

Department of Entomology Unit Guidelines for Promotion and Tenure

I. Unit Criteria for Promotion and Tenure

In all matters related to promotion and tenure, the Department of Entomology will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion, and Tenure. The standards, criteria, and processes presented in this document are intended to supplement the University's Guidelines. All faculty members are expected to be familiar with both the Entomology PTU document and the University Guidelines. If the Entomology PTU does not address particular issues, or if any discrepancies exist between this document and the University Guidelines, then the University Guidelines supersede the Department of Entomology Guidelines.

Acceptable documentation for meeting the criteria for research, teaching and extension is listed in the University Guidelines for Appointment, Promotion and Tenure. The extent to which the candidate will be required to meet research/instruction/extension criteria will be proportional to the candidate's appointment.

Research Accomplishments

The principal criteria for promotion and tenure emphasize the quality of research scholarship and not simply the quantity of research contributions. The documentation comprising the promotion and tenure dossier should clearly indicate the specific contributions of the candidate in research achievements.

Criteria for Promotion to Associate Professor

1. National recognition of research accomplishments in the broad disciplinary area of Entomology
2. Regular publication of research in refereed scientific journals of national or international significance ranking in the top 50% of Entomology and related Life Sciences journals
3. Effective leadership of a developing research program that includes mentoring of graduate students and sustained involvement in graduate education
4. Productive collaboration with scientists in other institutions or agencies as evidenced by collaborative publications and grant development
5. Success in obtaining external funding support for independent or collaborative research leading to national recognition in the discipline of Entomology

Candidates in the Department of Entomology who meet these five research-based criteria for promotion to Associate Professor will meet the University criteria of having shown clear and convincing evidence of emerging stature as a regional and national authority in research.

Criteria for Tenure

The criteria for obtaining tenure are the same as for promotion to Associate Professor.

In addition, tenure decisions will be based on the departmental need for the specific research expertise of the candidate and the need to satisfy program requirements with respect to appointment percentages in research, instruction and extension.

Candidates for tenure in the Department of Entomology who meet the five criteria listed above for promotion to Associate Professor and whose continued services are still needed will meet the University criteria of having shown clear and convincing evidence of emerging stature as a regional and national authority, and a continuing need for their services.

Criteria for Promotion to Professor

1. National and international recognition of research achievements as evidenced by awards or other indicators relevant to the faculty member's responsibilities and expertise in the field of Entomology
2. Research published in quality refereed journals of national and international significance ranking in the top 50% of Entomology and related Life Sciences journals
3. Leadership of an established entomological research program supported by sustained extramural funding that includes regular mentoring of undergraduate and graduate students, and where appropriate, postdoctoral researchers and visiting scholars
4. Provide successful leadership in collaborative research with colleagues in other academic institutions, state or federal agencies, or industrial partners
5. Recognition as a research leader in Entomology at both the national and international levels

Candidates in the Department of Entomology who meet these five research-based criteria for promotion to Professor will meet the University criteria of having shown clear and convincing evidence of their stature as a national and international authority, and will have demonstrated the likelihood of maintaining this stature.

Extension/Outreach Accomplishments

The principal criteria for promotion and tenure relative to the extension appointment are the quality of extension efforts and related scholarship, and the effectiveness of the candidate in fulfilling program needs of clientele groups in the disciplinary area of responsibility.

Criteria for Promotion to Associate Professor

1. Development of an innovative, high-impact entomology extension program based on clientele needs
2. Demonstrated ability to deliver research-based knowledge via the methods most appropriate for maximum impact with the intended clientele
3. Productivity in conducting scientifically sound, applied research that supports educational programs and publish in appropriate journals, or other hard copy or electronic venues

4. Development of an area of expertise that is recognized regionally or nationally by colleagues and intended clientele
5. Development of working relationships with appropriate state organizations and clientele groups that enhance the image of the University of Georgia and demonstrate that the University is a source of unbiased scientific information
6. Demonstrated ability to obtain extramural funding to support extension programs

Candidates in the Department of Entomology who meet these six extension-based criteria for promotion to Associate Professor will have demonstrated clear and convincing evidence of emerging stature as a regional and national authority in extension entomology.

Criteria for Tenure

The criteria for obtaining tenure are the same as those listed above for promotion to Associate Professor. In addition, tenure decisions will be based on the departmental need for the specific extension expertise of the candidate and the need to satisfy program requirements with respect to appointment percentages in research, instruction and extension.

Criteria for Promotion to Professor

1. Sustained educational outreach programs that successfully serve the candidates clientele
2. Continued success in applied research in support of extension programs, and in mentoring extension agents as well as undergraduate and graduate students where appropriate
3. Demonstrated beneficial economic impact of extension programs.
4. Sustained success in obtaining extramural funding to support extension programs
5. Recognition as a national and international leader in extension entomology and demonstrated likelihood of maintaining that stature

Candidates in the Department of Entomology who meet these five outreach-based criteria for promotion to Professor will have met the University's criteria of having shown clear and convincing evidence of their stature as a national and international authority, and will have demonstrated the likelihood of maintaining this stature

Teaching Accomplishments

The principal criteria for promotion and tenure relative to the instruction appointment emphasizes excellence in formal classroom instruction, the mentoring of graduate student theses and dissertations, and the promotion of experiential and independent learning in undergraduate education. Classroom instructional activities should utilize the most appropriate technology to convey concepts with creativity and innovation. Non-classroom instruction should encourage the professional development of students and engagement in professional societies, recruitment and retention of outstanding students.

Criteria for promotion Associate Professor

1. Excellence and innovation in teaching as evidenced by student evaluations, peer evaluations, and other appropriate recognition or awards for excellence in teaching
2. Engagement of students in experiential learning processes, including service learning and independent undergraduate research.
3. Expertise in the subject matter and a teaching philosophy appropriate to the course(s)
4. Leadership in recruitment and retention of undergraduate and graduate students
5. Effective mentoring of graduate students in coursework, departmental requirements, and thesis/dissertation research

Candidates in the Department of Entomology who meet these five instruction-based criteria for promotion to Associate Professor will have demonstrated clear and convincing evidence of emerging stature as a regional and national authority in entomological instruction.

Criteria for Tenure

The criteria for obtaining tenure are the same as those listed above for promotion to Associate Professor. In addition, tenure decisions will be based on the departmental need for the specific instructional expertise of the candidate and the need to satisfy program requirements with respect to appointment percentages in research, instruction and extension.

Criteria for Promotion to Professor

1. Sustained excellence and innovation in teaching as evidenced by student evaluations, peer evaluations, and other appropriate recognition or awards for excellence in teaching
2. Sustained engagement of students in experiential learning processes, including service learning and independent undergraduate research.
3. Expertise in the subject matter and a teaching philosophy appropriate to the course(s)
4. Leadership in recruitment and retention of undergraduate and graduate students
5. Effective mentoring of graduate students in coursework, departmental requirements, and thesis/dissertation research
6. Leadership in instructional activities and development of an international reputation in the principal area of assignment

Candidates in the Department of Entomology who meet these six instruction-based criteria for promotion to Professor will have met the University's criteria of having shown clear and convincing evidence of their stature as a national and international authority, and will have demonstrated the likelihood of maintaining this stature.

Service to Society, the University and the Profession

Service activities are considered to be part of a faculty member's responsibilities and documentation details are outlined in the University Guidelines for Appointment Promotion and Tenure.

For purposes of promotion and tenure, service to society must utilize the candidate's expertise and professional experience, be a direct use of knowledge to meet human needs, be for the common good, involve the generation of new knowledge for the discipline, and relate to the Department's mission.

Service to the University usually involves service to the Department, College, and/ or the University through committee work or governance activities.

Service to the profession generally entails activities such as offices held in professional societies, service on committees or boards, other professional society activities, and the scholarly review of manuscripts for publication and merit-based grant proposals.

Candidates in the Department of Entomology who have met the criteria detailed above, and who provide proper documentation of these service-based criteria will have met the University's criteria of having shown clear and convincing evidence of their stature and readiness for promotion to Associate Professor with tenure. The above criteria must also be met for promotion to Professor.

II. Annual Evaluations

Each faculty member will receive a written evaluation based on their annual Faculty Activity Report, which details extramural funding and grantsmanship activities, teaching and graduate mentoring activities, scholarly publications and presentations, awards and recognitions, service and other relevant information, as well as an annual impact statement of their work. The written evaluation will address the faculty member's various activities and accomplishments relative to their progress toward promotion and tenure based on the discipline-specific criteria detailed in this PTU document. The evaluation will also address areas where improvement is needed, and include a section in which the faculty member may offer a written response to the evaluation. The written evaluation will be followed by a consultation with the Department Head where any modifications to the faculty member's research, teaching and extension goals and activities are discussed.

III. Third Year Review

Third-year reviews are conducted in accord with the detailed instructions provided in the University Guidelines for Appointment, Promotion and Tenure. Specifically in Entomology, new faculty members have an existing faculty member (Associate Professor rank or higher) assigned as a mentor who, in addition to the Department head, is available for consultation at any time on matters related to their work and career development in the Department. Faculty members undergoing the third-year review process prepare their

CV for inclusion in the review dossier that is compiled in collaboration with their mentor and Department Head. The Department Head appoints a Third-Year Review Committee of at least three members who conduct an in depth analysis and evaluation of the faculty member's work relative to his/her progress toward promotion and tenure. The report is presented to the Department Head and to the faculty for a vote as to whether or not satisfactory progress is being made relative to promotion and tenure. Subsequently, the candidate's Third-Year Review becomes part of the candidate's permanent file and PT dossier.

IV. Revisions and/or Update Procedures for Unit Guidelines

This PTU document containing discipline-specific criteria must be accepted by the faculty within the Department of Entomology, and reviewed and approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with both this PTU document and the University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, the Dean, and the Provost. All revisions and approval dates must be listed in the PTU document.

Revised July 2015

Approved by the Entomology Faculty – July 19, 2015

Approved by the Dean – August 21, 2015

Approved by the Provost – August 31, 2015