

DEPARTMENT OF NUTRITIONAL SCIENCES

Criteria for Reappointment, Promotion, and Tenure of Non-Tenure Track and Tenure Track Faculty



The College of Human Environmental Sciences

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DEPARTMENT OF NUTRITIONAL SCIENCES

Reappointment, Promotion, Tenure and Cumulative Review of Tenured Faculty

INTRODUCTION

Mission and Vision:

Mission: *The Department of Nutritional Sciences advances health and quality of life of individuals and communities and prepares professionals through discovery, education and application of scientific knowledge.*

Vision: *To be internationally recognized for excellence in nutrition discovery, teaching and dissemination.*

In the tradition of the American land-grant system the Department of Nutritional Sciences will:

- Provide a sound, comprehensive instruction that prepares professionals to meet the needs of society in nutrition, dietetics and related fields;
- Conduct fundamental and applied nutrition scholarship to positively impact Oklahoma, the nation and the world; and
- Extend the university to all Oklahoma citizens, both urban and rural, to improve the quality of life.

Faculty Evaluation:

Consistent with the mission, faculty in the Department of Nutritional Sciences are committed to continual professional growth and development in instruction and advising, scholarship, outreach/cooperative extension, and service. Professional growth and development are essential to achieving and maintaining excellence.

Faculty evaluation encompasses annual appraisal, reappointment, promotion, and tenure. The purpose of the evaluation system is to facilitate the success of the Department of Nutritional Sciences and individual faculty members. Faculty evaluation processes are means to encourage and evaluate faculty professional growth and development.

Reappointment, promotion, and tenure are extended by Oklahoma State University in an effort to increase the quality of instruction and advising, scholarship, outreach/cooperative extension, and service activities. Faculty should be recommended for reappointment, promotion, and tenure based on meeting performance criteria and promise of long-term growth and development.

In addition to the criteria presented in this document, the *College of Human Environmental Sciences Reappointment, Promotion and Tenure document (2003)*, *Reappointment and Promotion Guidelines for College of Human Environmental Sciences Clinical Faculty Position (2008)* and the *Oklahoma State University Policy and Procedures 2-0902; Reappointment, Promotion and Tenure Process for Tenure Ranked Faculty*, provide pertinent policy information concerning the annual appraisal, reappointment, promotion, and tenure processes and appointment time lines. The Department of Nutritional Sciences' reappointment, promotion, and tenure criteria are aligned with those of the College of Human Environmental Sciences and Oklahoma State University.

Academic Ranks:

- Non-tenure track clinical academic ranks include clinical instructor for individuals with a masters' degree and clinical experience; and clinical assistant professor, clinical associate professor, and clinical professor for individuals with a doctoral degree and clinical experience.
- Non-tenure track research academic ranks for individuals with a doctoral degree include research assistant professor, research associate professor, and research professor.
- Tenure track academic ranks for individuals with a doctoral degree include assistant professor, associate professor, and professor.

In addition to the description of academic ranks presented in this document, the *College of Human Environmental Sciences Reappointment, Promotion and Tenure document (2003)*, *Reappointment and Promotion Guidelines for College of Human Environmental Sciences Clinical Faculty Position (2008)* and the *Oklahoma State University Policy and Procedures 2-0902; Reappointment, Promotion and Tenure Process for Tenure Ranked Faculty*, provide pertinent information concerning descriptions of professional ranks.

Annual Appraisal:

The annual appraisal process is designed to encourage and evaluate faculty professional growth and development. Faculty along with the Nutritional Sciences Department Head develop professional and career goals that are consistent with departmental, college, and university criteria for reappointment, promotion, and tenure. The annual appraisal provides faculty with feedback on their professional development and career achievements. The annual appraisal is the process whereby faculty in all categories, regardless of rank and tenure, are evaluated for possible merit salary increases.

The annual appraisal is also conducted as a means for evaluating faculty progress towards reappointment, promotion, and tenure. While annual appraisals do not guarantee the decision about reappointment, promotion, and tenure; annual appraisals offer an important mechanism for assessing faculty progress. Thus, each annual appraisal will reflect specific progress and feedback toward reappointment, promotion, and tenure.

REAPPOINTMENT, PROMOTION, AND TENURE

Reappointment, Promotion, and Tenure Criteria:

The criteria presented in this document provide guidance for evaluating faculty performance in the Department of Nutritional Sciences and pertain to all faculty including non-tenure track clinical faculty, non-tenure track research faculty, and tenure track faculty. The major categories of evaluation include instruction and advising, scholarship, outreach/cooperative extension, and service.

A faculty member's appointment and individual goals and priorities, established with the department head provide the basis for his/her performance evaluation. Reappointment, promotion, and tenure decisions must be made with full knowledge of the faculty members' assigned responsibilities.

Documentation to show evidence of meeting criteria should be part of a career portfolio. The items presented in this document are examples of documentation that may appear; however, not all items must be included and others may be appropriate.

- **Non-tenure track clinical faculty:** Non-tenure track clinical instructors are evaluated for reappointment. Non-tenure track clinical assistant professors and associate professors are evaluated for reappointment and promotion. Non-tenure track clinical faculty are expected to participate in the major categories of instruction, advising, and service.
- **Non-tenure track research faculty:** Non-tenure track research faculty are evaluated for reappointment and promotion. Non-tenure track research faculty are expected to participate in the major categories of advising (research), scholarship, and service.
- **Tenure track faculty:** Faculty hired as tenure track assistant professors are evaluated for reappointment, promotion, and tenure. Faculty hired as tenure track associate professors are evaluated for promotion and tenure. Faculty hired as professors are often granted tenure at the time of appointment; however, a probationary period not to exceed three years may be specified, and then tenure track professors are evaluated for tenure. Tenure track faculty, regardless of appointment, are expected to participate in all major categories of instruction and advising, scholarship, outreach/cooperative extension, and service; however, based on their appointment, faculty may contribute differently to the major categories.

Reappointment: For reappointment, a faculty member should meet the criteria at their current rank. External review of documentation is not required for reappointment.

- **Non-tenure track clinical and research faculty:** Non-tenure track clinical and non-tenure track research faculty are evaluated for reappointment annually through the annual appraisal process.
- **Tenure track assistant professors:** Tenure track assistant professors are evaluated for reappointment during their third year.

Promotion and Tenure: For promotion, a faculty member must meet the criteria at their current rank and show additional growth and development toward the next rank. External review of documentation is required for promotion of non-tenure track faculty; and promotion and tenure of tenure track faculty.

- **Non-tenure track clinical and research professors:** Non-tenure track clinical and research assistant professors and non-tenure track clinical and research associate professors can be considered for promotion at any time they meet the established criteria.
- **Tenure track assistant professors:** Faculty hired as tenure track assistant professors are evaluated for tenure and promotion to associate professor during their sixth year; however, tenure track assistant professors can be considered for tenure and promotion to associate professor at any earlier time they meet the established criteria. While Oklahoma State University has separate processes for tenure and promotion, in the College of Human Environmental Sciences tenure is not granted for a tenure track assistant professor without an accompanying promotion to associate professor.
- **Tenure track associate professors:** Faculty hired as tenure track associate professors are evaluated for tenure during their fourth year; however, tenure track associate professors can be considered for tenure at any earlier time they meet the established criteria. Faculty hired as tenure track associate professors can be considered for tenure without promotion. In such instances, faculty being considered for tenure without promotion should meet the criteria at their current rank. Faculty hired as tenure track associate professors may also be considered for tenure with promotion to professor. In this case, faculty being considered for tenure with promotion to professor should meet the criteria at their current rank and show additional growth and development toward the next rank.

- **Tenured associate professors:** Tenured associate professors can be considered for promotion to professor at any time they meet the established criteria.
- **Tenure track professors:** Faculty hired as professors with a probationary period, not to exceed three years, are evaluated for tenure at least one year before the end of the probationary period.

Reappointment, Promotion and Tenure Committee:

Composition: The composition of the Department of Nutritional Sciences' reappointment, promotion, and tenure committee depends on the candidate's position and the rank being applied for.

- Non-tenure track clinical faculty:
 - For clinical assistant professors applying for promotion to clinical associate professor the committee includes all tenured faculty at associate professor and professor rank and all non-tenured clinical faculty at clinical associate professor and clinical professor rank.
 - For clinical associate professors applying for promotion to clinical professor the committee includes all tenured faculty at professor rank and all non-tenured clinical faculty at clinical professor rank
- Non-tenure track research faculty:
 - For research assistant professors applying for promotion to research associate professor the committee includes all tenured faculty at associate professor and professor rank and all non-tenured research faculty at research associate professor and research professor rank.
 - For research associate professors applying for promotion to research professor the committee includes all tenured faculty at professor rank and all non-tenured research faculty at research professor rank
- Tenure track faculty:
 - For assistant professors applying for reappointment within the rank of assistant professor, promotion to associate professor or for tenure the committee includes all tenured faculty at associate professor and professor rank.
 - For associate professors applying for tenure within the rank of associate professor the committee includes all tenured faculty at associate professor and professor rank
 - For associate professors applying for promotion to professor or for tenure within the rank of professor the committee includes all tenured faculty at professor rank.
 - For professors, hired with a probationary period, applying for tenure within the rank of professor the committee includes all tenured faculty at professor rank.

Because Oklahoma State University policy prohibits contributing to the reappointment, promotion, and tenure decision at more than one level, the Nutritional Sciences Department Head and the representative from the Department of Nutritional Sciences to the College of Human Environmental Sciences' reappointment, promotion, and tenure committee are excluded from the Department of Nutritional Sciences' reappointment, promotion, and tenure committee.

In the event the Department of Nutritional Sciences has fewer than three eligible faculty members, the Department of Nutritional Sciences will elect a faculty member:

- From another department/school in the College of Human Environmental Sciences;

- Who has obtained Emeritus status in the Department of Nutritional Sciences, and who has continued involvement with Oklahoma State University/College of Human Environmental Sciences and who meets rank requirements; or
- From another unit at Oklahoma State University who meets rank requirements.

Responsibilities: The responsibility of the Department of Nutritional Sciences' reappointment, promotion, and tenure committee is to recommend whether or not the faculty member has met the applicable Department of Nutritional Sciences' reappointment, tenure, and promotion criteria for the action being considered. The Department of Nutritional Sciences' reappointment, promotion and tenure committee will elect one member (a full professor, if possible) to serve as the committee chair. The Department of Nutritional Sciences' reappointment, promotion, and tenure committee members will review the candidates' reappointment, promotion, and tenure documents, including comments from the external reviewers, if required. The Department of Nutritional Sciences' reappointment, promotion, and tenure committee will meet and hold a confidential discussion of each candidate's performance in relation to the Department of Nutritional Sciences' reappointment, promotion and tenure criteria. Upon conclusion of the discussion, the committee members will vote on the reappointment, promotion, and tenure action(s) being considered. The Department of Nutritional Sciences' reappointment, promotion, and tenure committee members will keep the content, discussion process, as well as vote(s) on reappointment, promotion, and tenure recommendations confidential even after decisions are made.

The Department of Nutritional Sciences' reappointment, promotion, and tenure committee chair will write a "recommendation letter" which specifically addresses how the criteria has or has not been met and the final Department of Nutritional Sciences' reappointment, promotion, and tenure committee recommendation regarding the reappointment, promotion, and tenure action. If there is a divergence of opinion within the Department of Nutritional Sciences' reappointment, promotion, and tenure committee, both majority and minority opinions shall be indicated within a single recommendation letter. The majority and minority opinions should be clearly titled as "majority report" and "minority report" to provide clarity. After the recommendation letter is signed by all Department of Nutritional Sciences' reappointment, promotion, and tenure committee members, the Department of Nutritional Sciences' reappointment, promotion, and tenure committee chair will forward the "recommendation letter" along with the faculty member's reappointment, promotion, and tenure document to the Nutritional Sciences Department Head.

The Nutritional Sciences Department Head will review the reappointment, promotion, and tenure documents, including the recommendation letters from the Department of Nutritional Sciences' reappointment, promotion, and tenure committee and external reviewers, if required. After reviewing the reappointment, promotion, and tenure documents the Nutritional Sciences Department Head will write a "recommendation letter" which specifically addresses how the criteria has or has not been met and the final recommendation regarding the reappointment, promotion and tenure action.

As soon as reasonably practical, normally within three working days after the Nutritional Sciences Department Head's "recommendation letter" is finalized, the Nutritional Sciences Department Head will provide the candidate with a copies of the Department of Nutritional Sciences' reappointment, promotion, and tenure committee and Nutritional Sciences Department Heads' "recommendation letters."

External Review Process:

External review, by other professionals outside Oklahoma State University, is required for non-tenure track faculty being considered for promotion and for tenure track faculty being considered for promotion and/or tenure. The external review process is to be directed by the Nutritional Sciences (NSCI) Department Head. In soliciting external reviews, the Department of Nutritional Sciences expresses confidence in the professionalism of those whose judgments are sought. External reviewers serve as one source of information to be considered in the promotion and tenure process.

- Faculty being considered for tenure and/or promotion provides a list of names of potential external reviewers of rank equal to or above the position being sought to the NSCI Department Head by **September 15th**. Faculty may also provide names of persons who should not serve as external reviewers.
- The NSCI Department Head meets with the NSCI reappointment, promotion, and tenure (RPT) committee to generate additional names of potential external reviewers that could address a faculty member's RPT documentation. The NSCI Department Head and NSCI RPT committee select four to five external reviewers, which will include at least two persons from the candidate's list.
- The NSCI Department Head contacts the potential reviewers and requests their cooperation in reviewing the documentation given the timeline for the review process.
- Faculty being considered for promotion and/or tenure will submit multiple copies (four or more copies) of external review materials (vitae, examples of scholarly activities, and self assessments consistent with appointment) by **October 1st** to the NSCI Department Head. The NSCI Department head provides the mission statements, position description, and the NSCI Department criteria for reappointment, promotion, and tenure.
- The Department head drafts a cover letter requesting the external review and mails the materials to the external reviewers and requests that external review responses be returned by **December 15th**.
- External reviewers will receive the mission statement, position description, reappointment, tenure and promotion criteria, vitae, examples of scholarly activities, and self assessments consistent with appointment.
- A copy of the letter requesting the external review as well as one copy of all materials sent to external reviewers is kept in the NSCI Department office by the NSCI Department Head.
- The NSCI Department Head will take a proactive role in reminding external reviewers of deadlines if reviews are not received.
- The external review process must include responses from at least three external reviewers. If three external review responses are not received in a timely manner, the NSCI Department Head will take a proactive role in soliciting additional external reviews in order to complete the external review process.

Faculty being considered for tenure and/or promotion may waive the right to access the external reviews. Such waivers shall not be assumed, implied or coerced, and must be executed in writing prior to solicitation of the external reviews. The scope of the waiver shall be clearly indicated in writing prior to solicitation of the external reviews. A copy of the executed waiver shall become a part of the faculty member's promotion and/or tenure document. Any letter soliciting the external review shall inform the potential reviewer to which the contents of the review will be known by the faculty member.

With the exception of external review letters which the candidate has waived his/her right to access, all materials in the promotion and/or tenure document should be available for review by the candidate. External review letters should be placed in a colored file folder with the signed waiver form attached to the outside of the folder.

Reappointment, Promotion and Tenure Timeline:

The candidate is to adhere to the Oklahoma State University and College of Human Environmental Sciences timelines for the RPT process as outlined in the *College of Human Environmental Sciences RPT document (December 2003)* and the *Oklahoma State University Policy and Procedures 2-0902; RPT Process for Tenure Ranked Faculty*. Deadlines specific to the Department of Nutritional Sciences include:

September 15th	Deadline for a faculty member who chooses to apply for RPT in the upcoming year to submit a letter of notification to the NSCI Department Head and the Dean of Human Environmental Sciences.
September 15th	Deadline for selection of NSCI RPT committee and selection of NSCI RPT committee chair.
September 15th	Deadline for candidate to provide a lists of names of potential external reviewers. The candidate may also provide a list of names of persons who should not review.
October 1st	Deadline for candidate to submit multiple copies of materials for external review to NSCI Department Head.
December 1st	Deadline for candidate to submit appraisal materials to NSCI Department Head for early appraisal (January 1 st – December 1 st).
December 15th	Deadline for return of external review responses.
January 10th	Deadline for formal annual appraisal of candidate to be completed by NSCI Department Head.
January 15th	Deadline for candidate to turn in completed RPT notebook and meet with NSCI Department Head to review materials. The NSCI Department provides position description, listing of academic appointments, reappointments and promotions at Oklahoma State University, initial appointment documents, statement describing work assignment, annual appraisal and development documents, written statements documenting either special achievements or deficiencies, records of sabbatical or other periods of leave, copies of applicable departmental policies and procedures for RPT, and external reviewer recommendations.
January 16th	Deadline for the NSCI Department Head to provide the NSCI RPT committee chair with the candidate's RPT notebook.
February 7th	Deadline for NSCI RPT committee to provide their Statement of Recommendation to NSCI Department Head
February 14th	Deadline for NSCI Department Head to provide the NSCI Department Head Statement of Recommendation and the NSCI RPT committee's Statement of Recommendation along with the candidate's RPT notebook to the Dean of the College of Human Environmental Sciences and the CHES RPT committee.

TENURE TRACK FACULTY: CRITERIA FOR INSTRUCTION AND ADVISING

Instruction is the process of conveying subject matter to students and includes evidence of effective instruction, continuing education, and mentoring students. The clientele for instruction includes both undergraduate and graduate students.

Assistant Professor	Associate Professor	Professor
<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures and student engagement. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. <p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Membership on graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Chair of graduate student committees. 	<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures and student engagement. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. ▪ Nomination/receipt of instruction awards. <p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards. 	<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures, student engagement, and mentoring junior faculty in instruction. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. ▪ Nomination/receipt of instruction awards. ▪ Publication of text books. <p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards.

TENURE TRACK FACULTY: CRITERIA FOR SCHOLARSHIP

The Department of Nutritional Sciences values various forms of scholarship including the scholarship of research, instruction, and cooperative extension/outreach. Each form of scholarship has an equivalent contribution with respect to the expansion, application, and integration of knowledge; and to the growth and professionalism of faculty. The faculty in the Department of Nutritional Sciences promotes collaborative work and thus grants and publications are valued irrespective of order of authorship.

Assistant Professor	Associate Professor	Professor
<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus and consistency with department and college missions or national cooperative extension initiatives. <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 1 to 2 publications per year in professional, peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted for internal and/or external support. ▪ Receipt of external support. ▪ NOTE: Receipt of external support as co-investigator or principal investigator is required for tenure and promotion to associate professor. 	<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus and consistency with department and college missions or national cooperative extension initiatives. <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 1 to 2 publications per year in professional, peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Publication of book chapters. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted and received for internal and/or external support. ▪ Receipt of external support. ▪ NOTE: Receipt of external support as principal investigator is required for tenure and promotion to professor. 	<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus, consistency with department and college missions or national cooperative extension initiatives, and mentoring junior faculty in scholarship. <p>Outstanding evidence documented by:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of research/scholarship awards <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 1 to 2 publications per year in professional, peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Publication of book chapters. ▪ Invited presentations at professional meetings. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted and received for internal and/or external support. ▪ Receipt of external support. ▪ Note: Receipt of external support as principal investigator is required for tenure at the rank of professor.

TENURE TRACK FACULTY: CRITERIA FOR OUTREACH/COOPERATIVE EXTENSION

Outreach is providing faculty expertise to external constituencies by addressing current needs, issues, and concerns. Cooperative extension/outreach may take a variety of forms such as off-campus noncredit instruction (i.e. seminars, workshops, conferences, in-service education), public education, consultation or technical services with external groups, policy analysis, and product development and testing. Clientele for extension/outreach includes extension county educators and paraprofessionals, other professionals, external constituents, and the general public.

Assistant Professor	Associate Professor	Professor
<p>Provide evidence of effective outreach.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of outreach. ▪ Off-campus non-credit instruction. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Consultation or services with external groups. ▪ Policy analysis. <p>Provide evidence of effective cooperative extension, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of cooperative extension; program areas, curriculum and program development, integration of current research information, development or use of new instructional techniques or technologies. ▪ Cooperative extension county educator or professional in-service trainings. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Cooperative extension county educator or professional evaluations. ▪ Outreach media; FACT sheets, news releases, newsletters, radio releases, videotapes, television segments, web sites, or other media outlets. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of cooperative extension/outreach curriculums and/or programs. ▪ Nomination/receipt of cooperative extension/outreach awards. ▪ Peer review of outreach media. 	<p>Provide evidence of effective outreach.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of outreach. ▪ Off-campus non-credit instruction. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Consultation or services with external groups. ▪ Policy analysis. <p>Provide evidence of effective cooperative extension, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of cooperative extension; program areas, curriculum and program development, integration of current research information, development or use of new instructional techniques or technologies. ▪ Cooperative extension county educator or professional in-service trainings. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Cooperative extension county educator or professional evaluations. ▪ Outreach media; FACT sheets, news releases, newsletters, radio releases, videotapes, television segments/series, web sites, or other media outlets. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of cooperative extension/outreach curriculums and/or programs. ▪ Nomination/receipt of cooperative extension/outreach awards. ▪ Peer review of outreach media. 	<p>Provide evidence of effective outreach.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of outreach. ▪ Off-campus non-credit instruction. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Consultation or services with external groups. ▪ Policy analysis. <p>Provide evidence of effective cooperative extension, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of cooperative extension; program areas, curriculum and program development, integration of current research information, development or use of new instructional techniques or technologies, and mentoring junior faculty in cooperative extension/outreach. ▪ Cooperative extension county educator or professional in-service trainings. ▪ Public educational presentations. ▪ Public program evaluations. ▪ Cooperative extension county educator or professional evaluations. ▪ Outreach media; FACT sheets, news releases, newsletters, radio releases, videotapes, television segments/series, web sites, or other media outlets. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of cooperative extension/outreach curriculums and/or programs. ▪ Nomination/receipt of cooperative extension/outreach awards. ▪ Peer review of outreach media

TENURE TRACK FACULTY: CRITERIA FOR SERVICE

Service is recognized as an important responsibility of faculty in the Department of Nutritional Sciences. Service may be to the department, college, university, and profession. Participation in department, college, university, and professional activities involves contributing to the functions of each unit through committee work, student organizations, special events, and programs.

Assistant Professor	Associate Professor	Professor
<p>Provide evidence of service to the department, college and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department committees. ▪ Participation in professional department activities. ▪ Participation in cooperative extension committees, if assigned. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Participation in college committees <p>Provide evidence of service to the professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. 	<p>Provide evidence of service to the department, college and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department and/or college committees. ▪ Participation in professional department and/or college activities. ▪ Participation in cooperative extension committees, if assigned. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Participation in university committees. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. ▪ Reviewing services to advance the profession such as manuscripts, proposals, abstracts, and papers for professional meetings and journals. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national, or international professional association. 	<p>Provide evidence of service to the department, college and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department, college, and/or university committee. ▪ Participation in professional department, college, and/or university activities. ▪ Participation in cooperative extension committees, if assigned. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Leadership role for department, college, or university committees. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Leadership role in professional committees. ▪ Reviewing services to advance the profession such as manuscripts, proposals, abstracts, and papers for professional meetings and journals. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national, or international professional association. ▪ Editorship or editorial board for state, regional, national, or international professional journals.

NON-TENURE TRACK CLINICAL FACULTY: CRITERIA FOR INSTRUCTION AND ADVISING

Instruction is the process of conveying subject matter to students and includes evidence of effective instruction, continuing education, and mentoring students. The clientele for instruction includes both undergraduate and graduate students.

Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures, and student engagement. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. 	<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures, and student engagement. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. 	<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures, and student engagement. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. ▪ Nomination/receipt of instruction awards. 	<p>Provide evidence of effective instruction, if assigned.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of instruction; instructional methodologies, integration of current research information, development or use of new instructional techniques or technologies, invited lectures, student engagement, and mentoring junior faculty in instruction. ▪ Standardized student evaluations. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Peer review of instruction. ▪ Nomination/receipt of instruction awards. ▪ Publication of text books.
<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. 	<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. 	<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction. 	<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions and/or courses focused on continuing education in subject area and/or instruction.

Non-Tenure Track Clinical Faculty: Criteria for Instruction and Advising - Continued on Next Page

NON-TENURE TRACK CLINICAL FACULTY: CRITERIA FOR INSTRUCTION AND ADVISING (Continued)

Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Graduate dietetic internship advisees, if assigned. 	<p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Graduate dietetic internship advisees, if assigned. ▪ Membership on graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Chair of graduate student committees. 	<p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Graduate dietetic internship advisees, if assigned. ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards. 	<p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Undergraduate student advisees, if assigned. ▪ Graduate dietetic internship advisees, if assigned. ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards.

NON-TENURE TRACK CLINICAL FACULTY: CRITERIA FOR SERVICE

Professional service is recognized as an important responsibility of faculty in the Department of Nutritional Sciences. Service may be to the department, college, university, and profession. Participation in department, college, university, and professional activities involves contributing to the functions of each unit through committee work, student organizations, special events and programs.

Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department committees. ▪ Participation in professional department activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. <p>Provide evidence of service to the professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. 	<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department committees. ▪ Participation in professional department activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Participation in college committees. <p>Provide evidence of service to the professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. 	<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department and/or college committees. ▪ Participation in professional department and/or college activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Participation in university committees. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national or international professional association. 	<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department, college and/or university committees. ▪ Participation in professional department, college and/or university activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Student organization advisor. ▪ Leadership role for department, college or university committees. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Leadership role in professional committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national or international professional association.

NON-TENURE TRACK RESEARCH FACULTY: CRITERIA FOR ADVISING

Instruction is the process of conveying subject matter to students and includes evidence of effective instruction, continuing education, and mentoring students. The clientele for instruction includes both undergraduate and graduate students.

Research Assistant Professor	Research Associate Professor	Research Professor
<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions, and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Membership on graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Chair of graduate student committees 	<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions, and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards. 	<p>Provide evidence of continuing education in subject area.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Attendance at professional meetings, workshops, training sessions, and/or courses focused on continuing education in subject area and/or instruction. <p>Provide evidence of advising undergraduate and/or graduate students.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Membership on graduate student committees. ▪ Chair of graduate student committees. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of advising awards. ▪ Undergraduate and/or graduate student special projects and awards.

NON-TENURE TRACK RESEARCH FACULTY: CRITERIA FOR SCHOLARSHIP

The Department of Nutritional Sciences values various forms of scholarship including the scholarship of research, instruction, and cooperative extension/outreach. Each form of scholarship has an equivalent contribution with respect to the expansion, application and integration of knowledge; and to the growth and professionalism of faculty. The faculty in the Department of Nutritional Sciences promotes collaborative work and thus grants and publications are valued irrespective of order of authorship.

Research Assistant Professor	Research Associate Professor	Research Professor
<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus and consistency with department and college missions or national cooperative extension initiatives. <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 2 to 3 publications per year in professional peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted for internal and/or external support. ▪ Receipt of external support. ▪ NOTE: Receipt of external support as principal investigator is required for reappointment and promotion to research associate professor. 	<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus and consistency with department and college missions or national cooperative extension initiatives. <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 2 to 3 publications per year in professional peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Publication of book chapters. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted and received for internal and/or external support. ▪ Receipt of external support. ▪ NOTE: Receipt of external support as principal investigator is required for reappointment and promotion to research professor. 	<p>Provide evidence of focused area(s) of scholarship consistent with department and college missions. Cooperative extension faculty research areas are to be consistent with state and national initiatives.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Self assessment of scholarship; focus and consistency with department and college missions or national cooperative extension initiatives, and mentoring junior faculty in scholarship. <p>Outstanding evidence documented by:</p> <ul style="list-style-type: none"> ▪ Nomination/receipt of research/scholarship awards <p>Provide evidence of scholarship dissemination.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ An average of 2 to 3 publications per year in professional peer-reviewed publications or professionally recognized programs. ▪ Professional peer-reviewed abstracts and/or proceedings. ▪ Presentations at professional meetings. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Publication of book chapters. ▪ Invited presentations at professional meetings. <p>Provide evidence of support for scholarship</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Proposals submitted and received for internal and/or external support. ▪ Receipt of external support. ▪ Note: Receipt of external support as principal investigator is required for reappointment within the rank of research professor.

NON-TENURE TRACK RESEARCH FACULTY: CRITERIA FOR SERVICE

Service is recognized as an important responsibility of faculty in the Department of Nutritional Sciences. Service may be to the department, college, university, and profession. Participation in department, college, university, and professional activities involves contributing to the functions of each unit through committee work, student organizations, special events, and programs.

Research Assistant Professor	Research Associate Professor	Research Professor
<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department committees. ▪ Participation in professional department activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in college committees. <p>Provide evidence of service to the professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <p>Participation in professional committees.</p>	<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department and/or college committees. ▪ Participation in professional department and/or college activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in university committees. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in professional committees. ▪ Reviewing services to advance the profession such as manuscripts, proposals, abstracts, and papers for professional meetings and journals. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national, or international professional association. 	<p>Provide evidence of service to the department, college, and university.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Participation in department, college, and/or university committees. ▪ Participation in professional department, college and/or university activities. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Leadership role for department, college, or university committee. <p>Provide evidence of service to professional groups and/or organizations.</p> <p>May be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Leadership role in professional committees. ▪ Reviewing services to advance the profession such as manuscripts, proposals, abstracts, and papers for professional meetings and journals. <p>Outstanding evidence may be documented by but not limited to:</p> <ul style="list-style-type: none"> ▪ Election or appointment to leadership position in state, regional, national, or international professional association. ▪ Editorship or editorial board for state, regional, national, or international professional journals.