

**Personnel Document On  
Evaluative Criteria, Procedures, and General Standards  
For Initial Appointment, Successive Appointments, Promotion, Tenure, and  
Annual Review of Faculty  
And Appointment and Annual Review of Professional Staff  
Department of Geosciences  
Fulbright College of Arts and Sciences  
University of Arkansas**

This document governs departmental procedures in the selection, retention, promotion, granting of tenure to and evaluation of faculty and in the selection and evaluation of non-classified staff, effective August 1, 2002. It has been approved by the faculty and chairperson of the department, the Dean of Fulbright College, the Vice Chancellor for Academic Affairs, the Chancellor, and the President of the University of Arkansas as indicated by the signatures below.

These department policies are required to be consistent with and complementary to policies and procedures of the College as set forth in Fulbright College's Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure and Annual Review of Faculty and Appointment and Annual Review of Professional Staff; those of the institution, as set forth in three campus policy statements, those on (1) University of Professorships, (2) Distinguished Professorships, and (3) Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointment, Promotion and Tenure; and a Board of Trustees Policy, 405.1. In case of conflict, the Board Policy, the campus policy, the College policy and the department policy will have authority in that order. Copies of the campus and board policy documents are published annually in the Faculty Handbook, but revisions occur regularly and care should be taken to consult the current document. A copy of the current Faculty Review Checklist is also printed in the Faculty Handbook.

Thomas O. Graff

Randall B. Woods

Donald O. Pederson

Daniel E. Ferritore

B. Alan Sugg

## **DEPARTMENT OF GEOSCIENCES**

### **1. INITIAL APPOINTMENT**

The following standards are normally required for appointment to each of the following ranks. Professional experience deemed useful in achieving departmental objectives will be viewed favorably.

Assistant Professor: Minimum educational requirement is an earned Ph.D.. Emphasis for the initial appointment will be evidence of good teaching, significant research interests, expectation for grant funding from outside sources, and evidence of scholarly work, both oral and written.

Recommendations for appointments will be made to the Dean by the Chair after consultation with a committee composed of faculty members within the Geosciences Department who hold a greater rank of the individual being considered for a promotion.

Associate Professor: Must satisfy all requirements for appointment as an Assistant Professor and also have demonstrated quality teaching and student supervision in both undergraduate and graduate programs, as well as having compiled a substantial record of such accomplishments.

Professor: Must satisfy all requirements for Assistant and Associate Professor and have attained national recognition for research scholarship and superior teaching ability.

## **II. SUCCESSIVE APPOINTMENTS AND ANNUAL MERIT EVALUATIONS**

Tenured faculty members have a right to a next successive appointment except for the reasons for termination of a tenured appointment specified by the Board of Trustees. Tenure-track, but non-tenured, faculty will be considered for reappointment following the guidelines established by Fulbright College and the institution, through the Board of Trustees. All faculty will be evaluated for successive appointments.

### **A. Criteria**

Each faculty member shall be evaluated annually on the basis of achievement in the areas of (a) teaching, (b) scholarly activities, and (c) academically-related service. Peer and student evaluations must be a portion of the annual evaluation. Peer evaluations will be conducted by the Department of Geosciences Personnel Committee. The Personnel Committee shall consist of five tenured or tenure track faculty elected by a majority vote of the faculty. Neither the Chair nor the Vice Chair is permitted to serve on the personnel committee. Student evaluation of teaching effectiveness will be established through the use of course evaluation forms.

(1) Peer Evaluations: Annual resume up-dates and course evaluation data will be provided to the Personnel Committee. The Personnel Committee shall provide a rating of each faculty member to the Chair. The results will be used by the Chair in formulating the annual evaluation for teaching, research, and service for each faculty member.

(2) Evidence of achievement in teaching may include:

- a) Teaching materials such as course outlines, examinations, and supplementary materials.
- b) Evidence of effectiveness in direction of undergraduate, graduate, and postdoctoral students.
- c) Evidence of participation in departmental examination activities, such as written or oral examinations for honors or graduate degree candidates.
- d) Self evaluations.
- e) Evidence of high standards in course content and student assessment.
- f) Evidence of conduct of successful classes gathered by direct observation by chair and peers.

(Classes are visited twice a semester by departmental chair.)

(3) Evidence of scholarly activities may include:

- a) Publications of papers, books and similar items.

- b) Evidence of research, either funded or unfunded.
  - c) Evidence of awards, including funding of research proposals by external agencies after competitive review.
  - d) Papers presented at professional meeting, seminars, and other professional forums.
  - e) Technical reports on research projects completed or in progress.
  - f) Evidence of professional recognition by outside agencies, private companies, groups, or other individuals in the field.
  - g) Self evaluation.
- (4) Evidence of academically-related service activities may include:
- a) Evidence of activities intended to enhance public understanding of the University and to develop the service function.
  - b) Evidence of involvement in the work of professional societies.
  - c) Evidence of committee activity at the University.
  - d) Evidence of participation in activities in connection with funding agencies.
  - e) Evidence of service to the public through consulting or other activities in the area of academic or professional competence of the faculty member.
  - f) Self evaluation.

#### B. Procedures

- (1) the responsibility for the initiation of evaluation procedures for each faculty member (and for the initiation of recommendations for reappointment of each non-tenured faculty member) lies with the Chairperson. The Chairperson shall make each recommendation regarding reappointment of a non-tenured faculty member only after consultation with all tenured faculty members.
- (2) The annual review shall be the primary basis for recommendation for reappointment, but any material deemed pertinent may be submitted by the candidate.
- (3) Before submitting to the dean his or her recommendation, the Chairperson shall meet with the faculty member to discuss the recommendation. A copy of the summary of the discussion and a copy of the Chairperson's recommendation to the dean shall be provided to the faculty member by the Chairperson. Any written response to the summary by the faculty member shall also be included in the faculty member file. The faculty member may also send a copy of his or her response to the dean.
- (4) If it is necessary to recommend non-reappointment of a non-tenured, tenure-track faculty members, the procedures of deadlines prescribed by Section IV.B of Board Policy 405.1 and by the Fulbright College Document (1990) will be followed in every detail.

### **III. PROMOTION**

Promotion shall be based primarily upon the accomplishments of the individual while in the most recent rank. Promotion is a distinct honor and is not based upon length of service. No minimum time in rank is required before a faculty member is eligible for promotion.

#### A. Criteria

Each faculty member who is being considered for promotion shall be evaluated on the basis of achievement in the areas of a) teaching, b) scholarly or creative activities, and c) academically-related service. The criteria are those used in annual reappointment evaluations, but high levels and continuity of achievement are required for promotion.

The criteria for the granting of promotion are the same as the criteria for reappointment contained in Section II.A of this document.

#### C. Procedures

- (1) The performance of each faculty member shall be reviewed by the Chair. A comprehensive cumulative record of annual review forms and summaries of annual discussions with the Chair shall be maintained and shall be made available to the faculty member upon his or her request. These records shall form the principal, but not sole, basis for promotion considerations.
- (2) With the help of a committee composed of the entire tenured faculty of rank equal to or greater than the rank being considered, the chair shall begin, early in the Fall semester of each year, consideration of whom to nominate for promotion that year. Discussions with faculty members who may wish to be evaluated for promotion will be a consideration. No later than September 15, the chair shall inform in writing, each faculty member who is being considered for promotion that he or she is being considered. No later than October 1, any faculty member (whether so informed or not) may request in writing to the chair to be nominated for promotion that year. Such request shall be honored by the Chair.
- (3) The Chair shall ask each individual to be nominated for promotion to submit material which he or she believes will facilitate consideration of his or her competence and performance. Written evaluations of that material from persons, at peer or more prestigious institutions, with appropriate expertise to assess the candidate's professional accomplishments shall be obtained. Selection of potential reviewers shall be from a list compiled by the candidate, the Chair, and a committee of faculty holding the rank under consideration or higher. The final selection will be made by the Chair.
- (4) The written evaluations of the reviewers from peer institutions, those of the committee of tenured faculty, and any other relevant material shall be utilized by the Chairperson in deciding whether to make a positive or negative recommendation. (A "positive recommendation" is a recommendation to promote; a "negative recommendation" is a recommendation not to promote.) The Chairperson shall inform the faculty member of this decision and the rationale for it.
- (5) Prior to the time the Chairperson forwards the nomination the Dean, the faculty member may withdraw from further consideration. Such withdrawal shall be in writing to the Chairperson.
- (6) Each nomination shall be forwarded to the dean in writing by November 1 and shall be accompanied by the Chairperson's recommendation, all materials provided to the Chairperson by the faculty member, and all other materials evaluated by the Chairperson. Any recommendations shall also be accompanied by a written recommendation.

#### D. Appeal

- (1) A faculty member not recommended for promotion may request that the committee of tenured faculty holding the rank reconsider that decision based on evidence already presented. That person may also appear in person before the committee.
- (2) Should the appeal be denied at the departmental level, further appeals must await decisions by the College Personnel Committee and the Dean of the Fulbright College.

### **IV. TENURE**

#### A. Criteria

With an emphasis on accomplishment and level of contribution, the criteria for the granting of tenure include the criteria for promotion contained in Section II.A of this document, namely evidence of continued contributions in the areas of teaching, research, service and other scholarly activities. The candidate must clearly show evidence that sustained performance can be expected and that the potential for that performance is present.

#### B. Procedures

### (1) Pre-tenure Review

Each non-tenured, tenure-track faculty member will undergo a pre-tenure conducted by an ad hoc committee of three faculty members appointed by the chair. That committee will review the professional career of the candidate and assess progress toward a positive recommendation for tenure and will provide advice and analysis based on the review.

### (2) Tenure Evaluation

(b) No later than September 15, the chairman will inform in writing each faculty member who is being considered for tenure. No later than October 1, any non-tenured, tenure-track faculty member may request in writing to the chairperson that he or she be considered for tenure in that year.

### C. Appeals

(1) A faculty member not recommended for tenure may request that the committee of tenured faculty reconsider that decision based on the evidence previously provided. That person may appear personally before the committee.

(2) Should the appeal be denied at the departmental level further appeals must await decisions by the College Personnel Committee and the Dean of Fulbright College.

## **V. NOMINATIONS FOR UNIVERSITY PROFESSORSHIPS**

The faculty of the Department of Geosciences adopt the University and Fulbright College guidelines for appointment to University Professor.

### A. Substantive Criteria

(1) A University Professor must have a reputation for sustained excellence and maturity in appropriate combinations of the following academic activities:

a. Teaching.

b. Scholarly research and publication.

c. Service to the university (other than teaching, research and publication).

d. Service to one's organized profession or discipline.

e. Professionally relevant public service.

A University Professor must have a reputation for sustained excellence and maturity in a least two of the forgoing areas, and at least one of the two must be either (a) teaching or (b) research and publication.

(2) In most instance an appointment of University Professor will be made from the ranks of full professors who have rendered particularly outstanding and sustained service as full professors at the University of Arkansas, Fayetteville. However, in exceptional circumstances, a superbly qualified individual may be appointed as University Professor if he or she has rendered particularly outstanding and sustained service as full professor at another university.

### B. Procedures

(1) Nomination of a geology faculty member for University Professor may be made by any geosciences faculty member, regardless of rank.

(2) The nomination must be submitted to the departmental chair well in advance of the Fulbright College deadlines.

(3) The nomination shall consist of documentation of the substantive criteria set forth in the preceding section.

(4) The completed nomination document shall be circulated to the entire Geosciences faculty for a vote.

(5) Upon a majority of votes favorable to the nomination, the chair shall forward the nomination

document with a letter of support to the Dean of Fulbright College.

## **VI. NOMINATIONS FOR DISTINGUISHED PROFESSORSHIPS**

(1) A distinguished Professor must have a reputation for sustained excellence and maturity in appropriate combinations of the following academic activities:

- a. Teaching.
- b. Scholarly research and publication
- c. Service to the university (other than teaching, research and publication).
- d. Service to one's organized profession or discipline.
- e. Professionally relevant public service.

A Distinguished Professor must have a reputation for sustained excellence and maturity in a least two of the foregoing areas, and at least one of the two must be either (a) teaching or (b) research and publication.

(2) In most instances an appointment of Distinguished Professor will be made from the ranks of full professors who have rendered particularly outstanding and sustained service as full professor's at the University of Arkansas, Fayetteville. However, in exceptional circumstances, a superbly qualified individual may be appointed as University Professor if he or she has rendered particularly outstanding and sustained service as full professor at another university.

### **A. Procedures**

(1) Nomination of a Geosciences faculty member for Distinguished Professor may be made by any Geosciences faculty member, regardless of rank.

(2) The nomination must be submitted to the departmental chair well in advance of the Fulbright College deadlines.

(3) The nomination shall consist of documentation of the substantive criteria set forth in the preceding section.

(4) The completed nomination document shall be circulated to the entire Geosciences faculty for a vote.

(5) Upon a majority of votes favorable to the nomination, the chair shall forward the nomination document with a letter of support to the Dean of Fulbright College.