**PLANT PATHOLOGY DEPARTMENTAL POLICY**

**GUIDELINES for PROMOTION and TENURE**

**Introduction**

Recommendations for promotion and tenure in the Department of Plant Pathology are the responsibility of the faculty and the Department Head. The faculty will follow the Promotion and Tenure (P&T) guidelines as outlined by the University and by the Institute of Agriculture and Natural Resources (IANR). The evaluation of a candidate’s performance shall be based on the individual’s assigned responsibilities in teaching, research, extension and service as outlined in the position description.

Department expectations for faculty performance will complement those outlined by the CASNR, ARD and CED deans in IANR. Departmental promotion and tenure recommendations by the P&T Committee will be based on the candidate’s cumulative performance in their assigned area of responsibility. All faculty are expected to engage in creative and scholarly activities, thereby demonstrating excellence and professional growth in their discipline.

**Considerations for Tenure**

Probationary faculty are those who are on tenure track but not yet tenured.

Tenure recommendations should not be confused with annual evaluations. The annual evaluation is a formative process that communicates areas of progress and strength, and alerts the faculty member to performance deficiencies at the earliest possible time and focuses primarily on suitability for reappointment and an assessment of promise for tenure. Granting tenure is a long term commitment by the institution to the individual faculty member and therefore, requires a rigorous, in-depth assessment of the faculty member’s cumulative accomplishments and a determination of whether the performance is likely to meet or exceed expectations for the indefinite future. The tenure decision ultimately is based on an evaluation of the quality and quantity of work accomplished during the probational period and is an expectation and prediction of future performance of a faculty member.

The P&T Committee members will base their discussions, reviews, and evaluations on the material submitted in the candidate’s file.

**Considerations for Promotion in Rank**

Promotions to higher rank are benchmarks in the process of faculty development and recognition. Initial decisions on recommendations for promotion are made by the P&T Committee and unit administrator. To attain the rank of professor, most phases of the candidate’s performance, related to their appointment, must be judged as exceeding expectations, evidencing a level of sustained creativity. Such creativity is of the sort that would merit regional and national recognition in teaching, research and/or extension.

Adjunct faculty and research assistant or associate professors (nontenure track) will be evaluated for promotion under the same criteria as tenure track or tenured faculty.

**Criteria to be Considered for Promotion and Tenure**

A. Quality and Quantity of Work

* Candidate should include a statement identifying what they consider their most significant work and explain why they consider this their most significant work, including its current and future impact.
* Evidence of scholarly achievement in the areas of teaching, research and/or extension, in proportion to position description, to include:

 Publications - peer reviewed paper or electronic journal articles, these include laboratory, field and academic research; extension publications; teaching or extension, etc.

 Invited Presentations - local (non-departmental); state; regional; national and international meetings.

 Educational Instruction – demonstration of the breadth of extension education programs; scholarly teaching appropriate to level; competency in advising undergraduate and graduate students; integrating team teaching.

 Creativity - evidence of willingness to introduce new subject matter on priority issues; innovative instructions such as multimedia, web-based courses, distance delivery; development of copyrighted material and patents; release of cultivars; evidence of providing new ideas, methodology and interpretation to a field of inquiry.

B. Teamwork

* Evidence of contributions to extension action teams and interdisciplinary teaching and research.

C. Grants, Contracts, User Fees and Other Intra-/Extra-mural Funding

* Evidence of a proactive approach in seeking and obtaining outside support for extension, research and/or teaching program enhancement.

D. Professional Development

* Faculty are expected to participate in professional development activities that support their academic appointment such as professional society meetings, sabbatical leaves, etc.

E. Service

* Performance of service at institutional, professional, local, national and international levels, e.g. committee assignments, editorships.

F. Other Accomplishments

* Includes activities in addition to their position description such as mentoring students, post-graduate faculty and new faculty.

**Review Process by the P&T Committee**

A. The departmental Promotion and Tenure Committee, as part of their annual evaluation of probationary faculty and tenured, but not fully promoted faculty, will review the following:

 1. Position Description

 2. Current ARFA

 3. A 3 - 5-year cumulative record, provided by the faculty member, of teaching, extension, research and service activities that address items under the Criteria to be considered for Promotion and Tenure section

B. Faculty with **joint appointments** in teaching/research, extension/research or teaching/extension will be evaluated on all areas of their appointment. Demonstration of a satisfactory or above performance in **each** area of their appointment indicates positive progress toward promotion and tenure. Unsatisfactory performance in one area of their appointment, even though the performance in the second area of their appointment is satisfactory or above, raises concern about progress toward promotion and tenure.

 C. The P&T Committee and unit administrator will provide each probationary faculty member and tenured but not fully promoted faculty member with annual feedback regarding progress toward tenure and promotion.

D. If a faculty member has been in a tenure-track position at another institution, with a governmental agency, or with industry, and wants to have their prior experience as a consideration for early (prior to 6 years) promotion and/or tenure, they should have this agreement written into their letter of offer from UNL or negotiate this with the unit administration and appropriate IANR dean after being hired. In such cases, the faculty member must provide the P&T Committee with evidence of this agreement along with summative packet of their accomplishments at their previous institution. The faculty member must also have a record of productive accomplishments at UNL before being considered for promotion and/or tenure.

E. It is the faculty member’s responsibility to document their progress toward tenure and promotion and provide this documentation in the form of a cumulative promotion and tenure or promotion packet to the P&T Committee in the year they wish to be considered for promotion and tenure.

F. Nontenured and not fully promoted faculty will be evaluated annually by the P&T Committee. Fully promoted/tenured faculty will be evaluated by the P&T Committee at least every three years.

**Plant Pathology Faculty Cumulative Accomplishments for**

**Annual Review by the Promotion & Tenure Committee**

The information requested will be used by the Promotion & Tenure Committee in their review of your accomplishments over the past few years. Please follow this format in developing your cumulative accomplishments.

**Cumulative Accomplishments Record**

**Technology Transfer** (Provide a 5-year record)

* Refereed Publications (outside peer-reviewed paper and electronic journal articles, book chapters, conference symposia, textbooks, etc.)
* Other In-house reviewed Publications (NebFacts, NebGuides, Extension Circulars, conference proceedings chapters, and technical, teaching and popular articles)

 Provide biographic listings starting with current year going back to include 5 years.

* Creative work (patents, cultivars, videos, websites/pages, displays, CD-ROMS, softward, Power Point presentations that were used for district, state, regional or national level programming)

**Transformational Learning** (Provide a 3-year record)

* Course Instruction (provide a 3-year summary of the CIEQ-Course, Instructor, Evaluation Questionnaire for each course taught)
* Advising/Mentoring (briefly describe your role as a student advisor or mentor to post docs, students, other faculty)
* Innovative Instruction – new and creative approaches to teaching both in the classroom and in extension programs to include multimedia, web-based courses, distance delivery (provide a brief 3-year summary)
* Curricula Based Extension Programs developed (in-depth focused programs with measurable outcomes)

**Team and Interdisciplinary**

* Integrated Team Teaching (provide a 3-year list of team-taught courses and the amount of your contribution)
* Team and/or Interdisciplinary Research (briefly summarize your role in the research and what were the outcomes and impacts)
* Team and/or Interdisciplinary Extension Programming (your role on extension action teams and measurable outcomes and impacts of action team programs)
* Other Collaborations where resources are shared within and between University faculty and extenal agencies and organizations. List agencies/organizations you worked with, resources shared and document where efforts lead (courses developed, reports, grants, programs, publications).

**Grants** (Provide a 3-year record)

* Reported through Sponsored Programs (List project(s), funding partner(s), investigator(s) and grant amount)
* Other grants and funding support

**Professional Development** (what professional development opportunities have you participated in during the last 3 years)

* Invited Speaker
* Professional Meetings Attended
* Special Topic Workshops
* Sabbatical

 (Don’t list specific meetings, but give the number by year, and then indicate whether you were an invited speaker)

**Service**

Briefly summarize your service for the last 3 years at the departmental, institutional, regional, national, international, professional, and community levels, e.g. committee assignments and length of appointment or editorial assignments, etc.