

## College of Family and Consumer Sciences

### Department of Nutritional Sciences Supplement to the University Promotion and Tenure Guidelines

*Approved July 8, 2015*

#### **1. General Aspects of Promotion and Tenure**

The Department of Nutritional Sciences requires documentation of excellence in the primary focus area indicated by the letter provided to the candidate for promotion or tenure (hereafter, the candidate) at the time of hiring. *The letter of appointment will be a permanent part of the candidate's dossier.* It will indicate a distribution of effort called EFT (equivalent full time) that explains how much time is expected to be devoted to research, teaching, Extension and/or Public Service and Outreach, service and/or administration. Satisfactory performance must also be documented in other areas for which EFT is assigned. For multiple author accomplishments, e.g., publications, grants, co-teaching, workshops, and/or speaking engagements, it is recommended that in the dossier each item be annotated as appropriate to indicate the candidate's contribution, percentage effort, and the involvement of students and/or post-doctoral associates. No matter what the primary focus may be, participation in faculty governance is expected unless exemptions have been received. If EFT has been reassigned after hiring, the date of the change and new distribution should be noted in the dossier.

It is recommended that new faculty submit annually an update of their accomplishments to the department head as part of their annual evaluation in the format required by *Guidelines for Appointment, Promotion and Tenure: The University of Georgia (The Guidelines)* or the Provost Office. Annual evaluations will be conducted according to the discipline-specific criteria outlined in this document.

Candidates with joint appointments should follow *The Guidelines*.

Clinical Faculty should follow the FDN guidelines in the FACS *Clinical Appointment and Promotion Criteria*.

In all matters related to promotion and tenure, the Department of Nutritional Sciences 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 and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

##### **1.1. Promotion and Tenure are Separate Processes**

Promotion from Assistant Professor to Associate Professor is a separate process from the awarding of tenure. The *Procedures for Tenure* are described in section X of *The Guidelines*. Candidates must serve a probationary period of 5 years before it is possible to apply for tenure.

Decisions with respect to tenure primarily are made on the basis of the University's long-range need to continue to perform the activities for which the candidate is responsible. Tenure is awarded by the University, and not by the Department, College or Promotional Unit.

## **1.2. Advisement about Promotion and Tenure**

When a new faculty member is employed, the Department Head shall provide the new member with a copy of *The Guidelines* and the unit criteria (the present document). The head of the promotional unit will meet with the new faculty member to discuss these documents and advise the new faculty member about promotion and tenure at the University of Georgia. This meeting will include a discussion of the expected work assignments, which must allow time for satisfying the requirements for promotion and tenure. In addition to teaching, research, service and administration, faculty may have specific assignments related to special programs such as Study Abroad. It is the responsibility of the new faculty member to be aware of the workload, the unit criteria, and University guidelines. It is advisable for new faculty to be paired with a senior faculty member who can serve as mentor concerning expectations and procedures.

## **1.3. Promotion from Assistant to Associate Professor**

### **1.3.1 Teaching**

It is not just professionalism that dictates that Department of Nutritional Sciences faculty members adhere to the highest standards of teaching in foods, nutritional sciences and health. Funding for the department is provided by a legislative formula based on undergraduate and graduate enrollment. Therefore, each faculty member with teaching responsibilities is expected to offer courses that fulfill the Department's undergraduate and/or graduate teaching mission.

Teaching involves the communication of knowledge to students and fosters the desire and skills needed for students to continue learning independently. It also develops professional attributes including technical expertise and communication skills that enable graduates to find employment and make contributions to state, national and international goals. Teaching includes not only formal classroom instruction, but also advising and mentoring of undergraduate and graduate students.

The criteria below apply for any % EFT in teaching.

#### Instruction

*Principle:* Faculty need to demonstrate effective and innovative teaching commensurate with their assigned teaching load.

*Documentation:* Effective instruction will be demonstrated through course evaluations, teaching awards, and advising and mentoring of undergraduate and/or graduate students, and, if assigned, then presentations and/or publications related to the scholarship of teaching will be expected.

### 1.3.2. Research

The Department of Nutritional Sciences regards excellence in research and/or effective delivery of foods or Nutritional Sciences information to be hallmarks of faculty achievement. An examination of *The Guidelines* shows that faculty can earn promotion in a variety of ways. The most common means for demonstrating a national reputation by faculty whose primary appointments are in research is based on *independent research in the candidate's area of focus*, which includes the number and quality of peer-reviewed publications as judged by discipline standards and success in obtaining extramural grants.

Despite the need to demonstrate independent research, collaborative and interdisciplinary efforts are often encouraged. When a faculty member is a member of a research team, it is particularly important to document and provide clear evidence of specific contributions that include planning and writing of successful grants, investigation or experimentation and authorship on peer-reviewed publications. Young faculty members should be aware that the degree of independence from prior mentors is important, and can be established by sole or primary authorship on publications. Quality is more important than quantity, but it should be recognized that these attributes combine to show consistency. Promotion and tenure decisions are based both on past accomplishments and on the likelihood of sustained *future* contributions.

The criteria below assume a 50% EFT appointment in research. Adjustments will be made based on actual EFT of appointment.

#### External Funding

*Principle:* Faculty members at the Assistant Professor level should establish an independent research program by the time they apply for promotion.

*Documentation:* An independent research program demonstrated by 1 or more funded grants or contracts as PI OR Co-PI and/or Co-I on multiple grants, contracts, sub-contracts, or other awards as warranted by the discipline. A minimum of 1 funded grant or contract fitting this description is required for faculty with a research appointment.

#### Source of Funding

*Principle:* Faculty members at the Assistant Professor level need to obtain extramural funding.

*Documentation:* Sources of funding should include federal government grant or contract, foundation grant, industry, state, or local contract or grant.

#### Peer-Reviewed Publications

*Principle:* Faculty members at the Assistant Professor level should establish one or more thematic areas of research that can be demonstrated by a set of publications in high quality refereed journals of national or international significance.

*Documentation:* For promotion to Associate Professor, the faculty members need to publish, on average, 1-2 first or last/senior authored papers per year, and additional collaborative papers; in the case of multiple senior authors, an explanation of the faculty's critical role and %

contribution should be provided. Two or more of these papers should be in high quality refereed journals as judged by discipline standards. Overall, faculty should have a set of 5-8 publications that comprise a thematic and important contribution to the field and provide the basis for the candidate's development of a state, regional, national and/or international reputation in accordance with their assigned responsibilities.

#### Presentations

*Principle:* Faculty members should seek to engage in public and scientific discourse in their respective field through authorship and co-authorship of presentations and lectures.

*Documentation:* 5-10 or more state, regional, national, or international presentations by the time of review for Associate Professor.

#### Graduate Education

*Principle:* Where applicable to the candidate's assignment, faculty need to show effective direction of graduate study.

#### *Documentation:*

Chair 3 or more graduate committees. Serve as member of 2 or more additional graduate committees.

### **1.3.3. Extension and/or Public Service and Outreach**

Our unit has faculty with assigned EFT in Extension and/or Public Service and Outreach, which is not adequately addressed in the *Guidelines* according to our need for discipline-specific criteria. UGA Extension and Public Service and Outreach appointments share a common key component of the dissemination of information for the benefit of society. Successful Extension and outreach involves program development, innovative practices and applications that make substantial contributions to improving quality of life for individuals, families or communities. Faculty with Extension appointments must demonstrate the ability to develop and sustain an independent, cohesive and impactful program within the mission of the UGA Extension organization.

Extension appointments also require collaborative and interdisciplinary efforts. In joint endeavors, the roles and degree to which each person contributes should be identified.

The criteria below assume a 75% EFT appointment in Extension and/or Public Service and Outreach. Adjustments will be made based on actual EFT of appointment. If faculty have a joint research or teaching appointment, the expectations and criteria for those appointments are described in those sections of this document and will be adjusted based on actual EFT.

#### Program and Project Development

*Principle:* Extension faculty are expected to carry out program and project development within an established framework of needs assessment, establishment of objectives, targeted implementation, program evaluation and impact reporting. Programs are expected to be

compatible with unit and University missions and demonstrate applicability of the candidate's discipline to the societal/human problem. This may require integration with other disciplines and/or generation of new knowledge for the discipline and/or audience.

*Documentation:* Effective program development will be demonstrated through (1) presentation of issue identification, the results of needs assessment, outlined objectives, and description of how the program is compatible with unit and University missions; (2) description of selected activities and/or products in implementation that are most illustrative of the candidate's contribution to the program; (3) description of the role of the candidate's professional expertise in the design and implementation of the program; and (4) identification of impact and public value, including identification of the direct and indirect beneficiaries. Both quantitative evidence (e.g. changes in test scores, increased production or widespread adoption of a product or technique) and qualitative evidence (e.g. testimonials from clients, reviews by knowledgeable scholars/critics, etc.) should be included.

#### External Funding

*Principle:* Faculty members at the Assistant Professor level should seek and receive funding for their extension and/or public service and outreach programs by the time they apply for promotion.

*Documentation:* Funding is demonstrated by 1 or more funded grants or contracts as PI OR Co-PI and/or Co-I on multiple grants, contracts, sub-contracts, or other awards as warranted by the discipline, in which there is an extension and/or public service and outreach component. A minimum of 1 funded grant or contract fitting this description is required for faculty with an extension and/or public service and outreach appointment, and it is acceptable that a single grant or contract that contains research, as well as an extension and/or public service and outreach component, can meet this funding requirement.

#### Source of Funding

*Principle:* Faculty members at the Assistant Professor level need to obtain extramural funding to support their extension and/or public service and outreach program.

*Documentation:* Sources of funding should include federal government grant or contract, foundation grant, industry, state, or local contract or grant.

#### Peer-Reviewed Extension and/or Public Service and Outreach Publications

*Principle:* Faculty members at the Assistant Professor level must publish research-based food, Nutritional Sciences and health information in formats appropriate to the target audiences for their educational programs.

*Documentation:* Effective publishing will be demonstrated through producing publications relevant to target audiences for major program areas. Extension and outreach publications can be represented through a selection of curricula, books, book chapters, bulletins, circulars, factsheets and electronic media. For promotion to Associate Professor, the faculty member needs to publish, on average, 2-3 publications per year as senior or collaborative author. Overall faculty

should have a set of 10 to 12 publications that comprise a thematic and important contribution to their program area(s).

### Presentations

*Principle:* Faculty members at the Assistant Professor level must disseminate research-based food, Nutritional Sciences and health information through presentations to a variety of audiences.

*Documentation:* Service-based instructional activities are required and will include in-service education for County Agents as well as direct nonformal teaching to the public. Documentation should include:

- a. listing of the title or subject of each distinct course or presentation, the type (e.g. in-service, course, workshop), the duration, the candidate's role in creating and delivering each, the target audience and the method of reaching the audience (e.g. conference presentation, site visit).
- b. description of impact, including identification of the direct and indirect beneficiaries. Both quantitative and qualitative evidence should be included.

Also required are presentations of research-based information at state, regional, national or international conferences.

Overall, faculty should have at least 15 presentations, authored or co-authored by the candidate, by the time of review for Associate Professor.

### Other Service Activities and Products

#### (a) Publications and Other Creative Works

*Principle:* Extension and/or Public Service and Outreach faculty are expected to utilize multiple means of publishing for disseminating research-based information to a variety of audiences.

*Documentation:* Demonstration of effective (non-peer-reviewed) communication will be provided through listing of electronic products such as websites, CDs, online courses, or computer programs; mass media efforts such as being a source for newspaper, radio, magazine, Internet or television writers; or, generating original work for mass media distribution. Awards for communication activities should also be included.

#### (b) Individual consultation and technical assistance

*Principle:* Faculty with appointments in Extension and/or Public Service and Outreach often are expected to provide research-based expertise and information through individual consultation and technical assistance. Although not required, these projects and activities are a recognized and acceptable contribution of professional time to benefit and address societal and human issues for faculty with these appointments.

*Documentation:* Effective contributions will be demonstrated by listing each type of assistance, the clientele, the contribution and the number of times provided. Impact will be addressed by

identification of the direct and indirect beneficiaries and any actions taken by these beneficiaries. Evidence may be quantitative and/or qualitative.

(c) Performance of clinical activities

*Principle:* Faculty appointed in Extension and/or Public Service and Outreach may be asked to perform expertise-relevant clinical activities in Nutritional Sciences clinics and benefits offices, hospitals, special education clinics, individual and family counseling settings, clinical pharmacy sites, and other clinical settings. Although not required, clinical activities appropriate to the faculty member's appointment are a recognized and acceptable contribution of professional time to benefit and address societal and human issues.

*Documentation:* Effective contributions will be demonstrated by listing each type of activity, the clientele, the contribution and the number of times provided. Impact will be addressed by identification of the direct and indirect beneficiaries and any actions taken by these beneficiaries. Evidence may be quantitative and/or qualitative.

(d) Copyrights, patents and inventions related to service activities.

*Principle:* Faculty appointed in Extension and/or Public Service and Outreach may develop patents or instruments useful in solving important societal problems. Although not required, recognition can be provided for achievement in this area.

*Documentation:* Effective contributions will be demonstrated by listing each type achievement and describing the benefit.

### 1.3.4. Service

#### University

*Principle:* Faculty members should be active participants in service to the university.

*Documentation:* Faculty should serve on at least 3 committees at the departmental, college or university level by the time of promotion to Associate Professor.

#### Professional

*Principle:* Faculty members should provide service to their professional organizations.

*Documentation:* Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving as a manuscript reviewer for professional journals, abstract reviewer for professional conferences, and/or committee membership for a professional organization.

#### Community

*Principle:* Faculty members should provide service to local, state, national or international food, Nutritional Sciences, and/or health-related organizations.

*Documentation:* Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving on a community organization related to food, Nutritional Sciences, and/or health, participation in a community project, invited presentations at community or state level, contributing to evaluation of existing practices or programs, make contributions for public policy, creation and teaching of service learning courses, and/or implementing food, Nutritional Sciences, and/or health programs/policy in community settings.

#### **1.4. Promotion from Associate Professor to Professor**

*Standard:* Promotion from Associate Professor to Professor requires that the candidate demonstrate clear and convincing evidence of a multi-year, independent research and/or Extension/Public Service/Outreach program and national and/or international recognition in their field.

##### **1.4.1. Teaching**

The criteria below apply for any % EFT in teaching.

###### Instruction

*Principle:* Faculty need to demonstrate effective and innovative teaching commensurate with their assigned teaching load.

*Documentation:* Effective instruction will be demonstrated through course evaluations, teaching awards, and advising and mentoring of undergraduate and/or graduate students, and, if assigned, then presentations and/or publications related to the scholarship of teaching will be expected.

##### **1.4.2. Research**

The criteria below assume a 50% EFT appointment in research. Adjustments will be made based on actual EFT of appointment.

###### External Funding

*Principle:* Faculty members at the Associate Professor level should maintain and expand their independent research program(s) and attained national and/or international recognition, in accordance with their assigned responsibilities, by the time they apply for promotion to Professor. A minimum of 1 funded grant or contract fitting this description is required for faculty with a research appointment.

*Documentation:* An independent research program demonstrated by 1 or more funded grants or contracts as PI OR Co-PI and/or Co-I on multiple grants, contracts, sub-contracts, or other awards as warranted by the discipline.

###### Source of Funding

*Principle:* Faculty members at the Associate Professor level need to obtain extramural funding to support their research program.



*Documentation:* Sources of funding should include federal government grant or contract, foundation grant, industry, state, or local contract or grant.

#### Peer-Reviewed Publications

*Principle:* Faculty members at the Associate Professor level must establish one or more thematic areas of research that can be demonstrated by a set of publications in high quality journals that demonstrate that the research is of national and/or international significance in accordance with their assigned responsibilities.

*Documentation:* For promotion to Professor, the faculty member must publish, on average, 1-2 first or last/senior authored papers per year, and additional collaborative papers; in the case of multiple senior authors, an explanation of the faculty's critical role and % contribution should be provided. The faculty member should publish an average of at least 1 paper per year with student authorship. By the time a faculty member comes up for promotion to Professor, he or she needs to publish at least 20 papers after promotion to Associate Professor, and have a total of 40 to 45 papers or more that include 15 publications that provide evidence of attaining a national and/or international reputation for their thematic and important contribution to the field.

#### Presentations

*Principle:* Faculty members should seek to engage in public and scientific discourse in their respective field through presentations and lectures that are authored or co-authored by the candidate.

*Documentation:* 2 to 3 state, regional, national, or international presentations annually by the time of review for Professor. 3 to 4 invited presentations by the time of review for Professor. 10% of presentations at the international level.

#### Graduate Education

*Principle:* Where applicable to the candidate's assignment, faculty need to show effective direction of graduate study.

#### Documentation:

Chair 4 or more graduate committees, including at least 1 doctoral committee, since promotion to Associate Professor. Serve as member of 3 or more additional graduate committees, including at least 1 doctoral committee.

### **1.4.3. Extension and/or Public Service and Outreach**

The criteria below assume a 75% EFT appointment in Extension and/or Public Service and Outreach. Adjustments will be made based on actual EFT of appointment. If faculty have a joint research or teaching appointment, the expectations and criteria for those appointments are described in those sections of this document and will be adjusted based on actual EFT.

#### Program and Project Development

*Principle:* Extension faculty are expected to carry out program and project development within an established framework of needs assessment, establishment of objectives, targeted implementation, program evaluation and impact reporting. Programs are expected to be compatible with unit and University missions and demonstrate applicability of the candidate's discipline to the societal/human problem. This may require integration with other disciplines and/or generation of new knowledge for the discipline and/or audience.

*Documentation:* Effective program development will be demonstrated through (1) presentation of issue identification, the results of needs assessment, outlined objectives, and description of how the program is compatible with unit and University missions; (2) description of selected activities and/or products in implementation that are most illustrative of the candidate's contribution to the program; (3) description of the role of the candidate's professional expertise in the design and implementation of the program; and (4) identification of impact and public value, including identification of the direct and indirect beneficiaries. Both quantitative evidence (e.g. changes in test scores, increased production or widespread adoption of a product or technique) and qualitative evidence (e.g. testimonials from clients, reviews by knowledgeable scholars/critics, etc.) should be included.

#### External Funding

*Principle:* Faculty members at the Associate Professor level should seek and receive funding for their extension and/or public service and outreach programs by the time they apply for promotion.

*Documentation:* Funding is demonstrated by 1 or more funded grants or contracts as PI OR Co-PI and/or Co-I on multiple grants, contracts, sub-contracts, or other awards as warranted by the discipline, in which there is an extension and/or public service and outreach component. A minimum of 1 funded grant or contract received after promotion to Associate Professor and fitting this description is required for faculty with an extension and/or public service and outreach appointment, and it is acceptable that a single grant or contract that contains research, as well as an extension and/or public service and outreach component, can meet this funding requirement.

#### Source of Funding

*Principle:* Faculty members at the Associate Professor level need to obtain extramural funding to support their extension and/or public service and outreach program.

*Documentation:* Sources of funding should include federal government grant or contract, foundation grant, industry, state, or local contract or grant.

#### Peer-Reviewed Extension and/or Public Service and Outreach Publications

*Principle:* Faculty members at the Associate Professor level must publish research-based food, Nutritional Sciences and health information in formats appropriate to the target audiences for their educational programs.

*Documentation:* Effective publishing will be demonstrated through producing publications relevant to target audiences for major program areas. Extension and outreach publications can be represented through a selection of curricula, books, book chapters, bulletins, circulars, factsheets and electronic media.

For promotion to Professor, the faculty member needs to publish, on average, 2-3 publications per year as senior or collaborative author. By the time of promotion to Professor and since the time of promotion to Associate Professor, the faculty should have a set of 15 to 20 publications that comprise a thematic and important contribution to their program area(s).

### Presentations

*Principle:* Faculty members at the Associate Professor level must disseminate research-based food, Nutritional Sciences and health information through presentations to a variety of audiences.

*Documentation:* Service-based instructional activities are required and will include in-service education for County Agents as well as direct nonformal teaching to the public. Documentation should include:

- a. listing of the title or subject of each distinct course or presentation, the type (e.g. in-service, course, workshop), the duration, the candidate's role in creating and delivering each, the target audience and the method of reaching the audience (e.g. conference presentation, site visit).
- b. description of impact, including identification of the direct and indirect beneficiaries. Both quantitative and qualitative evidence should be included.

Also required are presentations of research-based information at state, regional, national or international conferences.

Overall, faculty should have at least 25 presentations, authored or co-authored by the candidate, by the time of review for Professor.

### Other Service Activities and Products

#### (a) Publications and Other Creative Works

*Principle:* Extension and/or Public Service and Outreach faculty are expected to utilize multiple means of publishing for disseminating research-based information to a variety of audiences.

*Documentation:* Demonstration of effective (non-peer-reviewed) communication will be provided through listing of electronic products such as websites, CDs, online courses, or computer programs; mass media efforts such as being a source for newspaper, radio, magazine, Internet or television writers; or, generating original work for mass media distribution. Awards for communication activities should also be included.

#### (b) Individual consultation and technical assistance

*Principle:* Faculty with appointments in Extension and/or Public Service and Outreach often are expected to provide research-based expertise and information through individual consultation

and technical assistance. Although not required, these projects and activities are a recognized and acceptable contribution of professional time to benefit and address societal and human issues for faculty with these appointments.

*Documentation:* Effective contributions will be demonstrated by listing each type of assistance, the clientele, the contribution and the number of times provided. Impact will be addressed by identification of the direct and indirect beneficiaries and any actions taken by these beneficiaries. Evidence may be quantitative and/or qualitative.

(c) Performance of clinical activities

*Principle:* Faculty appointed in Extension and/or Public Service and Outreach may be asked to perform expertise-relevant clinical activities in Nutritional Sciences clinics and benefits offices, hospitals, special education clinics, individual and family counseling settings, clinical pharmacy sites, and other clinical settings. Although not required, clinical activities appropriate to the faculty member's appointment are a recognized and acceptable contribution of professional time to benefit and address societal and human issues.

*Documentation:* Effective contributions will be demonstrated by listing each type of activity, the clientele, the contribution and the number of times provided. Impact will be addressed by identification of the direct and indirect beneficiaries and any actions taken by these beneficiaries. Evidence may be quantitative and/or qualitative.

(d) Copyrights, patents and inventions related to service activities.

*Principle:* Faculty appointed in Extension and/or Public Service and Outreach may develop patents or instruments useful in solving important societal problems. Although not required, recognition can be provided for achievement in this area.

*Documentation:* Effective contributions will be demonstrated by listing each type achievement and describing the benefit.

#### **1.4.4. Service**

##### University

*Principle:* Faculty members should be an active participant in service to the university.

*Documentation:* Faculty should serve on at least 4 to 6 committees at the departmental, college or university level by the time of promotion to Professor.

##### Professional

*Principle:* Faculty members should provide service to their professional organizations.

*Documentation:* Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving as a manuscript reviewer for professional journals, abstract reviewer for professional conferences, leadership position for a professional organization, editor, associate

editor or editorial board member of a journal, chair of a study section, and/or membership on committees serving national organizations.

### Community

*Principle:* Faculty members should provide service to local, state, national or international food, Nutritional Sciences, and/or health-related organizations.

*Documentation:* Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving in a leadership position in a community organization related to food, Nutritional Sciences, and/or health, participation in a community project, invited presentations at community or state level, contributing to evaluation of existing practices or programs, making contributions for public policy, creation and teaching of service learning courses, and/or implementing food, Nutritional Sciences, and/or health programs/policy in community settings.

### **Requirements for Ranks**

Requirements for ranks will be consistent with Board of Regents' policy as stated in Section IV of *The Guidelines*.

## **2. Calendar for Promotion and Tenure**

The procedures for preparing for promotion and tenure shall be as described in Section VII of *The Guidelines* and the appropriate appendices.

## **3. Procedures for Promotion and Tenure**

All procedures and policies shall follow *The Guidelines* and FACS bylaws (please refer to current versions indicated at the Internet addresses at the end of this document). The Department Head is responsible for ensuring that the letter of appointment is placed in the candidate's dossier, and shall conduct the initial advisement concerning promotion and tenure, and also arrange for a timely third year review. It is recommended that the Department Head secure a tenured faculty mentor to provide additional advice for each new candidate. The Department Head is responsible for helping candidates to develop their dossiers, for obtaining external letters of evaluation, and for organizing meetings of the faculty to discuss issues related to promotion and tenure of individual candidates. The calendar in the prior section provides a timeline for the required tasks.

### **3.1. Evaluation of Performance**

The evaluation will be based on documentation of effectiveness in research, service, teaching and/or academic administration relevant to the Department's mission in foods, Nutritional Sciences and/or health and consistent with the mission of the university.

Performance during the period since any prior promotion at the University of Georgia and/or during the five most recent years in rank may be considered during evaluation for promotion or tenure. At the time of hiring, the letter of offer may give some faculty members up to 3 years of credit for prior service at another university. The dossier for promotion or tenure must explain this situation, and it must be considered during evaluation by the unit and higher levels.

### **3.2. Third Year Review**

Third Year Reviews will be conducted according to the discipline-specific criteria outlined in this document.

Candidates should follow the FACS timeline for the Third Year Review. Typically, in the third year, the candidate's dossier should be prepared and submitted in January so it can be reviewed by the appropriate committee and the faculty by the end of the spring semester. Faculty members undergoing third-year review will prepare their dossiers detailing their achievements and performance in their assigned area(s) of responsibility. This dossier should take the form of Sections 4 and 5 of the promotion and tenure dossier (see Appendix C of *The Guidelines*). The Third Year Review Committee will be appointed by the Unit Head as a subcommittee from the unit's Promotion and Tenure Committee and include two full professors and one associate professor. This committee will contain no fewer than three eligible faculty members. The review will be substantive and will provide the faculty member with critical feedback about his/her progress toward promotion and/or tenure at the University of Georgia. The third-year review committee will report its findings to the department, and the eligible faculty will vote to recommend whether progress toward promotion and tenure is sufficient. The committee will then report its recommendations, along with the vote, to the department head. The department head will provide the faculty member under review guidelines for appointment, promotion and tenure with a written report regarding his/her progress toward promotion and/or tenure. The candidate may reply in writing to the report and any reply becomes part of the report. The department head's letter, and any response by the candidate, will be included in the promotion and/or tenure dossier when it is developed. The following sections include suggested activities and kinds of documentation that may be used for the evaluation. The criteria are not meant to be all-inclusive, nor are all items required for any candidate.

If an assistant professor comes to the University of Georgia with 2- or 3-years prior credit towards tenure and requests to be considered for promotion and/or tenure in the third year of appointment, preliminary consideration for promotion and/or tenure will replace the third-year review.

### **3.3. Preliminary Consideration**

Committees for preliminary consideration shall contain at least 5 eligible faculty members. Committee recommendations shall be made in writing and a vote shall be recorded with names kept anonymous. Electronic communications are permissible but a printed copy of the vote and recommendation must be kept in the candidate's files. Insofar as possible, external reviewers are to be drawn from comparable institutions where faculty missions are similar. Departmental votes on promotion and tenure shall require a quorum of eligible faculty members. The vote shall be recorded with names kept anonymous and the outcome shall be forwarded to the Dean.

Promotion and tenure are separable processes. When candidates are considered for promotion to Associate Professor, separate votes will be recorded concerning qualifications for promotion to the next higher rank and on the recommendation for tenure.

### **3.4. Instructors and Temporary Assistant Professors**

Degree requirements, promotion procedures and time toward tenure will be consistent with *The Guidelines*.

### **3.5. Procedures for Tenure**

#### *Criteria*

Candidates for tenure in the Department of Nutritional Sciences must have a record of exemplary performance in the discharge of their primary responsibilities in teaching, research and service to society, the University and the profession. A recommendation for tenure must also address a fundamental consideration: the University's continuing and long-range need for what the candidate for tenure may be expected to do. Tenure review committees are responsible for considering whether or not candidates are likely to continue to be active and productive scholars over the extended period of time that tenure supposes.

#### *Regulations*

Only associate professors and professors who are employed full-time as defined by Regents' policies are eligible for tenure. Tenure can be granted to associate professors and professors at the time of their appointment to the University in accordance with specifications in *The Guidelines*.

### **3.6. Promotion Committees**

Committees for promotion and tenure are formed as described in departmental and collegiate bylaws. In general, candidates do not influence the makeup of the committees. However, should a member of the committee have a verifiable conflict of interest with the candidate, the candidate has the right to petition for recusal of that committee member. In that case, an alternate committee member of appropriate rank and qualifications shall be chosen by the Department Head or Dean. All promotion review committees will use discipline-specific criteria to evaluate the quality of faculty performance relative to decisions regarding promotion at each rank and tenure.

### **3.7. Appeals**

The only basis for appeal of a negative decision is to document a flawed promotion procedure. At the university level, negative decisions are automatically appealed, but may only be overturned on the basis of flawed procedures.

## **4. College of Family and Consumer Sciences Bylaws for Promotion and Tenure**

The Promotion and Tenure Committee for the College of Family and Consumer Sciences shall consist of eight members of the tenured faculty at the rank of Associate Professor or Professor, two from each department. The Promotion and Tenure committee considering specific candidates shall be comprised of the six members other than the candidate's promotion and tenure unit (the department).

The members of the Promotion and Tenure Committee shall be appointed on a yearly basis by the Dean by April 10th for the following academic year.

The Dean shall call to order the meetings of the Promotion and Tenure Committee and an elected Chairperson shall conduct the meetings in accordance with current University of Georgia Guidelines for Appointment, Promotion and Tenure (VII. B. 2. a,b,c,e)

For each candidate's dossier, the Department Head shall attach the DEPARTMENT criteria for promotion and tenure.

The minimum number for a review committee shall be five (5) for reviews by the DEPARTMENT and the College for preliminary consideration, the DEPARTMENT review, and the College review. If there are not five eligible faculty in a department to constitute a committee, appointments shall be made from other faculty in the College of Family and Consumer Sciences who meet the criteria to serve on the committee.

The minimum number for a third-year review committee shall be three (3). Reports of Third Year Review Committees shall be reviewed by all tenured departmental faculty and the final report of the third-year review shall be prepared by the Department Head and given to the candidate.

#### **5. Procedures for Changing Unit Criteria for Promotion and Tenure**

The Department of Nutritional Sciences may change its criteria, procedures, or bylaws for promotion and tenure. A motion to change the criteria may be made by the Dean, the Department Head, or by a tenured faculty member. The department must vote on the motion and the motion must be accepted (vote of yes by a majority of tenured faculty members). A majority vote in favor of the motion will initiate appointment of a committee to revise the criteria. The revised criteria must be approved by a majority vote with a quorum of faculty (2/3 of eligible members). The revised criteria must be approved by the Dean of the College of Family and Consumer Sciences and incorporated into departmental bylaws.

#### **6. Internet Resources Concerning Promotion and Tenure in FACS and at UGA**

FACS Bylaws: See College Website

University Guidelines: See Provost Website

Websites are subject to change, so please verify that the current version is used.

#### **7. Approval of PTU Document**

This document and discipline-specific criteria must be accepted by the faculty within the Department of Nutritional Sciences, and must be 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 this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, dean and the Provost. All revisions and approval dates must be listed in the PTU document.



These procedures and criteria will apply to all faculty in the PTU in the annual cycle of promotion and tenure from the approved date forward.

The Department's PTU Document, when finalized will become a public document on UGA Provost's website.

## **FDN POST-TENURE REVIEW POLICY**

The review committee will consist of three tenured faculty members. Names of faculty eligible to serve on the committee will be placed in a basket and drawn by the Office Manager. The first three names will serve as the post-tenure review committee of the first faculty person (in alphabetical order) on the post-tenure review list for that year. This procedure will be followed until each faculty to be reviewed has a committee of three persons. Full Professors will be reviewed by no more than one Associate Professor. Associate Professors will be reviewed by at least two full professors. The first FDN department name pulled will be the chair of the committee. At least one member of the committee may be chosen from another department. However, at least one member of the committee must be from Nutritional Sciences. The department head will review the names of the proposed committee members with the faculty member to be reviewed. The faculty member under review may formally object to the service of a faculty member in a review capacity. Up to five such objections will be honored if made to the promotion/tenure unit head. Every effort will be made to keep these formal objections confidential and the formal objections will not be released by the University, except as required by law.