

Appendix F

Criteria for Promotion to Professor Department of Agriculture/Agribusiness

I. Requirements

The candidate must meet all stipulations set forth in the Associate Professor criteria. Course work beyond an M.S. or M.A. degree or a continuing professional improvement program is required.

Ten years or more experience relevant to the job responsibilities of the Extension position.

A minimum of five years at the rank of Associate Professor is required, as determined by the expected date of promotion to the rank of Professor.

The department is expecting a level of performance that is above the expectations of the Standards, Rank, and Tenure Committee requirements for tenure. The promotion to Professor needs to reflect that the candidate is doing more than performing “at expectations” for their position. The candidate needs to demonstrate additional breadth and depth of professionalism, leadership, programming, teaching and research along with significant documentation of both learner and broad programmatic impact.

II. Procedure

The candidate will inform the Department Chair of their intent to submit materials for promotion to professor (suggested date of October 1 of year previous to review).

The candidate will provide the number of copies of the brief needed, as determined by the chair of the Committee of Professors, and copies of the supportive materials to each member of the Committee of Professors at least 2 weeks prior to the review.

III. Professional Brief Content and Format

The candidate will be evaluated based on their ability to describe and provide evidence of success in all of the following five major areas based on the criteria set forth in this document.

- a) Development and implementation of one major program that has been identified in the candidate's plan of work. The information should provide the program objectives, the role of the faculty member in the development and implementation of the program, results with discussion if appropriate, and evaluation (evidence by use of an evaluation instrument of the candidate's choice that documents the outcome of the major program), and implications; and
- b) Documentation of a major teaching event that was a part of the major program described. Information provided to include objectives, methods and materials used, and evidence of the use of an evaluation instrument for the teaching event; and

- c) Relationships, programming roles, responsibilities and activities with colleagues including service to the institution and profession, self-directed program teams, community leaders, agencies, organizations and clientele that reflect professional growth, leadership development; and
- d) A research project that the candidate either directed or carried out with research specialists and was an integral part of the major programming effort described in the portfolio. Research should be interpreted in the broadest terms, including, but not limited to, biological, technical, social and cultural research depending on what was needed for the candidate to accomplish their Extension education goals. The research must show sound scientific methodology (hypothesis, materials and methods including statistical design, results and discussion), such that statistical analysis could be completed and reported. Research is not the same as demonstrations. Indicate if the research results were presented or published.
- e) Evidence of a professional improvement program describing the candidate's professional improvement activities and plans. Focus on activities that are statewide, regional, or national and relate to the candidate's major program efforts. If this promotion to professor is to be used in lieu of a Tenured Faculty Review, the professional improvement plan shall be for the next 5 years.

The information in the Professor's promotional materials should reflect the work done following the last date of tenure. The information should focus on the major programs and responsibilities of the candidate. The emphasis should be on quality, not quantity.

The past three years of "Annual Reviews" of the candidate will be sought from the appropriate administrator by the Chair of the Department, and transmitted to the Chair of the Committee of Professors for review.

The candidate will furnish the Chair of the Department with the names of three to five individuals who support this application for promotion: from faculty colleagues, county department head, district directors, office colleagues, program leaders, and subject matter specialists.

Format: The Professional Brief will be a maximum of 8 pages in length. Overall writing style and organization within specific sections are primarily of the candidate's choosing unless specific guidelines have been previously noted. Other required style and format guidelines are:

Grammar, Spelling, and Punctuation

The candidate will make every reasonable effort to insure proper grammar, spelling, and punctuation are used throughout the brief. This is a professional document and will be evaluated as such.

Font and Margins

- Minimum standard font size is 10. A smaller font size may be used in cases where text must be reduced to fit within a table cell or narrow column. Use a standard font type that is readable (e.g. Times New Roman or Arial).
- All margins must be a minimum of 0.75 inches. Page numbers may be placed no less than 0.5 inches from the bottom of the page.
- Font size and page margins can be greater than the minimum.

Referencing Supportive Material

Number supportive material exhibits in the order that they appear in the text. Exhibits are typically referenced at the end of a sentence but before the period (however, there may be certain exceptions to this rule).

Acronyms

The use of common acronyms for organizations, departments, or agency names is permissible if the subject name is spelled-out and the acronym is defined where it first appears in the text. For example: ...the Department of Agriculture, Trade, and Consumer Protection (WDATCP)

Page Headings

Page headings must include the name of the primary brief section and description if continued from the previous page. Following the description name, include the notation "(cont.)" or "(continued)" to make it clear the sub-section begins on a previous page.

For example, the heading for a page describing a major program may look as follows:

MAJOR PROGRAM – Improving Milk Quality (continued)

Page Numbering

Every page in the Professional brief must be numbered. It is not necessary to sequential number the supportive materials with the written brief.

Chronological Order

In sections of the brief where there is a need to list items with reference to year(s), such listings need to be placed in proper reverse chronological order. An example follows:

Item 1 Member 1998 – Present
Sub-item 1 Board of Directors 1999 – Present
Sub-item 2 Beeswax Committee 1998
Item 2 Co-leader 1996 – Present
Item 3 Member 2001
Item 4 Coordinator 1998
Item 5 Advisor 1990 – 1996
Item 6 Member 1995

Place any entries with the exact same dates in alphabetical order.

Evaluations:

When results from a program evaluation are discussed, make it clear how many participants returned the survey by using an "(n=#)" notation or indicating the number of respondents. For example:

"Eighty-three percent (n=64) of participants completing the survey indicated they would create an employee's handbook as a result of attending the program."

"Based on evaluation results, 36 producers (57% of respondents) listed mastitis as their farm's most serious herd health problem."

IV. Supportive Materials

The candidate will provide a maximum of 15 supportive materials and/or exhibits or materials focusing on the major program, teaching, and research. Items that should be included are:

- Latest position description
- Latest long-range plan of work
- Latest individual statistical and narrative reports to the web based reporting System
- Success Stories appropriate to program and teaching
- Evaluation instruments used for the major program and teaching
- Other items that support or help explain the narrative portion of the brief.

Guidelines for supportive materials are as follows:

1. For all supportive materials, the unique contribution of the candidate must be specified.
2. Quality is more important than quantity. Well chosen, high quality materials make Professional Brief support stronger. Limit supportive material to no more than fifteen exhibits. Only fifteen will be considered by the review committee. An exhibit is one item (one newsletter, one news release, a teaching packet, etc.). Limit exhibits to one entry per exhibit.
3. Supportive materials demonstrate a candidate's ability to teach, organize, coordinate, write, administer, communicate and conduct research.
4. Show a good cross-section of work. Include important areas that will enhance the quality of the brief.
5. Exhibits showing originality, creativity, innovative teaching techniques or adaptation of research strengthen the brief.
6. Include only original work and/or give credit where credit is due; materials duplicated from other sources are not original.
7. Do not include any handwritten text in supportive materials. Type all notations and computations.
8. Pre-and post-test supportive material shall include both tests.
9. Do not include an entire thesis; use a well-written, concise abstract/summary.
10. Original evaluation forms should be included in this section rather than the brief text (although a summary of evaluation results are permissible and encouraged to be included in the portfolio text). Indicate number of participants returning the evaluation form; for example, if fifteen people returned the form, $n = 15$ should be highlighted on the evaluation.
11. Newspaper clippings should be written by the candidate or should be a feature article about the candidate's program/teaching. Show actual article as printed, not a news release sent out on office letterhead. Keep in mind that this is not a scrapbook but a professional computation of your activities.
12. Highlight with color your name, date, and the specific section being referenced from the text.
13. Use numbered tabs to organize supportive materials logically so they may be found easily.

V. Presentation to Committee of Professors

The candidate will make a formal presentation to the Committee of Professors. The formal presentations will be considered along with the professional brief, supportive materials, annual reviews and letters of recommendation in the Committee of Professors' review of the candidate.

Suggested format:

- Thirty minute presentation by candidate to focus on major program, teaching, professional contributions, research, and professional growth of candidate. This presentation should not just be a restatement of the brief. Some ideas include:
- Describe how your clientele and programs have changed and what you have done as a professional to meet the changes.
- Expand on the major program and/or teaching above what is written in the brief.
- Provide information on successful programs or teaching events not described in the brief.
- Describe how you have expanded your use of technology such as computers, web sites, satellite, or other technology in your programs and teaching.
- Describe your leadership activities and how they have supported your programs, your profession, your personal growth, or your community.
- Thirty minute questions and discussion with committee
- Time for committee deliberation and decision

VI. Promotion to Professor in Lieu of Tenured Faculty Review

- a) If the candidate is using the review for promotion to Professor in lieu of Tenured Faculty Review, and the candidate is not successful in gaining the promotion. The Committee of Professors must rank the candidate for Tenured Faculty Review purposes. Because the rank of Professor qualifications exceed the requirements of Tenured Faculty Review, it is possible to be unsuccessful in the promotion to Professor, and receive a successful Tenured Faculty Review rating.
- b) The Committee of Professors must send a Tenured Faculty Review summary report to the Department Chair for unsuccessful Professor candidates that were using the promotion in lieu of Tenured Faculty Review. The Committee of Professors should obtain and use the same format as the Tenured Faculty Review Committee.
- c) If the Committee of Professors deems the candidate as “needs improvement” or “unsuccessful” in the Tenured Faculty Review rating, the remediation steps as outlined in Appendix E of the Department Bylaws will be implemented.

Approved by the department on April 14, 2004
 Revised by the department on March 29, 2006