unable to complete their term, a replacement from the appropriate department shall be elected following departmental guidelines.
 - e. The committee shall elect its own chair from among the four members.
 - f. One-half of the members will be elected each year for a two-year term, as per department guidelines.
 - g. The term of the committee shall be from September 1 to August 31.
 - h. No member or alternate may serve two consecutive terms.
 - i. Department chairpersons and deans are not eligible to serve on the committee.

Faculty members may participate and vote on either the department or the college level, but not on both. Prior to the date when a candidate must notify the chair of intention to apply for promotion in accordance with [Section 4.4.8 Promotion Process Schedule](#), the committee shall conduct an election to elect two new committee members.

If the candidate evaluated has a Continuing Track (CT) appointment, the chairperson of the CANR P&T Committee, in concert with the chairperson of the pertaining departmental P&T Committee, may appoint at least one additional Professor with a CT appointment (at or above the rank being sought by the candidate) from outside the department to serve as a member of the CANR P&T Committee. Thus, in this unique situation, the committee membership will include a total of five members.

If the candidate evaluated has an Extension appointment, the chairperson of the CANR P&T Committee, in concert with the chairperson of the pertaining departmental P&T Committee, may appoint at least one additional Professor, at or above the rank being sought by the candidate, with an Extension appointment from outside the department to serve as a member of the CANR P&T Committee. Thus, in this unique situation, the committee membership will include a total of five members.

Departments shall submit the names of all eligible, full-time, tenured Full Professors to be placed on the ballot. The full-time college faculty vote, by secret ballot, with one vote being cast for each regular member vacancy. A simple plurality is required to elect persons to the committee. The faculty member with the majority of votes from each department is elected as the regular member. The faculty member with the next highest votes from each department is elected as the alternate.

If a regular or alternate committee member is unable to complete the term, a replacement shall be elected following the above procedures. The replacement shall serve until the end of the term of the original committee member. An alternate committee member may vote on a candidate at the department level; however, if an alternate committee member votes at the department level, he or she may not vote on that candidate at the College level.

- 2. Responsibilities:** The responsibilities of the CANR P&T Committee are as follows:
- a. To review all dossiers, appraisal letters, and recommendations for promotion and tenure in the College in order to determine compliance with published and approved procedures and standards. Where approved procedures have not been followed, the committee is encouraged to work out problems, if possible; if not, the subject material shall be so noted and forwarded to the Dean;
 - b. To advise the department chair, department committees, and the Dean on procedures, standards, and criteria that are appropriate, equitable, and

consonant with University requirements in the areas of evaluation, promotion and tenure;

- c. To report to the faculty of the College periodically on procedures, standards, and criteria that are appropriate, equitable, and consonant with University requirements in the areas of evaluation, promotion, and tenure;
- d. To evaluate the dossier to determine if the candidate met the standards outlined in the individual departmental promotion and tenure document;
- e. To vote on the merits of each candidate's dossier'
- f. To report the results of the review in full and in writing to the candidate, department committee, and department chairperson, including explanations of any disagreements with recommendations made at an earlier stage;
- g. The College committee defines its decision, if contrary to that of the departmental committee, as being in disagreement with that committee and not as being a reversal of the departmental committee's recommendation. The decision is reached by individual balloting recorded by the chair.

3. Procedures

- a. Dossiers should be made available to the College P&T Committee in accordance with Section 4.4.8 of the Faculty Handbook: [Promotion Process Schedule](#).
- b. After discussion, the committee may move to vote or may wish to consult with the candidate, department chair, and/or chair of the departmental promotion and tenure committee requesting additional evidence to clarify the dossier. If deemed necessary to request additional information or to seek clarification, the committee shall request additional documentation and allow a reasonable amount of time for clarification in order to remain in compliance with promotion process schedule deadlines.
- c. When sufficient evidence is presented, the committee votes on the merits of each candidate's dossier following departmental guidelines for each category, including teaching, scholarship, or service. The Committee shall provide a written report of the decision to endorse or not endorse to the Dean.
- d. The final written recommendation of the College P&T Committee shall be added to the candidate's dossier, and the dossier shall advance to the Dean following the schedule provided in the faculty handbook.

E. Dean's Responsibilities and Procedures

The Dean shall follow procedures outlined in the Faculty Handbook [Section 4.4.5 Promotion Procedures at the College Level](#).

F. Appeals Procedure

If the College P&T Committee recommendation is in disagreement with the reviewers at other levels, the candidate may still advance his/her dossier to the next higher promotion review body, following the policies and procedures established by the University Senate, or an appeal may be filed. The appeal procedure and timeline is outlined in [Section 4.4.8 of the Faculty Handbook: Promotion Process Schedule](#).

G. Schedule

The schedule is outlined in [Section 4.4.8 of the Faculty Handbook: Promotion Process Schedule](#). Candidates are encouraged to notify their chair in writing of the intention to apply for promotion well in advance of the deadline.

H. Amendment of the Promotion and Tenure Policy:

The CANR P&T policy can be amended according to the procedures outlined in the [College By-laws](#).

Approved by the voting membership of the College of Agriculture and Natural Resources on February 27, 2018. Last Approved by the Office of the Provost May 14, 2018.