

Agronomy  
Department

Agriculture  
College

**Policy Statement Concerning:**

**Personnel Review and Evaluation Standards/Procedures**

- Performance Evaluation Criteria
- Annual Evaluation
- Reappointment Evaluation for:
  - Annual Reappointment Reviews
  - Mid-Tenure Review
- Tenure
- Promotion
- Professorial Performance Award
- Chronic Low Achievement
- Post-Tenure Review
- Non-Tenure Track Faculty Titles

Approved by Faculty Vote on (7/30/2020)

**NEXT REVIEW DATE: June 2025**

  
\_\_\_\_\_  
Department Head's Signature

04/08/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean's Signature

04/09/2021  
\_\_\_\_\_  
Date

  
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Provost's Signature

4/9/2021  
\_\_\_\_\_  
Date

## **Guidelines for Recruitment and Appointment of Non-Tenure Track Faculty**

### **Department of Agronomy**

(Addendum to the Department of Agronomy's "Annual Evaluation Guidelines" and "Promotion and Tenure Guidelines" documents dated July 5, 2017. The addendum was approved by vote of Agronomy Faculty, June 5, 2020)

#### General Assumptions/Goals/Guidelines:

1. These ranks will be used for positions that fall into one or more of the following scenarios:
  - a. The position is outside of the Department of Agronomy Staffing Plan but is requested by current tenure-track faculty to enhance existing programs. Example: a post-doctoral fellow has achieved substantial independence from supervisor and has developed a funding stream sufficient to support their salary and a largely independent research program
  - b. New or partial positions that facilitate spousal hires
  - c. Filling positions listed on the Department of Agronomy Staffing Plan when budgeted positions are not available but other funding sources have been identified
2. These ranks generally will be used for positions that:
  - a. Complement, enhance or fill the gaps of existing research, teaching, and extension missions of the Department of Agronomy
  - b. Have clearly identified funding source(s) in place sufficient to support the total compensation of the individual and their research/teaching/extension programs
  - c. Will continue as long as funding is available, productivity is maintained, and activities continue to complement existing programs
  - d. Ideally will contribute to the departmental mission for several years and will close when either:
    - i. The person filling the position leaves the department and the funding source(s) is likely to decline or cease, to support the position
3. Persons appointed to these ranks will be expected to:
  - a. Maintain the high academic/research/teaching/extension standards of the Department of Agronomy
  - b. Maintain high standards of professional ethics and scientific integrity
  - c. Have significantly more independence and responsibility than those appointed as post-doctoral fellow/research associates.
4. These faculty appointments fall under the ranks described in University Handbook Sections C10, C12.1, C12.4, C12.5.
  - a. Appointments can be either regular, term, or adjunct (C10)

#### Sources/Resources

1. University Handbook Sections C10, C12.1, C12.4, C12.5
2. Department of Plant Pathology, KSU - Personnel Review and Evaluation Standards/Procedures
3. Department of Crop Science, U of IL- Evaluation and Promotion Guidelines for Specialized Faculty

## **DEPARTMENT OF AGRONOMY**

### **RESEARCH ASSISTANT PROFESSOR APPOINTMENT- CRITERIA, PROCEDURE, AND EXPECTATIONS\*\***

#### ***CRITERIA***

1. A Ph.D. in agronomy or related field with a strong background in his/her area of expertise
2. Proven ability to conceive, plan, and implement research
3. Strong record of publication in peer-reviewed journals
4. Demonstrated record of successful funding support through competitive grant writing as a lead PI (preferably) or co-PI
5. Demonstrated ability to independently mentor and train graduate or undergraduate students
6. Demonstrated recognition of research activities by presentations at national or international meetings
7. Ability to participate in team and interdisciplinary research activities

#### ***PROCEDURE FOR RECRUITMENT***

1. Search Committee consisting of three members appointed and charged by the Department Head.  
The Search Committee's responsibilities are:
  - a. Develop position description to be approved by Department of Agronomy Faculty
  - b. Screen applicants (if needed) and interview candidates
  - c. Determine if candidate(s) meet criteria for the rank and qualifications for the position
  - d. Forward recommendation regarding appointment of an individual to Department of Agronomy Faculty
2. Typical materials supplied by the candidate:
  - a. CV and supporting documents
  - b. Statement of Research Interests
  - c. Contact information for three references that can address the criteria, as well as the professional ethics and scientific integrity of the candidate
3. Typical interview process:
  - a. Research seminar followed by a session with faculty
  - b. Meet with graduate students
  - c. Interview with the Search Committee

#### ***TYPICAL EXPECTATIONS***

1. Establish and build a strong research program that complements existing research programs in the university
2. Demonstrate potential for developing a national reputation
3. Serve on Departmental, College, and University Committees
4. Direct Undergraduate Research Experience programs
5. Advise graduate students and serve on graduate student supervisory committees, provided the candidate meets the graduate faculty requirements of the Department of Agronomy and the Graduate School.
6. Secure grant funding as lead PI or co-PI to support his/her research program
7. Create a collegial environment and collaborate in multi-disciplinary research programs

\*\* Candidates can be hired as a Research Associate Professor or Research Professor if they meet the Department of Agronomy standards and criteria for those ranks.

## DEPARTMENT OF AGRONOMY

### TEACHING ASSISTANT PROFESSOR APPOINTMENT- CRITERIA, PROCEDURE, AND EXPECTATIONS\*\*

#### ***CRITERIA***

1. A Ph.D. in agronomy or related field with a strong background in his/her area of expertise
2. Experience teaching undergraduate/graduate courses and/or online classes
3. Experience in designing and developing course material related to agronomy
4. Experience working with diverse groups of students
5. Demonstrated impact or recognition of teaching activities by presentations at national or international meetings
6. Ability to participate in team and interdisciplinary instructional activities

#### ***PROCEDURE FOR RECRUITMENT***

1. Search Committee consisting of three members appointed and charged by the Department Head.  
The Search Committee's responsibilities are:
  - a. Develop position description to be approved by Department of Agronomy Faculty
  - b. Screen applicants (if needed) and interview candidates
  - c. Determine if candidate(s) meet criteria for the rank and qualifications for the position
  - d. Forward recommendation regarding appointment of an individual to Department of Agronomy Faculty
2. Typical materials supplied by the candidate:
  - a. CV and supporting documents
  - b. Statement of Teaching Philosophy
  - c. Contact information for three references that can address the criteria, as well as the professional ethics and scientific integrity of the candidate
3. Typical interview process:
  - a. A Teaching seminar followed by a session with students
  - b. Session with faculty
  - c. Interview with the Search Committee

#### ***TYPICAL EXPECTATIONS***

1. Establish and build a strong instructional program that complements existing courses
2. Demonstrate potential for developing a national reputation
3. Serve on Departmental, College, and University Committees
4. Advise undergraduate students and departmental student organizations
5. Advise graduate students and serve on graduate student supervisory committees, provided the candidate meets the graduate faculty requirements of the Department of Agronomy and the Graduate School
6. Secure funding as lead PI or co-PI to enhance his/her teaching activities and advance his/her scholarly teaching
7. Create a collegial environment and collaborate in multi-disciplinary activities

\*\* Candidates can be hired as a Teaching Associate Professor or Teaching Professor if they meet the Department of Agronomy standards and criteria for those ranks.

## **DEPARTMENT OF AGRONOMY**

### **EXTENSION ASSISTANT PROFESSOR APPOINTMENT- CRITERIA, PROCEDURE, AND EXPECTATIONS\*\***

#### ***CRITERIA***

1. A Ph.D. in agronomy or related field with a strong background in his/her area of expertise
2. Experience in extension activities including applied research, field days, and winter schools
3. Experience in conceiving, planning, and implementing extension programs
4. Experience working with diverse groups of stakeholders
5. Demonstrated impact or recognition of extension activities by presentations at national or international meetings
6. Ability to participate in team and interdisciplinary outreach activities

#### ***PROCEDURE FOR RECRUITMENT***

1. Search Committee consisting of three members appointed and charged by the Department Head.  
The Search Committee's responsibilities are:
  - a. Develop position description to be approved by Department of Agronomy Faculty
  - b. Screen applicants (if needed) and interview candidates
  - c. Determine if candidate(s) meet criteria for the rank and qualifications for the position
  - d. Forward recommendation regarding appointment of an individual to Department of Agronomy Faculty
2. Typical materials supplied by candidate:
  - a. CV and supporting documents
  - b. Statement of Extension Philosophy
  - c. Contact information for three references that can address the criteria, as well as the professional ethics and scientific integrity of the candidate
3. Typical interview process:
  - a. An Extension seminar followed by a session with faculty
  - b. Meet with graduate students
  - c. Interview with the Search Committee

#### ***TYPICAL EXPECTATIONS***

1. Establish and build a strong extension program that complements existing extension activities
2. Demonstrate potential for developing a national reputation
3. Serve on Departmental, College, and University Committees
4. Direct Undergraduate Extension Experience programs
5. Advise graduate students and serve on graduate student supervisory committees, provided the candidate meets the graduate faculty requirements of the Department of Agronomy and the Graduate School
6. Secure funding as lead PI or co-PI to support his/her extension and outreach program and advance his/her scholarly efforts in Extension
7. Create a collegial environment and collaborate in multi-disciplinary activities

\*\* Candidates can be hired as an Extension Associate Professor or Extension Professor if they meet the Department of Agronomy standards and criteria for those ranks.

## **Annual Evaluation and Promotion Guidelines for Non-Tenure Track Faculty**

(Addendum to the Department of Agronomy's "Annual Evaluation Guidelines" and "Promotion and Tenure Guidelines" documents dated July 5, 2017. The addendum was approved by vote of Agronomy Faculty, July 31, 2020)

Non-tenure track faculty are classified as:

1. Research Assistant Professor, Research Associate Professor, Research Professor (see University Handbook, section C12.1)
2. Extension Assistant Professor, Extension Associate Professor, Extension Professor (see University Handbook, section C12.5)
3. Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor (see University Handbook, section C12.4)
4. Instructor, Advanced Instructor, Senior Instructor (see University Handbook, section C12.0)

Non-tenure track faculty may be recruited, hired, and appointed into regular or term positions (procedures and criteria in document developed and approved by vote of Agronomy Faculty, 6/5/2020). Initial appointment rank and subsequent promotions into rank are based on advanced degree(s) held, experience, performance, and achievements over time within a given rank. They shall have all service, voting, and participatory privileges within the department as tenure-track faculty, but cannot vote on tenure or promotion of tenure-track faculty (see University Handbook, section C12.0, C12.1, C12.4, C12.5). Appointment to the KSU Graduate Faculty, with associated rights and privileges, will follow university procedures and criteria (see Graduate Handbook Chapter 5).

## **Annual Evaluation and Reappointment Processes and Criteria for Non-Tenure Track Faculty**

Annual evaluation procedures and timing will follow those of tenure-track faculty and will be conducted by the department head in consultation with the project supervisor when appropriate. The same procedures and criteria for performance evaluation, and process for appealing a negative outcome, will be applied as for tenure-track faculty. The criteria used will be appropriately aligned with the allocation of the non-tenure track faculty member's duties. The annual evaluation will serve as guidance for any merit pay increases in salary (see University Handbook, section C40, 42) based on average performance evaluations for the most recent three-year period or shorter, depending on length of time in the position. Pay increases in salary will be awarded only if funds are available from appropriate sources as determined by the department head.

All non-tenure track faculty holding regular (not term) appointments will be evaluated annually for reappointment decisions (see University Handbook, section C60 to C66). The reappointment processes for regular non-tenure track appointments are described in Section C of the University Handbook. Eligible faculty that can vote on reappointment will include only tenured faculty

members and non-tenure track faculty members who hold rank greater than the individual to be reappointed.

As a component of the annual evaluation and reappointment process, non-tenure track faculty will receive annual feedback on progress toward promotion.

### **Promotion Process of Non-Tenure Track Faculty**

Non-tenure track faculty are initially appointed to a specific rank only after the tenure-track, and non-tenure track faculty at or above the desired rank level have reviewed and voted favorably on the credentials of the prospective appointee. The procedures for promotion will be identical to the processes for the promotion of tenure-track faculty outlined in the Department of Agronomy's document and the University Handbook (see Section C).

To be promoted within the non-tenure track ranks, the applicant must make a request to the department head. The application also must meet the same criteria (qualifications and time in rank) and provide the same documentation and follow the same procedures for promotion as tenure-track faculty at the same rank. The average time in rank before considering promotion is usually 5 years, although shorter and longer periods are possible. Criteria used will be those relevant to the assignment of duties of the position. The Department Head appoints a mentoring committee of three faculty members selected in consultation with each non-tenure track faculty member. The purpose and activities of the mentoring committee are described in Section 2.1 of the current Agronomy Department P&T document. Members of the Agronomy Department Evaluation Committee will provide feedback on promotion documentation to each candidate before review by the faculty at large.

All tenure-track and non-tenure track faculty at or above the rank to which the non-tenure track faculty member is requesting promotion will evaluate and vote on the submitted materials by ballot. The department head will notify the applicant of the outcome of the departmental decision. If the vote for promotion is favorable, the outcome will be submitted in writing to the applicant and copied to the Dean. In the event of a negative decision, the department head will provide a summary of the faculty's rationale for the decision to the applicant, the faculty members who participated in the decision, and the Dean. An appeal of a negative decision may be made in writing to the department head.

If a promotion is recommended, the department head will decide with the candidate and the Dean on the length of the new appointment. The options are:

- Regular appointment, one year, entitled to Notice of Non-Reappointment (see University Handbook, section C160.1).
- Term appointment for a one, two, or three-year term, with no Notice of Non-Reappointment (see University Handbook, section C11).

Once the type and length of the appointment is decided, it will need to be communicated in writing in the recommendation to the Dean. Pay increase in salary associated with promotion will be awarded only if funds to support an increase are available from an appropriate source.