Policy for Procedures for Promotion, Tenure, Evaluations, Dismissals, Terminations, and Non-renewals

Department of Animal Sciences (ANSC)
College of Agriculture, Food Systems, and Natural Resources
North Dakota State University

Revised by Department of ANSC PT & E Committee on September 19, 2018
Approved by Department of Animal Science Faculty on September 21, 2018
1.0 Introduction (Corresponds to sections 1-3 of COA-FS-NR PTE guidelines)

This document describes the Department of Animal Science’s policy and procedures for promotion, tenure, evaluations, and non-renewals. The policies described in this document conform to and are consistent with SBHE policies 605.1 to 605.5, NDSU policies 350.1, 350.3 and 352, and the pertinent College of Agriculture, Food Systems and Natural Resources (COA-FS-NR) guidelines (https://www.ag.ndsu.edu/academics/documents/promotion-tenure-and-evaluation).

Promoting of faculty, awarding of tenure and the prerequisite processes of evaluation and review for faculty are of fundamental importance to the long-term ability of the Department of Animal Sciences to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the department and university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth, and to provide the expectation of continued employment (NDSU Policy 352.1).

The Department of Animal Sciences believes each of its faculty deserves regular evaluation of their professional duties as they relate to a formal job description and the department’s needs. This process should be honest, open, and forthright, an acknowledgment of the faculty’s achievements, as well as an assessment of their ability to match the department’s expectations, and a determination of areas needing improvement. The policies outlined in this document are designed to achieve these objectives.

2.0 Promotion Tenure and Evaluation (PT&E) Procedures (Corresponds to section 4.1, 4.2, and 5.1-5.4 of COA-FS-NR PTE guidelines)

2.1 PT&E Committee Composition

Evaluation of faculty for promotion and tenure in the Department of Animal Sciences is the responsibility of those faculty who hold the rank of professor. The Departmental Promotion, Tenure and Evaluation (PT&E) Committee thus will consist of all tenured full professors in the department excluding the Department Head. They shall select a chair from among the members to serve a one-year term. The Animal Sciences PT&E Committee will follow the PT&E processes and procedures outlined in the COA-FS-NR PT&E guidelines, NDSU policy for Promotion, Tenure, and Evaluation (NDSU policy 352), and will be consistent with NDSU policies 350.1 and 350.3.
2.2 Mentoring Committees

The Head of the Department of Animal Sciences will establish, during the first year of their appointment, a Mentoring Committee for new, tenure-track assistant or associate professors. The Mentoring Committee will be comprised of at least two tenured faculty members. The function of the Mentoring Committee will be to aid the professional development of new faculty. For that purpose, the Mentoring Committee will evaluate and discuss with the new faculty their progress toward promotion and tenure. The Mentoring Committee will provide an annual written evaluation of the new faculty progress toward promotion and tenure to the Departmental PT&E Committee, and the Department Head by the deadlines shown in Table 1. The PT&E Committee and the Department Head will then provide input to the Mentoring Committee regarding their evaluation of the progress of the candidate. The Mentoring Committee will not be held responsible for the performance of new faculty. Mentoring can be considered service to the department and noted in annual reports.

2.3 PT&E Dossier

The PT&E portfolio should follow the format prescribed by the University, outlined in the NDSU Guidelines for Promotion and Tenure Application Preparation document (available from the Office of the Provost web site). Some categories within the format may not be applicable to all applicants, thus blanks are not necessarily considered deficiencies. When entries could justifiably be listed in any of several categories, applicants should exercise judgment, but record the accomplishment only once. The candidate’s entire record at NDSU should be included in the application, but the primary focus of the evaluation will be on the period of review. It is the responsibility of each faculty member to understand the processes, elements, and contributions that demonstrate productivity, and to record and annotate contributions in ways that convey value and impact. Applicants are entrusted to prepare accurate and concise representations and/or summaries of activities. Candidates should have available, if requested, a copy, or parts thereof, of supplemental materials that illustrate the candidate’s achievements in teaching, research, and service referred to in the application. Submitting such documents in an appendix is necessary only if requested.

Because of the unique relationship among faculty in the COA-FS-NR and clientele (commodity groups, agribusiness, and others), candidates should identify and maintain clear records of these service/extension activities. Letters of support from peer scientists and/or clientele are encouraged for promotion to associate professor and required for promotion to professor. The letters are solicited by the Department Head from a list of candidates jointly agreed upon with the faculty in question. The list of candidates should exclude major professors, post-doctoral mentors, and relatives.
2.4 Annual Review of Probationary Tenure-Track Faculty

2.4.1 Review timetable and deadlines.

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<tr>
<th>Tenure Year</th>
<th>Date in Which Review must be Completed or Results Submitted to Following Locations</th>
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<tr>
<td>July 1 - June 30</td>
<td>Submitted by Faculty and Mentoring Committee to Dept. Head and PTE Committee</td>
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<tr>
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<td>Completed by Department Head</td>
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<td>1</td>
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<td>5</td>
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2.4.2 Probationary tenure-track candidates will submit annually (Table 1) their PT&E portfolio, including their most recent job description, to the PT&E Committee and the Department Head. The portfolio should follow the format outlined in section 2.3 minus the letters of support. The PT&E portfolio may be returned to the candidate if it does not follow the specified format.

2.4.3 The PT&E Committee will forward annual written reviews of probationary faculty to the Department Head, the Mentoring Committee, and the faculty under review by the deadlines shown in Table 1. The review should contain a statement on progress toward promotion and tenure of the faculty in question based on the criteria outlined in section 3.3 of this document.
2.4.4 The Department Head will also provide annual written reviews of probationary faculty by the deadlines shown in Table 1. The reviews should contain: (a) an overall recommendation for contract renewal or non-renewal (NDSU policy 352.4.4, for more details see section 4.0 of this document); (b) a statement on progress toward promotion and tenure; (c) a separate evaluation of each job component, which at a minimum addresses performance in teaching, research, and service to the academic discipline, stakeholders, and the university; (d) goals and expectations for the upcoming review period; and (e) signatures of faculty member and Department Head indicating that the review has been transmitted (the signature of the faculty member does not necessarily imply agreement with the review). The faculty member has the right to submit a letter of comment, rebuttal, or amplification to the Dean (with copy to the Department Head) within 10 business days following receipt of the review (NDSU policy 352.4.6).

2.4.5 Third year reviews are designed to provide probationary tenure-track faculty members with formal guidance as to where they stand midway through their probationary term. The review will follow the format and timetable (Table 1) of regular annual reviews. The criteria used by the PT&E Committee for third year evaluations are outlined in sections 3.3 and 3.4 of this document. The Department PT&E Committee will forward a written third year evaluation of probationary tenure-track faculty to the COA-FS-NR PT&E Committee, the COA-FS-NR Dean, and the Department Head by the deadline shown in Table 1. The Department Head will prepare a separate letter of evaluation to be forwarded, along with the completed portfolio, to the COA-FS-NR PT&E Committee, and the COA-FS-NR Dean by the deadline shown in Table 1.

2.5 Annual Review of Tenured Faculty

2.5.1 Annual reviews of tenured faculty will be done by the Department Head (NDSU policy 352.4.4), and will be completed by March 1 of each year, unless the faculty member is applying for promotion, in which case the procedure and deadlines will be those outlined in section 2.6 of this document.

2.5.2 Reviews of tenured faculty should contain sufficient detail relative to performance so as to provide the faculty member with an honest and realistic appraisal of their progress or standing. Annual reviews will be based on the currently approved job description. The faculty member will be provided with a copy of the performance reviews, and has the right to submit a letter of comment, rebuttal, or amplification to the Dean (with copy to the Department Head) within 10 business days following receipt of the review (NDSU policy 352.4.6). Reviews of tenured faculty should contain at least: 1) separate evaluations for each job component; 2) goals and expectations for the upcoming year; 3) descriptions of significant changes in assignment, responsibility, or research/teaching/service direction; 4) statement on progress toward promotion, if appropriate; and 5) signatures of the faculty member and Department Head, indicating that the review has been transmitted (does not necessarily imply agreement). If a review indicates unsatisfactory performance, a recommended plan for improvement must be included.

2.5.3 Post-Tenure Reviews

2.5.3.1 There is an expectation that tenured faculty will continue to develop professionally and be productive within the scope of their unique job description. The primary goal of the post-tenure review (PTR) is to formally recognize the continued excellence of faculty members through a
process that includes several levels of administrative- and peer-review. Secondly, PTR is informal recognition of the need for some faculty to remediate areas of unsatisfactory performance. The post-tenure review process begins with the award of tenure. The first PTR occurs five years after the faculty member is tenured (in the 6th year), and is repeated every five years unless a promotion review takes place. A promotion will re-start the PTR clock.

2.5.3.2 The PTR will consist of the last five annual reviews and a 5-year summary review document developed by the faculty member’s Department Head with emphasis on continued excellence. If any area of performance was deemed unsatisfactory, the progress achieved within the plan for improvement, which was specified in the annual review, must be addressed by the faculty member. The PTR document will also include any responses to any of the annual reviews by the faculty member. The Department Head will provide a “satisfactory” or “unsatisfactory” evaluation of the faculty member’s performance in each PTR. If the Head provides a “satisfactory” review, the PTR is concluded with the signatures of both the Head and the faculty member. A copy is retained by the Head and the faculty member, and a copy of the signed PTR is forwarded to the VP Ag, the Director NDSU Extension (if the faculty member carries an extension appointment).

2.5.3.3 If the Department Head provides an “unsatisfactory” evaluation, both the Head and the faculty member shall sign the review to acknowledge that the document has been reviewed by each party. The faculty member has 14 days to submit a formal written response to the 5-year summary review and the response will be included in the PTR document for subsequent evaluation. The PTR document is then forwarded to the VP Ag and the Director NDSU Extension (as applicable). The VP Ag/Director NDSU Extension will distribute the PTR document with any associated faculty member responses to the CAFSNR PTE Committee. The CAFSNR PTE Committee and the VP Ag and/or the Director NDSU Extension, depending on the appointment of the faculty member, will each make an independent review. If the VP Ag/Director NDSU Extension or CAFSNR PTE Committee disagrees with the Department Head and provides a “satisfactory” evaluation, the review is concluded, and the PTR, with the VP Ag/Director NDSU Extension and CAFSNR PTE Committee evaluations, is signed by the VP Ag, CAFSNR PTE members, and the faculty member, who will not be reviewed again for five years. Copies of the signed PTR are then forwarded to the Provost, the Department Head and the faculty member.

2.5.3.4 If the evaluations by VP Ag/Director NDSU Extension and CAFSNR PTE Committee are unsatisfactory, a letter is written detailing the reasons and the amended PTR, with the VP Ag/Director NDSU Extension and CAFSNR PTE Committee evaluations, is forwarded to the Provost. If the Provost determines that the faculty member performance is satisfactory, the review is complete for another five years and the Department Head, the faculty member, and the VP Ag/Director NDSU Extension receive a copy of the final PTR review with the Provost’s comments. If the Provost agrees that the performance of the faculty member is “unsatisfactory”, a letter with the review comments is distributed to the Department Head, faculty member, and VP Ag/Director NDSU Extension.

2.5.3.5 A final review determination of “unsatisfactory” triggers the formation of a CAFSNR faculty member Remedial Activities Committee (RAC). The RAC, consisting of the Department Head and CAFSNR faculty members selected by the VP Ag/Director NDSU Extension in consultation with the CAFSNR PTE Committee, constructs a 24-month remedial plan to bring the faculty member back to satisfactory performance. Performance will be reviewed by the RAC at 12-months, and adjustments in the schedule of remedial activities may be made at that time. At the end of 24 months, the faculty member will provide a report demonstrating accomplishments in the remedial plan that will be
reviewed by the RAC. If no improvements have been made and the remedial activity plan for the faculty member has not been followed, a letter detailing the continued unsatisfactory performance is written by the RAC and forwarded to the VP Ag/Director NDSU Extension and the Provost. Any further action by the VP Ag/Director NDSU Extension or the Provost should be in consultation with the RAC.

2.5.3.6 If progress has been made by the faculty member, but satisfactory performance has not yet been fully achieved, the RAC may determine to extend the remedial activities for a third year. If, at the end of the third year, the RAC still determines that the performance is unsatisfactory, the RAC will provide the VP Ag/Director NDSU Extension and the Provost with a letter detailing the circumstances for continued unsatisfactory performance. Again, any further action by the VP Ag/Director NDSU Extension or the Provost should be in consultation with the RAC.

2.5.3.7 If at any point during the PTR process the faculty member believes that the provisions of the rules are being unfairly applied, or that the reviews are defective, a grievance may be filed under NDSU policy 353.

2.6 Tenure and Promotion to the ranks of Associate Professor and Professor

2.6.1 Any faculty member may initiate the process of promotion and/or tenure for themselves or for another faculty member.

2.6.2 Candidates for promotion to the rank of associate professor, professor, and/or tenure will submit their PT&E portfolios, including their most recent job descriptions, for review by the Departmental PT&E Committee and Department Head by September 15 of the year preceding the anticipated award of promotion and/or tenure. The portfolio should follow the format outlined in section 2.3, and may be returned to the candidate if it fails to do so.

2.6.3 Probationary assistant professors are normally eligible to apply for promotion to associate professor and tenure in their sixth year of continuous academic service at NDSU. Promotion and tenure decisions generally occur at the same time. For a faculty member without previous academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years. In accordance with NDSU policies 350.1.4.b.3, and 352.3.4 and the COA-FS-NR PT&E guidelines, however, a probationary faculty who has demonstrated exceptional academic accomplishments may apply for early promotion prior to the completion of the six years probationary period.

2.6.4 In agreement with NDSU policy 350.1.4.a.1 and the COA-FS-NR PT&E guidelines 5.2.1, a faculty member with relevant previous professional/academic experience may be given credit toward tenure and promotion for this experience in an amount not to exceed three years. This credit is negotiated and must be specified as part of the initial hiring contract issued by the Provost. If years-toward-tenure is authorized by the Provost and the President, contributions, experience, and credentials of the candidate gained prior to employment at NDSU will be considered as service to the department/school and college, and will be evaluated as if the individual were a faculty member of NDSU during that time period. For example, if two years of credit is granted, the contributions during the previous two years will be considered and evaluated. Two options are available: 1) a faculty member may deduct approved credit years-
toward-tenure from the 6-year probationary period; or 2) the faculty member may be given the 6-
year probationary period with the option of applying for tenure anytime the years-toward-tenure
plus years in service in the academic unit equals or exceeds six but does not exceed the 6-year
probationary period initiated at the time of hire. For either option, failure to achieve tenure will
lead to a terminal contract. Any exceptions to 5.2.1 must be approved by the President. If credit
is not granted, contributions prior to NDSU employment will not be evaluated as part of the
evaluation period. Prior professional experience is noted, but is not considered as part of the
specific evaluation period. Any changes to the time toward tenure must be approved by the VP
Ag, the Provost, and the President, and copies of the authorization must be included with
promotion and/or tenure portfolio materials.

2.6.5 In accordance to NDSU policy 350.1.3.c and the COA-FS-NR PT&E guidelines 5.2.3, a
faculty member desiring an extension of the six-year probationary period or a waiver of the
continuous service requirement, will submit a written request for an extension or waiver to the
Provost (review and Head/Dean approval is not required) prior to the sixth year or prior to the
year in which the portfolio in due. A faculty member may request an extension of the
probationary period not to exceed a total of three years based on institutional, personal or family
(pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances,
personal illness or disability, which, according to reasonable expectations, impede satisfactory
progress towards promotion and tenure. Faculty given promotion and tenure credit are also
eligible for this extension. Please refer to NDSU Policy 352.3.6. While faculty are encouraged to
request probationary period extension as soon as they recognize the need for extension,
according to policy 352, notification to the Provost must be submitted within one year of the
beginning of the event for which the extension is requested and approved prior to July 1 of the
year in which the tenure/promotion portfolio is due. A faculty member who submits an extension
request during the academic year in which they are to undergo third year review must
successfully undergo third-year review and renewal before any extension can take effect. The
request must be in writing and will be submitted to the Provost who will review the request and
will approve or deny the request. Denial of an extension may be appealed under NDSU Policy
350.4, however, appeals will not be granted for requests that are submitted outside the required
timeline for extension.

2.6.6 Promotion to professor is typically considered after the completion of at least five years of
service in rank as associate professor.

2.6.7 Candidates for tenure and for promotion to the ranks of associate professor or professor
will be evaluated by the Department PT&E Committee in accordance to the criteria outlined in
sections 3.4 and 3.5 of this document. The Department PT&E Committee will forward to the
COA-FS-NR PT&E Committee, the COA-FS-NR Dean, and the Department Head, by
November 1, a written evaluation of the candidate and a recommendation, which should include
the committee vote, regarding the granting of tenure and/or promotion to the rank of associate
professor or professor. The candidate must achieve a two-thirds majority of support of the
Departmental PT&E Committee to be recommended for promotion and/or tenure. The
Department Head will prepare a separate letter of evaluation with a recommendation regarding
the granting of tenure and/or promotion to the rank of associate professor or professor to be
forwarded, along with the completed dossier, to the COA-FS-NR PT&E Committee and the Dean by
November 1.
3.0 Promotion and Tenure Criteria (Corresponds to section 5.5-5.7 of COA-FS-NR PTE guidelines)

3.1 Overview

Promotion and tenure recommendations will be based on: (a) fulfillment of the faculty member’s job description, and (b) the individual faculty member’s contribution to the mission of the department as described in the most recent Departmental mission statement. All faculty should demonstrate evidence of research, teaching, and creative activities, as outlined later in this document, to justify promotion or tenure. The Department Head and the individual are responsible for ensuring that the job description approximates what the individual is doing on an annual basis. It is the responsibility of the Department Head and the individual to adjust either the job description or the direction of work to make them consistent. In general, to be promoted to associate professor or professor, the candidate is expected to accomplish tasks delineated in the job description in sufficient quantity and quality to attain documented national recognition. In addition, greater emphasis will be placed on development of a national/international reputation as a criterion for promotion to professor. Evidence of national or international recognition will be documented, as described later in this document.

3.2 Promotion and Tenure Expectations

All faculty members are expected to make contributions in the areas of teaching, research, and service. Both the quantity and quality of a faculty person’s contributions in all areas of responsibility will be evaluated during the promotion and tenure review process. The emphasis on each area will vary over time from individual to individual based on their job-related responsibilities, which in the Department of Animal Sciences vary considerably among faculty. Faculty will be expected to demonstrate greater levels of accomplishment in those areas (teaching, research, or service/extension) in which they have the greatest percentage of appointment as described in their job description. Faculty members are not expected to exhibit equal levels of proficiency in all areas. Evaluation of performance in each area will be based on input from multiple sources including the individual being assessed, students, peers, clientele, and administrators. As stated above, all faculty members are expected to make contributions in each of the three areas of teaching, research, service, and creative activities. The periodic reviews by the Mentoring Committee, Department Head, and Departmental PT&E Committee are designed to ensure that each faculty member is aware of, and thus can address, deficiencies in any of these areas.

3.3 Criteria Used in Judging Probationary Faculty

**Teaching:** The Departmental PT&E Committee will consider student and peer evaluations to ascertain the faculty member's performance. Consistently poor evaluations, coupled with a failure to improve teaching performance over time, will be considered evidence for insufficient development of teaching expertise. For faculty with extension appointments, presentations and programs should be well developed by the second year. Evaluation of performance will be accomplished by peers and presentation recipients. In the evaluation process of all persons with
greater than a 50 percent extension appointment, the program director for Extension Administration will be asked to confer with the Departmental PT&E Committee.

**Research:** Since the establishment of a research program may require time, consideration will be given the percent appointment to research, the nature of the research program, and the quality and contributions of the publishable results. The PT&E Committee shall expect: research publication submissions to peer-reviewed journals on subjects related to the individual’s Animal Sciences research area (regardless of where the research was done) no later than 24 months after the faculty member’s hiring date; acceptance or publication of manuscripts in peer-reviewed journals no later than 36 months after hiring for research conducted before hiring; and acceptance or publication of Animal Sciences-based manuscripts in peer-reviewed journals no later than 42 months after the date of hiring.

**Service:** The Departmental PT&E Committee will consider provision of professional expertise to the college, the university, the public, and professional and governmental organizations.

### 3.4 Criteria for Tenure and Promotion to Associate Professor

**Teaching:** Persons having teaching responsibilities must demonstrate quality instruction through the effective design and presentation of course (or extension) materials, the continuous improvement of courses or instructional programs, and the effective advising and mentoring of undergraduate and/or graduate students. Examples of evidence of quality teaching include:

1. Student evaluations of the candidate's teaching
2. Peer assessment of the quality of the candidate’s courses and course materials
3. Receipt of nominations and/or awards for teaching
4. Student evaluations of the candidate’s advising competency
5. Scholarship of teaching that includes activities like, but not restricted to, teaching workshops, publication of textbooks, new peer reviewed course materials, publication of teaching methodologies, etc.
6. Extension programming and presentations
7. Extension materials developed or published
8. Extension conferences coordinated or developed
9. Peer and clientele evaluation of extension programs and presentations, and client adoption of recommended practices

**Research:** The candidate must clearly document scholarly contributions from their research program. This documentation may take several forms:

1. Publications (e.g., peer-reviewed journal articles, books and book chapters, extension bulletins, peer-reviewed instructional materials). The documentation includes peer-reviewed publications
2. Grant proposals with an indication of those funded or not funded
3. Completion of disquisitions by graduate advisees
4. Professional society presentations
5. Invited presentations.
Service and Creative Activities: The candidate must provide a clear indication of service related activities.

1. Departmental, college, university, professional, and/or public service activities (committees, workshops, programs)
2. Participation as a peer review panel member in granting agencies
3. Peer and ad-hoc reviews of journal articles, books, and grant proposals
4. Participation in mentoring committees

Professional Assessment: The candidate is expected to exhibit professional and team performance behavior contributing to the mission of the Department, COA-FS-NR, and the University.

1. Show initiative in meeting professional and Departmental goals and mission.
2. Reinforce teamwork, accept and offer team direction, and inspire cooperation and progress.
3. Contribute to the Department’s cohesiveness and morale through displayed fairness and respect for others.

3.5 Criteria for Promotion to Professor

The recognition as professor implies marked achievement, as described below, in areas of teaching, research, and service. Time in rank as associate professor, though not in itself a direct condition for promotion, should be sufficient to allow for development of shown achievements. Candidates for promotion to professor, in addition to continuing to meet the criteria for tenure and promotion to associate professor, must provide documentation (as outlined above) of:

1. Continued quality teaching performance as documented by: teaching, awards; participation in teaching-oriented seminars, grants, etc; development of new teaching materials, reviews of course or extension materials by intra- and extramural peers, etc.
2. Continued intellectual contributions to their discipline as documented by: publications in peer reviewed journals, invited peer reviewed articles, research awards, grantsmanship, etc.
3. Continued provision of professional expertise to the college, the university, the public, and their profession as documented by: service to college, university, professional, or government organizations, etc.

3.6 Promotion and Evaluation for Special Appointments (see 4.c. of Section 350.1) for College of Agriculture, Food Systems, and Natural Resources (CAFSNR), North Dakota State University

Two categories for consideration include:

Research Professorships (see 4.c.12 of Section 350.1): Research Assistant Professor, Research Associate Professor, and Research Professor

Professor of Practice (see 4.c.13 of Section 350.1): Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice
3.6.1 Research Professorships

In the area of research, the following criteria will serve as a general guide for evaluation of contributions by a candidate for promotion. A candidate demonstrates quality of research by providing evidence of furthering of, or original contributions to, knowledge, either by discovery or application, resulting from the candidate’s research, and/or creative activities that are related to the candidate’s discipline. Publication of research results and communication to stakeholders are expected. Professional service (e.g., reviewing submissions; presenting at conferences) is expected since it is an inherent responsibility of the position.

Promotion of Research Professors

Promotion is initiated via a departmental recommendation. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. A faculty member who demonstrates exceptional achievement and consistent excellence that satisfies the criteria for promotion to Associate Research Professor or Research Professor may be granted promotion prior to the completion of five years of service in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e. demonstration of knowledge dissemination in their field, supervision of graduate researchers, and/or continued funding support).

Research Assistant Professors who have demonstrated productivity and scholarship in research and show potential for sustained productivity, scholarship, and professional growth are eligible for promotion to Research Associate Professor.

Associate Research Professors who have demonstrated sustained productivity and scholarship in research are eligible for promotion to Research Professor. For promotion to Professor, the candidate is expected to demonstrate an increase in assumed and designated responsibilities, growth in expertise and capability, evidence of regional and/or national scope of activities and scholarship, and demonstrated competence in leadership, management, and supervising.

3.6.2 Professor of Practice

In the area of teaching, the following criteria will serve as a general guide for evaluation of contributions by a candidate for promotion. A candidate with a professional teaching appointment must demonstrate quality of teaching (encompassing both instruction and advising) by providing evidence of the following: the effective delivery of instruction to, and the stimulation of learning by, students and/or clients; the continuous improvement of courses or instructional programs; and the effective advising and mentoring of undergraduate and/or graduate students.

Promotion of Professors of Practice

The positions of Assistant and Associate Professor of Practice are eligible for promotion through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. Typically, the promotion cannot be achieved until
the candidate has spent a minimum of five years in rank. A faculty member who demonstrates exceptional achievement and consistent excellence that satisfies the criteria for promotion to Associate Professor of Practice or Professor of Practice may be granted promotion prior to the completion of five years of service in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

Assistant Professors of Practice who have demonstrated productivity and scholarship in teaching and show potential for sustained productivity, scholarship, and professional growth are eligible for promotion to Associate Professor of Practice.

Associate Professors of Practice who demonstrated sustained productivity and scholarship in teaching are eligible for promotion to Professor of Practice. For promotion to Professor, the candidate is expected to demonstrate an increase in assumed and designated responsibilities, growth in expertise and capability, evidence of regional and/or national scope of activities and scholarship, and demonstrated competence in leadership, management, and supervising.

4.0 Non-Renewal of Probationary Faculty Contracts (Corresponds to section 6 of COA-FS-NR PTE guidelines)

4.1 Non-renewal of probationary faculty contracts will conform to, and be consistent with, NDSU policy 350.3 and the COA-FS-NR PT&E guidelines.

4.2 As stipulated by NDSU policy 350.3.1, a probationary appointment may be terminated, at any time and without cause, with notice to the faculty member that the appointment will not be renewed.

4.3 In accordance with NDSU Policy 350.3.1.b, non-renewal recommendations of a probationary faculty prior to the final probationary year will be made by the Department Head to the Dean.

4.4 As part of the non-renewal process, the Department Head will request that the Departmental PT&E Committee perform a complete written evaluation of the faculty in question which will be part of the official file. The faculty member will have 10 business days to add a written response to the PT&E Committee evaluation.

4.5 The Department Head will first review appropriate administrative procedures, then meet with the faculty member, discuss the proposed non-renewal recommendation, and give the faculty member 10 business days to respond, in writing, to the proposed non-renewal recommendation. It is recommended that this meeting be summarized by the Department Head in writing and given to the faculty member with acknowledgment of receipt. It is encouraged that a neutral third party with the rank of professor be invited to be present at the meeting.

4.6 The Department Head will prepare the formal letter of non-renewal recommendation. The faculty member's written response and any additional material the faculty member wishes to
include will accompany the recommendation. The Department Head will include all periodic reviews and any other materials from the faculty member's official personnel file that they deem relevant. The timelines and procedures of NDSU Policy 352.6 (*promotion and tenure application timelines*) do not apply to non-renewals prior to the sixth year. The Department Head’s letter of recommendation for non-renewal will be forwarded to the Dean.

4.7 In accordance to NDSU policy 350.3.1.a and the COA-FS-NR PT&E guidelines, the timetable for non-renewals is as follows:

(a) If the faculty member is in their first year of probationary service, termination will be effective at the end of 90 days following determination of non-renewal.

(b) If a faculty member is in their second year of probationary service, termination will be effective at the end of 180 days following determination of non-renewal.

(c) If a faculty member is in the third to sixth year, termination will be effective at the end of twelve months following determination of non-renewal.

In accordance with the COA-FS-NR PT&E guidelines, the Department Head can, however, petition the Dean for delayed termination provided the rationale is for the good of the department and the college.

5.0 Procedures for Changing the Promotion, Tenure, Evaluation, and Non-renewals Guidelines (*Corresponds to section 11 of COA-FS-NR PTE guidelines*)

The Department of Animal Sciences Policy and Procedures for Promotion, Tenure, Evaluations, and Non-renewals should be periodically modified to comply with the State Board of Higher Education and/or NDSU policies, to correct errors, to edit for clarity, and to respond to issues that are not well addressed. The Department of Animal Sciences PTE Committee has the authority to make editorial changes, correct errors, inconsistencies, or format, and to make those changes that bring the Departments policies in line with NDSU and SBHE policies. A summary of the corrections/edits will be forwarded to the COA-FS-NR Dean and Provost/VPAA for their approval before taking effect.