

DEPARTMENT OF FOOD, AGRICULTURAL AND RESOURCE ECONOMICS

GUIDELINES FOR TENURE, PROMOTION, AND PERFORMANCE RATING

The Department of Food, Agricultural and Resource Economics seeks to achieve the highest possible quality in teaching and scholarship. The relative form of the contributions made by individual faculty to this excellence will vary with the distribution of effort chosen by the faculty member and agreed to by the Department Chair and the Dean. The quality of these contributions is judged through a peer evaluation system that determines tenure and promotion and rates performance. This document outlines the information required for the evaluation of faculty performance, and the assessment procedures.

A. ROLES AND INFORMATION REQUIREMENTS

A.1. Faculty Member

Pursuant to Faculty Policy X.13.3, it is the faculty member's responsibility to provide the Department Chair with his/her complete information file by **August 15th** to be considered by the Tenure and Promotion Committee for TAPSI evaluation, tenure with promotion, or promotion (as the case may be). The information file includes a completed template provided by the College. This template documents the faculty member's relevant scholarly contributions, activities, and accomplishments related to teaching, research and service. The information to be considered for inclusion in each of these areas is outlined below.

A.1.A. Teaching Education and Related Scholarship

A current teaching dossier must be provided by the faculty member. The dossier will include a statement in which the faculty member provides a contextual commentary on teaching experiences and objectives. The following information should also be considered for inclusion.

- a) Cumulative Information Record, inclusive of the most recent year (or for the last six years, whichever is shorter) documenting
 - courses taught, contact hours, student numbers, development of new courses
 - co-ordination of multiple sectioned courses
 - laboratory supervision
 - contributions to computer-assisted instruction

- b) Student Evaluations
 - obtained using an approved departmental teaching evaluation form
- c) Course Materials
 - examples of course outlines, manuals, problem sets, exams
 - information on changes and improvements made to courses
 - achievements on helping students achieve learning objectives
- d) Recognition
 - teaching awards and nominations for teaching awards
 - media stories about teaching activities
 - invitations to give presentations at teaching workshops
 - invitations by publishers to preview teaching textbooks and manuals
- e) Formal Contributions in Teaching
 - authoring or co-authoring textbooks, study manuals, problem books etc.
 - presentations at workshops on teaching
- f) Grading, Student Committees, etc.
 - reading and grading coop work reports
 - supervising, reading and grading student research reports
- g) Other Relevant Material
 - non-student evaluations of teaching competence by an agreed upon mechanism
 - measures of student achievement

A.1.B. Research, Scholarly and Other Creative Activities

Evaluation of basic and applied research will emphasize originality, excellence and significance. Evidence of such contributions can be expressed in many forms but must be available for review and critical analysis. Scholarship in research can be demonstrated through:

- a) Publications
 - categorize and cite using the format specified by OAC
- b) Grants and Contracts
 - title of project, name of funding source/program, annual dollar value and co-recipients for each type of award (Success in obtaining funds from external sources will be viewed positively.)
- c) Presentations
 - categorize according to the format specified in the departmental activities report

d) Graduate Student Supervision

- number of students advised by degree
- membership on graduate student committees
- membership on graduate student examinations (internal and external)
- awards won by students supervised

e) Other Evidence of Scholarly Activity

- recognition of outstanding research
- editorship of research publications, membership on editorial boards
- invitations to present material at national, international meetings and conferences
- invitations to chair or organize conferences, workshops etc. on research topics
- external refereeing, journal papers, theses, grant applications, tenure and promotion decisions
- membership on expert committees

A.1.C. Service to the University and Society

There are a number of departmental standing committees whose activities are crucial to the success of the department. These include, but are not limited to a variety of standing committees, such as: 1) the undergraduate studies committee; 2) the graduate studies committee. The chairs and members of these committees take on a special responsibility and their activities and accomplishments will be evaluated against their designated responsibilities and their success in fulfilling these tasks.

The chairs and members of the department standing committees are encouraged to submit an outline of the responsibilities and initiatives undertaken over the review period and the outcomes flowing from these activities. Service responsibilities and accomplishments in other areas should also be described and documented. These include:

- membership on departmental, college and university committees
- administrative responsibilities (i.e. faculty advisor, COOP coordinator, program counsellor, etc)
- evidence of contribution to work of committees (e.g., reports authored)
- liaison contributions
- activities in support of professional organizations
- professional participation/responsibilities in service to society and the community

A.2. Chair of Department Chair

It is the responsibility of the Chair of Department to ensure the Tenure and Promotion

Committee are provided with:

- the faculty member's distribution of effort
- the faculty member's teaching/course evaluations
- the complete file submitted by the faculty member including teaching dossier;
and
- the departmental tenure and promotion guidelines.

A.3. Department Tenure and Promotion Committee

The role of the Department Tenure and Promotion Committee is to:

- assess a faculty member's performance and/or progress toward the conferral of tenure with promotion to Associate Professor and promotion to Professor; and
- to submit an assessment /progress report, including any recommendation, to the Chair of the College Tenure and Promotion Committee.

The Department Tenure and Promotion Committee shall be composed of:

- The Department Chair, who acts as committee chair and who provides a second vote in the case of a tie;
- Four tenured faculty members from FARE, elected for a 2 year term by FARE faculty; and
- One full-time tenured faculty member from within the College.

A.4. College Tenure and Promotion Committee

B. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The conferring of tenure and promotion to Associate Professor is one of the most important actions taken by the Department and should be decided upon only after careful consideration and attention to due process. The granting of tenure and promotion to Associate Professor recognizes academic competence and maturity, and significant scholarly achievements demonstrated by contributions to the academic functions of the University and to the member's discipline within and outside of the University (see X.05 of Faculty Policies).

B1: Process

A faculty member may apply for the early granting of tenure and conferring of promotion to Associate Professor, in either the third, fourth or fifth year of appointment (see X.16.5 of Faculty Policy). Such application must be made in writing by the faculty member to the Dean through the Department Chair by August 15th and must be accompanied by the faculty member's completed portfolio.

Written opinions of the faculty member's research and other scholarly activities by at least three experts in the faculty member's field are required to support a recommendation for the granting of tenure and promotion to Associate Professor (see X.12 of Faculty Policies). Assessors will be persons who have an 'arms length' relationship to the faculty member and are not members of the University of Guelph. The Department Chair and the faculty member will agree as to which individuals are acceptable assessors and will forward this list to the Dean. If agreement cannot be reached, the Department Tenure and Promotion Committee will decide on the acceptable assessors.

The Dean will be responsible for communicating with assessors. The external assessors will be provided with: 1) the guidelines/criteria for tenure and promotion to Associate Professor; 2) the faculty member's Curriculum Vitae; 3) the faculty member's distribution of effort; 4) selected reprints of the faculty member's published work as selected by the faculty member; and 5) and other evidence of scholarship as determined by the faculty member.

The recommendations by the external assessors will be sent to the College Tenure and Promotion Committee along with the recommendation from the Departmental Tenure and Promotion Committee. The College Tenure and Promotion Committee will make the decision on tenure and promotion to Associate Professor. A recommendation with respect to tenure and promotion to Associate Professor must be made no later than the sixth year of candidacy (see X.10 of Faculty Policies).

B2: Criteria

The Department expects the faculty member, with due respect to his or her career path, to demonstrate an ability to undertake and publish research on an ongoing basis, to provide satisfactory contributions to the undergraduate and graduate programs of the Department and to contribute to the administration of the department, college, or university. The following indicates the expected contributions in the various areas of teaching, research and service:

- demonstrated ability to publish research in high quality refereed outlets or in a manner that demonstrates substantial positive impacts on an ongoing basis;
- demonstrated high quality teaching performance (the student evaluation component should be at least satisfactory);
- demonstrated ability to supervise graduate student research effectively; and
- demonstrated willingness to be involved in department/college/university administration.

The weighting of the contributions in the different areas will depend on the individual's chosen career path. Before tenure and promotion to Associate Professor can be recommended, the faculty member must demonstrate performance that is very good to excellent in two of the three performance areas (i.e., research, teaching and service) and adequate performance in the third. While a candidate must have achieved a satisfactory record of performance in service, the meritorious performance of those service duties shall not compensate for an insufficiently strong performance in teaching or research. However, an unsatisfactory record of performance in service may be an important factor in the denial of tenure and promotion (see X.09.2 of Faculty Policies).

C. PROMOTION TO FULL PROFESSOR

Promotion to Professor recognizes long-term, established and outstanding scholarship. It is granted in recognition of academic competence, maturity and normally an established international reputation for achievement and expertise in the faculty member's field (see X.06 of Faculty Policies).

C1: Process

Consideration for promotion to the rank of Professor will occur only on request of the faculty member. Such request must be made by the faculty member, in writing, to the Chair, no later than August 15th and must be accompanied by the faculty member's completed portfolio.

Written opinion of the faculty member's research and other scholarly activities by at least three experts in the faculty member's field is required to support a recommendation for promotion to the rank of Professor (see X.12.1 of Faculty Policies). All written assessments will be requested by the Dean and transmitted to the College Tenure and Promotion Committee, and the President, and without attribution to the faculty member being assessed.

The Dean will be responsible for communicating with assessors. The external assessors will be provided with: the same information provided for assessment of a faculty for tenure and promotion to Associate Professor (see B.2). The recommendations by the external assessors will be sent to the College Tenure and Promotion Committee along with the recommendation from the Departmental Tenure and Promotion Committee.

C2: Criteria

Faculty members will be considered for promotion to Professor only if they have demonstrated a high degree of scholarly maturity and professionalism in all activities and a substantial record of contribution to the objectives and productivity of the department, college and university. All of the qualities required for promotion to Associate Professor must have been maintained. The individual must also have demonstrated expertise and recognition in teaching, research and service in relation to their accepted career path.

The following indicates the expected contributions in the various areas of teaching, research and service, but the weighting of the contributions in the different areas will depend on the individual's chosen career path:

- publication in refereed outlets on an ongoing basis
- demonstrated high quality and/or positive impact of research activities
- demonstrated high quality teaching performance
- the ability to attract and successfully advise graduate students to the completion of a degree
- involvement in departmental college/university governance
- involvement in professional and client groups external to the University of Guelph
- established favorable national and/or international reputation
- strong letters of support from external reviewers.

D. PERFORMANCE RATING

The Department assesses performance and makes rating recommendations for all faculty members every two years.¹ Performance evaluations for multi-year contractually limited faculty are conducted on an annual basis. Faculty members who received a performance ranking of less than *Good* shall be evaluated in the next year for the purpose of providing feedback only. The period of review for the annual and biennial deliberations is September 1 to August 31.

The assessment of performance is done in the context of the individual faculty member's responsibilities and chosen career path. Although it is not expected that all faculty will excel in all areas, it is expected that faculty show competence in all areas appropriate to his/her appointment as defined in his/her career path. It is the faculty member's responsibility to provide the Department Chair by **August 15th** with a completed template based primarily on activities over the last two academic years. The template provided by the College documents the faculty members relevant scholarly contributions, activities, and accomplishments related to teaching, research and service. The Chair of Department gives the completed template along with other information listed in Section B, such as the faculty member's distribution of effort, to the Departmental Tenure and Promotion Committee.

Each member of the Departmental Promotion and Tenure Committee will, after due deliberation and discussion by the committee (including the distribution of effort which pertained for each faculty member over the evaluation interval), be prepared to evaluate the overall performance of each faculty member in terms of one of five possible performance ratings. The five possible ratings are described in Table 1.

It is a principle that unacceptable or poor performance in any area of responsibility (even if the most minor component of the distribution of effort) is a significant lack of overall performance. Accordingly, an individual with a rating of *Unsatisfactory* in any one area of responsibility cannot receive an overall rating above *Improvement Required*, no matter how high the rating in the other two areas. Similarly, an individual with a rating of *Improvement Required* in any one area of responsibility cannot receive an overall rating above *Good*, no matter how high the rating in the other two areas.

At the conclusion of the performance evaluation, the Department Tenure and Promotion Committee will submit an Assessment/Progress Report, including any relevant recommendation, to the Chair of the College Tenure and Promotion Committee.

Failure to submit the completed assessment file to the Chair by **August 15**, without prior approval from the Dean and Provost, will result in an "unsatisfactory" performance assessment.

¹ An annual evaluation is necessary for a tenured faculty member receiving an evaluation of 0 in the previous year.

Table 1. Description of Performance Ratings

<i>Rating</i>	<i>Description</i>
<i>Outstanding</i>	Performance is <i>Outstanding</i> in two of the areas of teaching, research or service/administration, and with international recognition, and at least Very Good in the other area of responsibility.
<i>Very Good</i>	Performance is <i>Very Good</i> in two of the areas of teaching, research or service/administration and at least Good in the other area of responsibility.
<i>Good</i>	Performance is <i>at least Good</i> in two of the areas of teaching, research or service/administration and not Unsatisfactory in the other area of responsibility.
<i>Improvement Required/Developmental</i>	Performance requires improvement and/or development. Performance requires improvement in two of the areas of teaching, research or service/administration and poor in the other area of responsibility.
<i>Unsatisfactory</i>	Performance is <i>Unacceptable</i> in at least two of the areas of teaching, research or service/administration.