

CRITERIA FOR PROMOTION AND TENURE

Department of Extension Animal Sciences & Natural Resources

College of Agricultural, Consumer and Environmental Sciences

New Mexico State University

Department Mission

The Extension Animal Sciences and Natural Resources (EASNR) Department is committed to the broad mission of land grant universities in general, NMSU and the mission of the ACES, in particular. The department strives to improve the quality of the lives of citizens of New Mexico by providing research-based knowledge through a variety of media to answer questions regarding animal production and well-being and management of natural resources. The strength of the department is the focus of animal production in arid environments and the stewardship of natural resources via a strong team approach to problem solving.

Departmental Goals, Objectives and Expectations

Extension Philosophy: People's lives and livelihood are enhanced when research generated knowledge can be applied to their environments. The Extension Animal Sciences and Natural Resources Department assists the diverse clientele of New Mexico by providing timely, unbiased, research-based information in the animal sciences and natural resources disciplines. Extension programming relies on local, grass -roots initiatives and requests. These are critical to effective Extension department educational programs. Programs offered by the Extension Animal Sciences and Natural Resources Department are available to all without discrimination. Faculty within the department are advocates for the University's civil rights and anti-discrimination policies.

Goals and objectives for each faculty member are defined by a 5-year Plan of Work. Faculty members with a majority appointment in EASNR (51% and above) write plans of work. Faculty members with less than majority appointments (49% or below) have the choice to write personal and specific plans of work, or to contribute to colleagues plans of work through collaborative program efforts. These plans of work serve as the foundation for scholarship and creative activities conducted by the faculty. Faculty members self-identify specific, measurable goals and objectives for their programs each year. These goals and objectives are in line with the overall objectives of their programs as stated in their plan of work. The outcomes of these goals and objectives demonstrate the impact of their programs for clientele. The goals and objectives along with the faculty member's allocation of effort statement are evaluated by the PUA to ensure that the programmatic activities contribute to the overall mission of the department, and that the efforts are sufficient in quality and quantity to meet the needs of their positions as defined by their job descriptions and their appointments. Evaluation of the quality and productivity of Specialists in our department is subjective. The primary evaluation for promotion and tenure is conducted by the PUA and by the EASNR Promotion and Tenure Committee, which is made up of experienced faculty within the department or college who have a keen knowledge of quality and productive programming.

Faculty positions and appointments

Faculty may hold tenure track positions with ranks of Assistant Professor, Associate Professor or Professor or may hold non-tenure track positions with ranks of College Assistant, College Associate or College Professor. Both tenure track and non-tenure track faculty are held to the same criteria for promotion within the EASNR department. Faculty appointments in our department vary from 100% Extension appointments to various combinations of Extension and Research or Teaching appointments. The professorial ranks at NMSU are described in NMSU Administrative Rules and Procedures 9.33. Within these ranks, the EASNR Department expects candidates for promotion and/or tenure to provide evidence showing a high degree of

quality for Extension scholarship and creative activity. For promotion to Professor, the candidate must have established a distinguished reputation in his/her area(s) of expertise at the state, national and/or international levels. The productivity record must be at least equivalent to that required to achieve promotion from Assistant Professor to Associate Professor. In addition, the candidate must show continued contributions through service and leadership.

General Information and Procedures

Promotion and Tenure

An important responsibility of the University is evaluation of faculty members for appointment, reappointment, and promotion. Coincident with this is the granting of continuing contract (tenure) for promotions to the rank of Associate Professor and above. Faculty members who have made important contributions to the profession and the University and who have discharged their duties with distinction will be considered for promotion through the professorial ranks. Similarly, initial appointments will only be made for individuals who have either demonstrated these qualities elsewhere or who show promise for doing so at NMSU. Continued growth and continued contributions are required for all ranks. Advancement to a higher rank is not automatic, but must be earned through continuous accomplishments that are determined by peers to be important and valuable scholarly works.

The Department follows the guidelines for promotion and tenure as outlined in the New Mexico State University Administrative Rules and Procedures (ARP), Chapters 9.30-9.36 as well as the College of Agricultural, Consumer and Environmental Sciences (ACES) Criteria for Promotion and Tenure. The policies and procedures regarding promotion and tenure that are set forth in the NMSU Administrative Rules and Procedures (hereafter referred to as NMSU P&T Policy) supersede College and Departmental policies and the College policies supersede EASNR policy. All faculty should be thoroughly familiar with these policies and procedures. These guidelines have been written for the candidate and for the Departmental Promotion and Tenure committee members. They provide a timeline for the promotion and tenure process as well as a common format for preparation of the candidate's portfolio. This common curriculum vitae (CV) format allows faculty to report their scholarly and creative activity in areas of Extension, Research, Teaching/Advising, Outreach and Service.

Evaluation

Within ACES, candidates for promotion and/or tenure are evaluated by the Principle Unit's Promotion and Tenure Committee and the minor appointment department's committee, if applicable, the Department Head, the College Promotion and Tenure (P&T) Committee, and the Dean. Judgements are made at all levels of this evaluation process based on the candidate's responsibilities and performance. After each step in the evaluation process, the candidate will receive written notification of the recommendations provided. The Principal Unit Administrator (PUA; often referred to as a Department Head) meets annually with all faculty members for a performance evaluation, regarding agreed upon goals and objectives, and progress toward promotion and/or tenure. The goal is to assure that all faculty members are provided adequate supervision, advice, and training. During this performance evaluation, an allocation of effort statement (see Appendix 2 of the ACES Criteria for Promotion and Tenure) will be prepared and agreed upon with the PUA(s). The allocation of effort statement reflects an individual's goals and objectives as they relate to the university's mission and the principal unit's expectations and will be used as the basis for evaluation. The EASNR department follows ACES Criteria for Promotion and Tenure Policy 5.2 regarding mid-probationary review. In addition to the annual performance evaluation, the candidate's progress for promotion and tenure will be evaluated each spring by the EASNR Promotion and Tenure Committee. An allocation of effort table showing the agreed upon effort for each year of the period under review should be included in the candidate's core document.

Faculty with split appointments will be evaluated by both the major and minor departments. For example, if a faculty member holds a split appointment, that is 75% Extension (EASNR) and 25% Research (ANRS or

FWCE), the EASNR Department will evaluate the candidate with respect to extension activities and the appropriate minor department will evaluate the candidate with respect to the research activities. Therefore, the overall evaluation of faculty members with split appointments is a collaborative effort between both departments. In the unlikely event of a mixed evaluation, the evaluation of the majority department will take precedence.

Faculty Mentoring

For continued success of the department, junior faculty members must be encouraged and nurtured to develop their talents. The PUA mentors and provides leadership to faculty to facilitate their progress through the promotion and/or tenure process. The PUA provides initial information, timelines, and copies of all written guidelines to all new faculty, and informs candidates of the right to due process, appeal and informal processes for conflict resolution in promotion and tenure. If the PUA, in consultation with the EASNR P&T Committee Chair, believes that the candidate considering promotion would benefit from a formal mentoring program, the PUA may assign a tenured faculty member as a mentor for the candidate. The candidate and mentor will formally meet with the PUA on an annual basis to discuss progress towards promotion and/or tenure and to develop plans of action to remedy deficiencies identified during annual reviews. The mentor shall have an active role in advising the candidate in the process of professional development through the professional ranks.

The EASNR Department Promotion and Tenure Committee

The EASNR P&T Committee adheres to the guidelines and duties described in section 9.35.5 C of the NMSU P&T Policy and section 7.2 of the ACES Criteria for Promotion and Tenure. Eligibility for serving on the departmental promotion and tenure committee is determined as follows. Unless extreme circumstances prevent it, the EASNR Department prefers that all members of the EASNR Departmental P & T Committee hold the rank of Professor. In instances of tenure, all voting members must be tenured. In instances of promotion, committee members must hold a rank at least equal to the rank for which the candidate is applying. In no case shall a department promotion and/or tenure committee be composed of fewer than three eligible members. If there are insufficient numbers of eligible faculty within the department to constitute a committee, the PUA in consultation with the committee chair, will seek fully promoted Extension faculty from other Extension Departments to fill out this committee. Per ACES Criteria for Promotion and Tenure Policy #2, committee members have the duty to avoid actual conflicts of interest (COI) or the appearance of a COI with respect to evaluating candidates for promotion and/or tenure. Therefore, a committee member should disclose any potential COI to the committee chair. The Dean, PUA, or comparable administrators may meet with the Departmental P&T Committee to discuss procedural matters.

The Committee will oversee a departmental election of one fully-promoted member to serve on the College Promotion and Tenure Committee in accordance with the provisions outlined in 9.35.5 D of the NMSU P&T Policy and Section 7.3 of the ACES Criteria for Promotion and Tenure. The length of service for each principal unit member on the College P&T committee is three years, with the option to succeed themselves. The EASNR P&T Committee Chair and the PUA may be invited to provide comments and input on the candidate applying for promotion/tenure prior to opening deliberations of the College Committee.

The EASNR P & T Committee meets twice a year, in spring and fall. The spring meeting provides an annual review for all Assistant Professors and College Assistant Professors. Candidates' up-to-date review documents will be due to the PUA in March/April. The EASNR P&T Committee will review the documents in April/May. This review process will provide the candidate with a written evaluation on their progress toward promotion and tenure (if applicable). Annual review is optional for faculty members who hold the rank of Associate Professor or College Associate Professor. They may choose to be evaluated annually, occasionally, or may choose to forego any pre-promotion evaluation. The fall P&T Committee meeting provides a final review for completed files of candidates who have applied for promotion or

tenure. The departmental P&T Committee has the right to request additional information from the candidate. All requests will be made in writing and submitted to the candidate through the PUA. The candidate will be allowed a minimum of seven days from the date of receipt to provide the requested information. The information will be delivered to the committee through the PUA.

Committee deliberations are confidential and voting will be held in closed session with only committee members present. Committee members will cast their votes via written secret ballot. Only committee members present shall cast a vote. Absentia and proxy ballots are not permitted. Committee members may participate through telephonic or electronic communication means (e.g., web conference software, etc.). All vote counts will be recorded by the committee chair. Strict confidentiality of deliberations and decisions of the committee will be observed and only communicated to appropriate candidate or administrators as required or allowed by the University and College policy guidelines. The committee will prepare and submit a letter summarizing its recommendations and numerical vote to the PUA/PUA and the ACES Dean. The letter will reflect the majority opinion of the committee and contain specific commendations, concerns and recommendations addressing the department's criteria in each of the areas required for promotion and/or tenure. It will also allow for and include any dissenting opinions concerning specific commendations, concerns, and/or recommendations not reflected in the majority view. The committee chair will ensure that the letter is delivered to the PUA.

Portfolio Policies and Procedures

Portfolio Presentation - Candidates for promotion and/or tenure are responsible for preparing materials that will be used by evaluators to make their appraisal of the candidate's performance, professional maturity, and the likelihood of continued contribution to the department, college, and the university. The materials must document a cumulative record of the candidate's activities and accomplishments since hire date or the most recent promotion. The materials are presented in a portfolio that adheres to the requirements described in Sections 9.35.6 (Portfolio Preparation) of the NMSU P&T Policy and the ACES Criteria for Promotion and Tenure, under Section 8. 'Portfolio Preparation'. The CV portion of the portfolio must adhere to the CV format described in Appendix 6 of the ACES Criteria for Promotion and Tenure. For specifics on EASNR criteria, see section 'Criteria for Promotion and Tenure below. In addition, an Executive Summary should be included, which is a summary of the candidate's responsibilities, competence, ongoing activities, and noteworthy contributions. To assist with portfolio preparation, the candidate is encouraged to seek and review, with the aid of the PUA, portfolios from other successfully promoted faculty members.

Timeline – Candidates submit requests for review and materials in accordance with University and College timelines as indicated in the NMSU P&T policy 9.35.10: Timeline of procedural steps for promotion and tenure review processes. Candidates should also be aware of the timeline of events described in the annual letter from the Provost's Office.

Allocation of Effort – All levels of promotion and/or tenure will acknowledge and respect variations among individual allocation of effort statements.

External Reviewers – By August 1 of the year of application, the candidate will provide the PUA with a written list of potential reviewers (minimum of 12) who they believe are qualified to evaluate the candidate's performance. By September 1 of the year of application, the candidate will provide the PUA with a current copy of the CV, to be submitted for consideration in the P&T process, to be sent to the reviewers. It is the responsibility of the PUA to solicit letters of reference from at least 6 external reviewers. The PUA retains the right to request external reviews from individuals not noted on the candidates list.

In the process of selecting external reviewers, the PUA should avoid any conflicts of interest, either real or perceived. More detailed information on conflicts of interest can be found in NMSU Administrative Rules and Procedures 3.00 to 3.13. External reviewers can be peers holding similar positions at other universities, other Extension professionals, or employees of trade groups or state agencies that have knowledge of the candidate's major programs. An external reviewer will be a highly regarded expert in one or more aspects

of the candidate's work. When a reviewer holds a tenured position, it should be at or above the rank sought by the candidate. The purpose of the external review is to provide a third party evaluation of the candidate's performance in their respective academic field relative to meeting the requirements described in the EASNR and ACES Criteria for Promotion and Tenure. An external reviewer should have no professional relationship with the candidate under review (e.g., co-authorship on publications, collaborator on grant proposals or regional projects, former graduate research advisor or other mentor relationship, or any other perceived conflict of interest).

The PUA must provide these external reviewers with copies of the EASNR and ACES Criteria for Promotion and Tenure, the candidate's core document, and allocation-of-effort forms for each year in the period under review. In soliciting letters of recommendation, the PUA will instruct reviewers that they must provide a written evaluation of the candidate based solely on how the candidate has or has not met the criteria described in the EASNR and ACES Criteria for Promotion and Tenure, along with a brief description of any professional or personal relationship to the candidate, and a brief summary of their professional qualifications relative to serving as an external reviewer. Reviewers shall be informed that the candidate has the right to read their letters and that third parties, in the event of an EEOC or other investigation into the promotion and tenure decision, may also review the letters.

It is recommended that the PUA also solicit and include letters of support from collaborators, county Extension faculty, and clientele familiar with the candidate's major programs. However, *these cannot substitute for the three external letters of review mandated by NMSU Policy 9.34.3.AA*. All unsolicited letters received that pertain to a candidate's application for promotion or tenure will be marked as such and included at the end of the External Reviews Section of the core document. The PUA is responsible for placing all letters in the candidate's portfolio prior to evaluation by the EASNR P&T Committee.

Portfolio changes - A candidate may review, add, change or delete materials in their portfolio at any time after its submission to the PUA, but **prior to** its review by the EASNR P&T Committee. Once the core document has been submitted to the Committee, any requested change, addition, or deletion should be submitted to the PUA along with a letter of transmittal. The PUA will present this information to the College Committee as allowed by ACES policies and procedures.

Confidentiality and Portfolio Security and Storage – All materials provided for evaluation for promotion and tenure will be held as confidential with access limited only to the candidate and appropriate administrators and reviewers. Portfolios will be stored in a locked file cabinet with access permitted via a request to the PUA.

Candidates Rights

Temporary Suspension of Process – A candidate, in consultation with the PUA, may request a temporary suspension of the promotion and tenure clock in accordance with the provisions outlined in Section 9.35.2 B of the NMSU P&T Policy.

Option to Withdraw – During the review process, a candidate may withdraw from further consideration for promotion and tenure in accordance with Section 9.35.7 of the NMSU P&T Policy.

Appeals Process – Candidates are encouraged to familiarize themselves with the university procedures for appeals, specific details of which can be found in Sections 9.35.9 of the NMSU P&T Policy and Section 9. 'Appeals' in the ACES Criterial for Promotion and Tenure.

Post-tenure Review – The EASNR Department adheres to the policy regarding post-tenure review set forth in Section 9.36 of the NMSU P&T Policy.

Policy Changes – If any policy changes regarding promotion and tenure should occur at the Department,

College, or University level during a faculty member's pre-tenure or pre-promotion period, that faculty member may choose the policy under which they wish to be evaluated. Subject to University and College Policies, within three months of notification or in adherence to the timeline established by the policy change, each faculty member that is not yet fully promoted will inform the PUA and the Department P&T Committee Chair in writing of their choice of policies to be used for future evaluation for promotion and tenure.

Criteria for Promotion and Tenure

Following the CV format as outlined in Appendix 6 of the ACES Criteria for Promotion and Tenure, Extension faculty complete the introductory information for each category as appropriate [see Section III A 1-2 (iii)]. Programmatic efforts are included in Section III 2 (iv). General guidelines for evaluation and criteria for Extension Program Excellence and Scholarship are outlined in Section 6.4 and Appendix 3 of the ACES Criteria for Promotion and Tenure. Specific criteria for evaluating Extension scholarship and creative work within the Extension Animal Sciences and Natural Resources Department may include, but are not limited to, the following:

Scholarship and Creative Activity in Extension

Faculty in EASNR achieve scholarly excellence by generating original, as well as interpreting from other institutions, knowledge addressing community needs. This is accomplished through mutually beneficial collaborations between New Mexico State University and its partners, stakeholders, and publics. The department recognizes the four scholarships of discovery, teaching, engagement, and integration. The scholarship of discovery consists of applied research, and the products resulting from it. The scholarship of teaching consists of exploration of ways to increase the effectiveness of teaching within the discipline and the dissemination of the findings of those explorations. The scholarship of engagement includes, but is not limited to, Extension programs, technology transfer, and technical assistance, as well as the dissemination of the products and findings of those activities. The scholarship of integration includes any activity that integrates disciplinary knowledge into a broader context (integration of knowledge leading to new understanding), such as writing review papers, participation in multidisciplinary and interdisciplinary research, and exploring the implications for public policy of findings from the scholarship of discovery. *The quality of a candidates scholarly works in Extension are best evaluated by experts in their respective discipline, and this evaluation (e.g., formal peer-review process) provides evidence suitable for inclusion in the candidate's application for promotion and/or tenure.* For further details on scholarly effort, please refer to Appendix 1 of this document.

Specific criteria for evaluating Extension scholarship within the EASNR Department may include, but not be limited to, the following:

Program Planning and Delivery

- Develop and guide statewide or area program planning in a specific subject area
- Develop Extension curricula and related support materials for county program delivery
- Deliver programs that provide subject-matter expertise upon request throughout the state and train agents to deliver their curricula
- Obtain resources to develop and enhance Extension programs
- Facilitate and implement applied research and demonstration projects to address clientele needs, concerns, and/or issues
- Deliver presentations at national, international, and regional professional meetings
- Provide educational programs in the counties at the request of county agents
- Seek feedback and input from agents on client needs including curricular content and research needs
- Train county faculty through individual and group meetings and in-service trainings
- Serve as a liaison between County Faculty and the university faculty community

County Agent Collaboration and Community Collaboration

- Develop and implement Extension programs related to area of expertise at stakeholders' request
- Help resolve management problems and/or issues related to field of expertise to the State and region
- Build strong partnerships with agents, state and federal government agencies, and industry/trade organizations
- Respond to needs of the 4-H youth development program
- Serve as a liaison between communities and campus; reiterating the mission of the land grant university

University Collaboration

- Cooperate and collaborate with other faculty, including other Specialists and County Agents, to develop and conduct comprehensive Extension programs in their area(s) of expertise
- Collaborate with university research and teaching faculty in identified areas of program discovery, development, and delivery
- Serve as an ambassador of the university throughout the state and region
- Provide support to statewide events
- Work with colleagues at other Universities to develop relevant programming
- Serve as a liaison between communities and campus; sharing the needs and expectations of communities throughout the state with campus faculty

Publications

- Publications of program development, original work, and summarized research findings are primary means of communicating educational information. EASNR faculty seeking promotion and/or tenure must document a historical and continued publication record.
- Demonstrate scholarship through publications and other creative works. Appendix 4 of this document may aid candidates in organizing creative works into appropriate categories for reporting purposes.
- Specific peer-reviewed publication outlets that are strongly encouraged are:
 - Extension Bulletins, Circulars, and Fact Sheets
 - Other college publications (AES, Task Force Reports, etc.)
 - Peer-Reviewed Journals, Abstracts, and Reviews
 - Proceedings
- Demonstrate communication through popular press media, newsletters, poster presentations, and/or web-based media
- Some consideration may be given to unpublished industry reports, brochures, and educational materials not identified in other categories.

Professional Development

- Keep abreast of, and provide up-to-date information about subject-area trends and research findings
- Competent in the use of information technologies
- Participate in at least one professional development opportunity yearly

Additional Responsibilities

- Perform other duties and responsibilities, as assigned by the PUA.

Leadership

While not considered as a separate category for evaluation in the document, showing leadership in the areas of Extension, research, teaching/advising and service is an essential component of a candidate's progress to more senior ranks. In demonstrating leadership, candidates must show that they are having an impact as evidenced by their scholarship and creative activities, and by contributions to the university's advancement. Leadership is characterized by 1) contribution to the mission of the department, college, or university and to the faculty member's profession; 2) participation in the distribution of responsibility

among the members of a group; 3) empowering and mentoring group members and 4) aiding the group's decision-making process.

Service

Activities recognized as service are required of all faculty members at New Mexico State University. Service represents contributions that help advance the profession, improve operation of the University and advance the wellbeing of society; these contributions can benefit students, the department, the college, the university, industry, stakeholders, government entities, non-governmental organizations, the community, the state, and the nation. Professional service is commonly demonstrated by active participation in professional and scholarly societies, participation on editorial boards, service as a reviewer of scholarly works including publications and research proposals, service on professional committees, foundation review boards, writing for newsletters, participation in other public service media activities, participation in community projects, etc. Contributions to the operation of the University can be demonstrated by service on committees at the departmental, college and university level. Activities also include service as elected representative in university organizations like the Faculty Senate and Graduate Council; evaluation of peers both within and outside of the University; participation in academic and administrative recruitment; departmental, college, or university self-study documents or curriculum revisions. Contributions to society at large are most often demonstrated when faculty members apply their professional skill towards the solution of public problems. This can be the result of service for the public good on governmental and other special committees, boards, agencies, civic groups and commissions; service through the use of the faculty member's academic expertise and particular professional skills to the solution of international, national, state, county and local problems.

Components of Promotion and Tenure portfolio

Until fully promoted through the professorial ranks, the candidate is responsible for submitting a promotion and tenure portfolio composed of a core document and documentation file to the EASNR P&T Committee through the PUA. For an annual spring review, the EASNR P&T Committee only needs to review items b, d, e, f, and g described below. During the formal application for promotion and/or tenure, the entire core document (items a to j described below) and documentation file will be submitted to the committee through the PUA.

The following core document elements must be submitted in this order. The combination of items d-f shall not exceed 50 pages:

- a. A routing form with spaces for the required signatures.
- b. A cover sheet indicating the candidate's name, current rank, department and college, and rank for which applicant is applying.
- c. Any written documentation generated throughout the promotion and tenure process, including the numerical vote counts of the promotion and tenure committee(s).
- d. A table of contents.
- e. Candidate's executive summary.
- f. A curriculum vita (Appendix 2 of this document and Appendix 6 of the ACES Criteria for Promotion and Tenure). The candidate should only include in the CV items for the period under review, which is since the effective date of the last promotion.
- g. Annual performance evaluations for the period under review, including the allocation-of-effort statements, written statements submitted by the faculty member as a part of, or in response to, annual performance evaluations, the supervisor's comments, and any responses made by the candidate to the supervisor's comments. Numerical rankings, ratings, or vote counts should be removed from annual performance evaluations.
- h. The most recent complete conflict of interest form.
- i. Principal unit's mission statement and guidelines.
- j. External reviews.

EASNR Departmental P & T Document Review

The EASNR Criteria for Promotion and Tenure will be reviewed annually and revised when needed to be consistent with ACES and NMSU policy revisions. The review will be initiated by the EASNR Chair of the P & T Committee, and guided by the EASNR P&T Committee with input from the departmental faculty. The PUA will notify all faculty of any changes to the Department, College or University promotion and tenure policies.

Document Guidelines (first version) approved by EASNR faculty in May 2008 with subsequent approved revision described below:

1. May 2014
2. August 2018

Appendix 1: Scholarly and Creative Work

The ACES Criteria for Promotion and Tenure recognizes that peer review is an inherent part of the promotion and/or tenure process. The EASNR Department views scholarship in the broadest sense to be creative intellectual work that is validated by peers and communicated to others. Creative activity may take many forms which yield valuable products for use in Extension programs. The candidate should seek opportunity to fully develop their Extension and research scholarly works into products suitable for formal peer review that provide substantial evidence of scholarship for inclusion in the candidate's application packet and documentation file (ACES Criteria for Promotion and Tenure Appendix 6.III.A. and B.).

The following definitions of NMSU Publications/Creative Work will be helpful in appropriately categorizing scholarly and creative works by faculty members.

Books, Guides, Handbooks

Book/Monograph

A book/monograph is a major scholarly work on a scientific or technical topic. It typically is at least 50 pages in length. See also Curriculum guides/Handbook

Book Chapter

A book chapter is part of a book (monograph, curriculum guide, and handbook). The title and other information for the book that contains the chapter are needed for the citation. The book itself already may be in the database if an author of another chapter has cited it or a university faculty member had authored or edited the book. If the containing book is not in the system and there are no university authors for it, then the book chapter author may enter information for the book and link it with the book chapter.

Bibliography

A Bibliography is a list of publication citations, usually on one or more related topics. A bibliography can be a standalone publication or appear in a journal or monograph. A Catalog typically is associated with an art museum exhibit, and therefore is not likely to be applicable, although it may apply to a listing of exhibits at a fair or conference.

Brochures, Reports, Workbooks

This is a catch-all category for publications that do not fit into any of the other categories. The information needed for this type of publication is similar to a book.

Bulletins/Circulars/Fact Sheets

Bulletins, Circulars, and Fact Sheets are typical Extension and Agricultural Experiment Station publications. Circulars usually are 8 to 50 pages in length and Fact Sheets usually are less than 8 pages in length. A Bulletin is a research publication less than 50 pages in length.

Curriculum Guide/Handbook

A Curriculum Guide/Handout is similar to a book/monograph but is entered as a separate category because of its specific form and content.

Journals/Abstracts/Reviews

The name of a journal title is necessary for citations of journal articles, abstracts, and reviews. A list of validated journal names, fully spelled out, may be search on keywords and selected from a list of those meeting the search criteria. If you do not find the journal name in the list, you may enter a provisional record for that journal. Only the name of the journal is required.

Journal Article

A Journal Article appears in a journal, whether the article is peer reviewed or not. Scholarly or research-oriented journals are peer reviewed in accordance with the guidelines of the publishing journal. Non-refereed articles usually appear in trade journals and popular press magazines, and will be reported in

those categories.

Abstract

An Abstract usually is of a paper presented at a conference or meeting. It may appear in a separate publication or as part of a journal issue.

Review

A Review typically is of a book, a major chapter in a book, or a journal article. Precede the title of your review with “Review of” and following the title, place the type of publication reviewed in parentheses.

Proceedings

Proceedings are the published papers presented at a conference or meeting. Use the selection if you are the editor or co-editor of the proceedings. If you are the author of a paper that appears in the proceedings, use the selection: “Paper in Proceedings.”

Paper in Proceedings

A Paper in Proceedings is similar to a journal article in a journal or a chapter in a book/monograph.

Newsletter

A newsletter is a special kind of periodical that contains newsletter articles and usually covers local or regional topics. Use this publication type for newsletters you edit or co-edit without specific reference to an article (include a volume or year in the title for each year you edit the newsletter).

Newsletter Article/Series

A newsletter article (single unique title) or series (a recurring column usually under a common name) appears in a newsletter. Examples: Each article can be entered separately within individual title (“4-H Coordinator Duties”) or included in a generic title such as “Ten articles on invasive species”.

Newspaper Article Series

A newspaper article (single unique title) or series (a recurring column usually under a common name) appears in a newspaper. Each article can be entered separately with an individual title; or you can make a generic title such as “Ten articles on invasive species”. Note: the name of the newspaper is necessary for citations of newspaper articles or series of newspaper articles.

Newspaper Articles & Media Releases

Included in this category are newspaper articles, radio programs, TV shows, and web sites that interview faculty or quote their work.

Conference/Meeting

Although technically not a publication, the Lectures, Speeches category is included here because the similarities to publications. It requires a two-part entry, one for the Conference or Meeting, the other for the Lecture or Speech.

Lecture/Speech

A lecture or speech is presented at a professional conference or meeting. Note: presentations to extension clients generally should be listed as activities in an extension program.

Poster Display

A poster display is a major graphical work presented at a conference, and may or may not be accompanied by formal explanation of the poster. Specific information regarding your role in the poster display is among the data to be completed for this publication type.

Other

This category is for participation in a conference or meeting the does not fit into the other categories.

Paper Presentation

A paper is a formal presentation of published (or unpublished) work that may have more than one co-author. Specific information regarding your role in the paper presentation is among the data to be

completed for this publication type.

Panel

A panel is conducted as a group activity that responds to a specific paper presentation or topic of interest to the audience. Specific information regarding your role in the panel is among the data to be completed for this publication type.

Seminar

A seminar or workshop is conducted as a focused activity for a small audience. Information regarding your role in the seminar/workshop is among the data to be completed for this publication type.

Creative Works

Creative Works are for non-print media or those with a predominantly graphic component. Types are audiovisual, CD-ROM, computer software, cultivar, exhibit, poster, slides, or website.

Audiovisual Material

The audiovisual category should be used with the item does not fit the other more specific categories or contains a mixture of media.

CD-ROM

A CD-ROM is a physical product that contains a wide range of materials on various topics. It is readable from a computer.

Cultivar

A cultivar is a culture to plant that is clearly distinguishable from others by one or more characteristics and which, when reproduced, retain those characteristics.

Exhibit

Exhibits are usually three-dimensional and displayed at various conferences and meetings. They may be accompanied by interpretive material, including handouts.

Computer Software

Computer software consists of programs that perform various functions, but also can refer to database- and spreadsheet-related tools that accomplish specific tasks.

Poster

A poster typically is an oversize cardboard representation of a process or concept related to a presentation at a conference or meeting.

Slides

Slides typically are PowerPoint slides, but they can include any similar graphical presentations.

Website

A website is a set of computer-based pages, usually written in HTML or XML, that are accessible via the internet.

Other Creative Works

Use this category for a creative work that does not fit one of the specific categories.

Appendix 2: Departmental Final Review for Promotion and Tenure Ballot Form

BALLOT

Name of candidate: _____ Date: _____

Check one:

_____ Recommended for promotion and tenure or promotion to professor

_____ Not recommended for promotion and tenure or promotion to professor

_____ Abstention

Reasons for positive recommendations for promotion and tenure

Reasons for negative recommendations for promotion

No reasons for negative recommendation for tenure will be given