

School of Human Sciences Promotion and Tenure Committee Guidelines

April 2007

1. Committee Structure and Organization

- a. The committee shall consist of three full-time faculty members who are at the associate or full professor rank. Any full-time faculty member with at least a 25% appointment in the School of Human Sciences (SHS) (including Apparel and Textiles Merchandising, Human Development and Family Studies, Agricultural Information Science and Education, Program and Staff Development) is eligible to serve on the SHS Promotion & Tenure Committee; however, the committee majority must be made of full-time faculty in the unit. SHS Faculty members who are on the College of Agriculture and Life Sciences Promotion and Tenure Committee are not eligible for the School committee. Human Sciences will elect committee members prior to the beginning of the academic year. If a committee member will be requesting a promotion in the current year, then another eligible faculty member must be elected as a replacement for that year. Service will be for three years, with staggered terms that begin on July 1 and end on June 30. The director will announce the committee members to the Human Sciences faculty.
- b. The director shall call an annual organizational meeting to be held during the last week in August. The committee members will undertake the following at this meeting:
 - i. Elect a chairperson, who will be a full voting member.
 - ii. The director will provide current Human Sciences' P&T guidelines to the committee members for review purposes.
 - iii. Set a schedule for the upcoming year, as follows:
 - (1) Set a meeting for the first week in September to formulate plans for reviewing the applications. These plans will include setting the schedule for reviewing the applications, voting on the requests, and preparing the recommendation statements. The locations for these tasks/meetings will also be determined.
 - (2) The committee will determine the date for the recommendation meeting (i.e., to discuss and vote).
 - (3) Applications from candidates are due in the director's office by August 1 so packets can be sent to external reviewers.
 - (4) The committee will determine the date for the recommendation statement meeting (i.e., to prepare the written statements for each candidate). These recommendation statements will be sent to the director by November 1.
 - (5) The application and letter of recommendation from the director is due in the dean's office by November 15.

- (6) Set a meeting prior to the end of spring semester to discuss and/or make modifications to the Human Sciences' guidelines. Human Sciences' guidelines may be modified as needed. Recommendations for modifications to Human Sciences' guidelines will be sent to the faculty for vote.
- (7) Third year reviews will be conducted by the Promotion and Tenure Committee, in conjunction with the Director of the School of Human Sciences, in adherence to University guidelines.

c. All members must participate to conduct the business of the committee.

2. Committee Responsibilities

- a. Review the Human Sciences' guidelines on an annual basis and make recommendations to the faculty for vote, if necessary.
- b. Review all application materials submitted by all candidates and vote on each candidate's request.

3. Chairperson's Responsibilities

- a. As appropriate, set meeting times and places and communicate these to committee members.
- b. Follow these procedures at the recommendation meeting;
 - i. Call for a discussion of each candidate. A recommended order of discussion is: 1) promotions to professor, 2) promotions to associate professor, 3) promotions to associate professor with tenure, and 4) requests for tenure only.
 - ii. After the discussion of a candidate, a single vote on the candidate's professionalism, teaching, research, and service as a whole will be taken. The committee will arrive at its recommendation on the question of promotion or promotion and tenure by a simple majority vote, conducted by secret ballot. This recommendation, with accompanying reasons, including the committee's detailed evaluation of service, research, and teaching, will be provided in writing to the director. These assessments will be used to determine if the candidate meets the criteria for his/her request. If the candidate meets the criteria, then the committee recommendation will be to approve the request; otherwise, the recommendation will be to deny the request.
- c. Follow these procedures at the recommendation statement meeting: Collect the statements from the committee members and distribute them. Call for a discussion of each statement. Allow for modifications if necessary. These statements should include very specific details about the assessment of the candidate, especially in the case of a denied request, in order to provide useful information to the director and the candidate.

4. Procedures for Committee Members

- a. Each committee member should attend all meetings, especially when discussions and/or decisions are to be made. If a member cannot attend a meeting, the member should contact the chairperson to determine appropriate steps to take. The chairperson shall establish a way to handle cases in which a committee member does not attend a meeting.
- b. Review each candidate's application package in a timely manner. Each committee member must review the application packet of each applicant and use the committee review form to record short comments about the strengths and weaknesses in teaching, research (or creative achievement), and service.
- c. Prepare a preliminary recommendation to approve or disapprove the candidate's request using the following rules:
 - i. For promotion to associate professor and/or tenure, the candidate must be excellent in at least one category and at least satisfactory in the other two categories.
 - ii. For promotion to professor, the candidate must be excellent in at least two categories and at least satisfactory in the third category.
- d. Prepare a written statement of specific reasons for each decision made. This will have to be done in such a way that the candidate may use it to debrief and to prepare for appeal or resubmission.
- e. Attend the recommendation meeting. This is the last chance to modify a decision. All members should be present at this meeting, or if a member cannot be present, refer to item 4.a.
- f. Help prepare the committee's recommendation letter concerning the candidate's request.

5. Recommendations for Preparation of Promotion and/or Tenure Documents

- a. General preparation and style
 - i. P&T documents provide an overview of the teaching, research, and service accomplishments of the applicant. Preparation of documents should incorporate a clear, concise writing style with supporting materials that are organized and easily/quickly located. The P&T packet should be prepared to reflect the candidate's appointment or include an explanation of changes in appointment since the individual was hired or last promoted.
 - ii. Prior to preparation of the packet, the candidate should decide on a consistent and readable format of the enclosed documents. For example: font

style and size (no smaller than 10 point), reference style, whether paragraphs will be indented or block style, and the spacing within and between sections along with headings/sub-headings. All materials should be placed in a three-ring binder with a table of contents and tabbed sections according to the organization of the application and supporting materials. The committee prefers that all documentation be presented in *one (1)* three-ring binder.

- iii. The candidate should provide information that gives a context for reviewers to appreciate his/her accomplishments. Prior to the August 1 deadline, the candidate may wish to ask someone who is external to the unit and field to review the packet to help to determine inclusiveness and clarity of the application and documentation.

b. Mandatory materials for the packet

- i. The current Promotion and Tenure Application Form, signed and dated by the applicant
- ii. A one-page executive summary of the application and/or the justification for promotion/tenure prepared by the applicant
- iii. A comprehensive, current Curriculum Vitae, reflecting the applicant's career to date
- iv. A copy of the applicant's original Letter of Offer (for applicants seeking promotion from Assistant to Associate Professor or tenure) (This is required to ensure that the candidate has spent a reasonable amount of time in his/her current position and confirm the number of years brought in from a previous institution before applying for promotion and/or tenure.)
- v. Letter from the director of Human Sciences
- vi. A minimum of three external reviews of the promotion and/or tenure application will be obtained following University guidelines. The candidate will supply an initial list of five experts in his/her field of study by August 1, from which the Director of the School of Human Sciences will select and contact appropriate reviewers for comments. Additional reviewers not submitted may also be selected at the discretion of the director.

c. Examples of materials that may be included in the packet

- i. Teaching documentation (materials should be representative, not comprehensive)
 - (1) Classes taught, listed by semester. Include independent studies, theses and dissertations, etc.
 - (2) Extension workshops and short courses
 - (3) Extension inservice offerings

- (4) Statement of personal teaching philosophy, including strengths and weaknesses as well as what has been learned/changed/developed regarding classes and teaching during this appointment
 - (5) Copies of original summaries of university student evaluations
 - (6) Applicant's interpretation of results of student evaluations
 - (7) Representative syllabi for courses taught
 - (8) Written comments from peers who have observed teaching
 - (9) Letters of support from current and former students
 - (10) Summaries of evaluations conducted of Extension programming
 - (11) Teaching awards from student or professional groups
 - (12) Awards won by students
 - (13) Special lectures
 - (14) Student advising activities
 - (15) Non-credit courses or programs
 - (16) Sample course materials
 - (17) Graded student work
 - (18) Recordings of teaching sessions
- ii. Creativity/Scholarship/Research documentation (materials should be representative, not comprehensive)
- (1) National, regional, and state juried/judged competitions or exhibits
 - (2) Invited design work (in trade publications for practicing professionals)
 - (3) National, regional, and state refereed presentations
 - (4) Refereed journal articles, papers, and proceedings (see Appendix)
 - (5) Invited journal articles and papers
 - (6) Extension publications and MAFES bulletins
 - (7) Extension curricula developed
 - (8) Processes or designs developed
 - (9) Books or book chapters published
 - (10) Proposals funded and unfunded
 - (11) Electronic media and web sites
 - (12) Student advisee accomplishments (theses, dissertations, awards, post-graduate placement)
 - (13) Invited talks, lectures
- iii. Service (Public, University, Professional Organization) documentation (materials should be representative, not comprehensive)
- (1) Memberships and offices held in professional associations, learned societies, etc.
 - (2) Presentations/dissemination of information to community and other groups
 - (3) Committee responsibilities in unit, college, university, national, and international (explanation if function is not clear)
 - (4) Service awards from group
 - (5) Invited judge for design exhibit
 - (6) Letters of thanks or support
 - (7) Descriptions of advising student groups
 - (8) Journal editor or ad hoc reviewer
 - (9) Section chair at regional, national, international meeting

- (10) Symposia organized, convened, moderated
- (11) Ad hoc or committee service on competitive grant program
- (12) Contributions to economic development
- (13) Sabbaticals, international activities, other activities not mentioned elsewhere

Appendix

Examples of Journals and Research Meetings by Tier

(This list is not comprehensive. Candidate's with articles in other journals/at other meetings should provide evidence of the journal's/meeting's status.)

Tier I Journals

Child Development
 Clothing and Textiles Research Journal
 Dress
 European Journal of Agricultural Education
 Family and Consumer Sciences Research Journal
 Family Relations
 Fashion Theory: The Journal of Dress, Body and Culture
 Financial Counseling and Planning
 Journal of Adolescence
 Journal of Adolescent Health
 Journal of Adolescent Research
 Journal of Agricultural Education
 Journal of Consumer Affairs
 Journal of Extension
 Journal of Marriage and Family
 Journal of Research on Adolescence
 National Agricultural Education Research Conference
 National Association of College Teachers of Agriculture (NACTA) Journal
 Perspectives in Sexual and Reproductive Health
 Textile Research Journal

Tier II Journals

American Vocational Educational Research Association Journal
 Ars Textrina
 Consumer Interests Annual
 Family Science Review
 International Journal of Consumer Studies
 Journal of Agricultural Communicators
 Journal of Career and Technical Education
 Journal of Family and Consumer Sciences
 Journal of Family and Consumer Sciences Education
 Journal of Retailing and Consumer Services
 Southern Journal of Agricultural Education
 Young Children
 Youth and Society

Research/Extension Meetings

American Association for Agricultural Education - Southern Region Conference
 American Association of Family and Consumer Sciences

American Collegiate Retail Association
American Council on Consumer Interests
Association for Financial Counseling and Planning Education
AVERA Research Meeting
Child Care Bureau Research Consortium
Children, Youth, and Families at Risk (CYFAR) Meeting
Costume Society of America
Galaxy Conference
International Textile and Apparel Association
Mid-South Educational Research Association Meeting
NAE4HA Annual Meeting
National Association for the Education of Young Children
National Assoc. of Child Care Resource & Referral Agencies Annual Conference
National Council on Family Relations
NEAFCS Annual Meeting
Society for Research on Adolescence
Society for Research on Child Development
Southern Early Childhood Association