

INSTITUTE OF BIOLOGICAL CHEMISTRY
PROCEDURES AND CRITERIA FOR EVALUATION OF FACULTY
FOR TENURE AND PROMOTION

(As of October 10, 2007)

A. PROCEDURES

1. The criteria shall be given to all faculty members and all final candidates for appointment to the faculty. Additionally, a copy of the Promotion and Tenure directions from the Provost and from CAHNRS will be given to all new faculty members.

A Career Guidance Committee for each untenured faculty member in a tenure track position will be established. This committee should consist of three tenured faculty members. The director is responsible for the establishment of the committee within six months after the appointment of the untenured faculty member. When there are insufficient tenured faculty for a Career Guidance Committee, tenured faculty representatives from allied fields will be asked to serve in this capacity.

The Career Guidance Committee shall meet at least once each year with the untenured faculty member to discuss progress toward achieving the goals of the faculty member's teaching, research, and/or extension program(s). This meeting shall occur before the annual unit promotion/tenure progress toward tenure review of untenured faculty by the tenured faculty. The committee shall provide guidance and mentoring as well as suggestions for the proper documentation of the accomplishments of the faculty member but will not function in an advocacy capacity.

The faculty member's Career Guidance Committee will provide an annual written report to the director prior to the annual promotion/tenure progress toward tenure review meeting. The committee will also provide input during the discussion of the untenured faculty member at the annual progress toward tenure meeting.

2. The cumulative file of annual reviews will constitute a major source of evidence to be used in tenure and promotion procedures.
3. The Director shall prepare a curriculum vitae of each faculty member being considered for tenure. The candidate and the Director shall have the responsibility to ensure that this document accurately summarizes all of the accomplishments of the candidate. The curriculum vitae shall be distributed to each tenured faculty member within the unit during the period of tenure consideration.
4. The Institute shall obtain evaluations of the nontenured faculty member from persons outside the Institute. At least three evaluations shall be from national leaders in the candidate's field of research. The responses of all persons contacted should be made part of the record. The tenured faculty members should have the benefit of these evaluation letters prior to voting on the tenure. Other nontenured faculty members should be encouraged to submit their evaluations of the candidate.

5. A faculty member who is being considered for tenure after service at the assistant professor level should also be considered for promotion simultaneously. If the record of performance is deemed inadequate for promotion, tenure shall not be recommended.
6. Promotion to the rank of Fellow of the Institute will be based on a similar evaluation of the criteria set out below for that rank. An evaluation will be initiated within five years after promotion and at least every five years thereafter. When such an action is made, the candidate shall be notified. The Director and the candidate jointly shall prepare curriculum vitae of the candidate. This document shall contain a complete list of the accomplishments of the candidate. The Director, after consultation with the Institute faculty who hold the rank of Fellow, shall obtain evaluations of the candidate for promotion to this rank. Evaluations will be obtained from at least three (provost's says four-probably should change the amount.) national professional peers who are leaders in the field of research of the candidate. A recommendation for promotion to the rank of Fellow of the Institute shall be forwarded only when these evaluation procedures clearly show that the candidate is nationally and internationally recognized for his/her research.

All faculty members of the Institute should be encouraged to provide an evaluation of the candidate's accomplishments. These evaluations shall serve as the departmental ballot.

7. The Director will notify the candidate of the results of the promotion procedure. In the event promotion is denied, the specific reasons will be given if the candidate so requests.
8. All matters of timing of steps in these procedures will conform to the practice prescribed by the faculty manual.

B. CRITERIA

CRITERIA FOR ANNUAL REVIEW, TENURE AND PROMOTION EVALUATIONS

Faculty contributions normally will be evaluated according to the attached priority scale. The Director may modify priority ranking according to individual faculty assignments, but should document such modifications for the candidate's personnel file. The criteria used in evaluating the performance of the Institute faculty are illustrated by the most recent Annual Review documentation the Institute provided. A list of items reported is attached.

CRITERIA FOR TENURE

Candidates for Tenure will be expected to meet the following criteria.

1. Proof of an established independent research program through sustained publication of original research in biochemical journals.
2. Evidence of continuous research productivity during the tenure review period. Usually a consistent performance level equivalent to a rating of a ≥ 4.0 (according to the current system of annual review) will be expected.
3. Evidence of recognition of the work by invitation to write reviews, invitation to speak at symposia, etc.

When documented by the Director, credit may be given for exceptional service to the profession. However, exceptional service may not be substituted for proof of an established independent research program.

Personality considerations are not to be used as criteria except when there is serious disruption of, or interference with, departmental conditions.

CRITERIA FOR PROMOTION

1. Rank of Associate Fellow

This Institute considers promotion to the Associate level and granting of tenure to be inseparable and a common recommendation will be made.

2. Rank of Fellow of the Institute

A sustained high-quality publication record, showing substantial progress and attainment of research goals, will be an essential first step for promotion to the rank of Fellow of this Institute. Promotion to this rank shall be recommended only when the candidate has acquired national and international recognition as a leader in his/her field of research.

**RANKING OF CRITERIA
FOR ANNUAL REVIEW, TENURE AND PROMOTION**

(Major categories and items of comparable rank within a given category, listed in approximate order of decreasing importance.)

PUBLICATIONS

1. Publications resulting from research conducted or directly supervised by the candidate.
2. Publications resulting from research in which the candidate participated but did not have major responsibility.
3. Publications resulting from sources other than the candidate's research.

Comparative ranking of publication types:

- a. Invited reviews and monographs.
 - b. Refereed papers in professional journals.
 - c. Research bulletins and circulars.
 - d. Meeting proceedings and abstracts.
 - e. Departmental publications, popular articles, and short courses.
 - f. Other publications.
4. Recognition for research accomplishments.
 - a. Receipt of awards based on research.
 - b. Participation on editorial boards.
 - c. Invitations for addresses at national or international professional meetings and to write review articles in major professional publications and books.
 - d. Participation on research councils and review boards, and in national or international consulting assignments.
 5. Evidence of continuous scholarly activity.
 - a. Obtaining of grants and other research support.
 - b. Effective direction of graduate students, postdoctorals and supporting research staff.
 - c. Development of new varieties, patents, etc.
 - d. Presentation of research results and seminars at other institutions.
 - e. Presentation of research results to commodity or lay groups.
 - f. Participation in continued training and/or professional improvement programs.

SERVICE

1. Professional assistance and stimulation for other faculty and students.
2. Professional service to national, state and community commodity groups and organizations.
3. Effective service as a team member on multi-disciplinary, problem-solving research efforts.
4. Appointment to University, College, or Departmental research committees.

5. Review of research proposals, grants, papers, etc.
6. Supervision of research facilities.