

**April 2002**

**Appendix B1**  
**Guidelines for the Rank Change from Instructor to Assistant Professor**  
**DEPARTMENT OF AGRICULTURE/AGRIBUSINESS**

**A. POSITION DESCRIPTION(S)**

Include the most current position description for programming appointment, administrative appointment, or other significant roles for which the description exists. If a significant change has occurred in a candidate's responsibilities, the candidate may wish to include any relevant explanation.

**B. PLANS OF WORK AND REPORTS**

Include a Multi-year Plan of Work, two Annual Plans of Work and two Annual Accomplishment Reports that best reflect the time period being considered. The Plans of Work and Accomplishment Reports shall include objectives and results.

State objectives as learner objectives that represent learner change. Demonstrate that objectives were developed from needs assessment. Objectives should be measurable in some way to show knowledge increase, attitude change, skill or leadership development, or action taken. Evaluation and results should relate directly to your objectives or outcomes.

**C. SUMMARY OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP**  
(no more than 4 pages)

The purpose of this statement is to provide the candidate with an opportunity to reflect upon and assess professional contributions and scholarship. A summary should include a reflection of excellence in teaching. The candidate is responsible for:

1. Assessing and analyzing professional career contributions,
2. Reflecting upon the most significant parts of those contributions,
3. Developing a framework for describing the contributions, and
4. Explaining the collective impacts and implications for the intended audience, as well as for the profession.

Scholarship assessment is to determine the presence of a rigorous, intellectual approach to issue identification, clarification, plan of action development, plan implementation, and appropriate evaluation of the resulting outcomes and impacts of the work. Scholarship, therefore, is an approach to the way faculty do their work that is:

- creative, intellectual work;
- reviewed by the scholar's peers who affirm its value;
- added to our intellectual history through its communication; and
- valued by those for whom it was intended.

The Ag/Ag Business Department will use the following guiding principles when evaluating a candidate's scholarship:

1. Creative, intellectual work
  - a. The work builds upon the knowledge, research, or practice in the field.
  - b. The work responds to an identified need, fill a need for new knowledge, a new approach, or a new method, or the creative adaptation of existing knowledge, approaches, or methods.
  - c. The work results in the development of new information or the development of new or creatively adapted methods or approaches.
2. Reviewed by the scholar's peers who affirm its value
  - a. The scholar's work was shared in published articles, academic presentations, exhibitions of work, creative performances, or in other public venues in which peers independently evaluated this work.
  - b. The scholar's work resulted in the receiving of an award, honor, or some other public recognition by peers.
  - c. The scholar's work resulted in testimonials, letters of recommendation, or adaptations that affirm the value of this work.
3. Added to our intellectual history through its communication
  - a. The work was shared with colleagues.
  - b. The work added to the body of knowledge.
  - c. The work is accessible to others.
4. Valued by those for whom it was intended
  - a. The intended audience took action as a result of the work.
  - b. Measurable impacts (clientele change) occurred as a result of the effort (e.g., individual, family, community -- knowledge gained, information shared, behavior change).
  - c. Others used the developed materials or processes.
  - d. There were implications, either positive or negative, beyond those anticipated for the intended clientele and/or community.

#### D. SUPPORT MATERIALS

The candidate may select materials that support and clarify the Summary of Professional Contributions that relate to objectives and outcomes identified in the Annual Reports and Accomplishment Reports. General guidelines are:

1. Well-chosen, high quality materials are recommended. Candidates should limit supportive materials to no more than 15 Exhibits.
2. Supportive materials that demonstrate a candidate's ability to teach, organize, coordinate, write, administer, and communicate.
3. Supportive material should show a good cross section of work.
4. Results of evaluation should be included in support material.
5. Newspaper clippings should be written by the candidate, or should be a feature article highlighting the candidates teaching and/or programming. Show actual article as printed.
6. Underline your name or highlight in color to identify your work.

7. Organize supportive materials logically so they may be found easily.
8. Bring 1 set of support materials to the meeting

#### E. ADMINISTRATIVE PERFORMANCE REVIEWS

Include the past two administrative performance reviews and mentoring team reviews or, at the option of the applicant, a letter from the head of the county administrative unit or district director that summarizes the past two annual performance reviews.

With the exception of the support materials, as referenced above, submit materials for review to the department vice chair and members of the candidate's mentoring team a week in advance of the review.

Approved by department on April 4, 2002.