

STANDARDS, CRITERIA, AND PROCEDURES FOR APPOINTMENTS

The term "Faculty" refers to the university tenured and tenure track faculty of the previous Botany and Microbiology Department, the previous Zoology Department, and the Arkansas Cooperative Fish and Wildlife Research Unit leader and the two assistant leaders, and any added or replaced.

- Initial appointments
 - Criteria for initial tenure-track appointments
 - Assistant Professor. Normally an earned doctorate from an institution in an area of departmental need and evidence of strong teaching and research potential as well as broad professional commitment.
 - Associate Professor. An earned doctorate from an accredited institution in an area of departmental need and professional development beyond the assistant professor level to include a record of effective teaching at the college or university level and a record of sustained productivity in peer-reviewed publication of research results.
 - Professor. An earned doctorate from an accredited institution in an area of departmental need. Initial appointment requires professional prominence and a reputation for sustained achievement in scholarly productivity beyond the criteria specified for initial appointment of the rank of associate professor.
 - University Professor. See College Document.
 - Distinguished Professor. See College Document.
 - Criteria for initial nontenure-track or temporary appointments
 - Lecturer. Appointments are temporary, usually for one semester or year, and may be full-time or part-time. Normally, appointees will hold a master's degree or equivalent. Evidence of potential for excellence in teaching is required in that duties are primarily in the teaching area.
 - Instructor. Appointments are temporary, usually for one semester or one year, and may be full-time or part-time. A master's degree or equivalent is required, and study beyond the master's level is desired. Evidence of potential for excellence in teaching is required as is evidence of continuing professional and scholarly interest in the biological sciences.
 - Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These ranks are used for temporary appointments for one semester or one year of persons who meet the general criteria and standards for appointment to the

corresponding professional rank without the prefix of "Visiting." Appointments at these ranks are to be used to enrich the learning and research environment through temporary appointments of scholar-teacher-artists who normally have permanent employment elsewhere.

- Research Assistant Professor, Research Associate Professor, and Research Professor. These ranks are used to appoint for specified periods, usually one semester or one year, persons who meet and normally exceed the criteria and standards in research/creativity for appointment at the corresponding professional rank without prefix "Research." Appointments at these ranks are to be used primarily to further the research mission of the university.
 - Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Appointment to an adjunct title requires sponsorship by a faculty member and approval by the faculty.
- Criteria for initial professional staff appointments
- Post-doctoral appointments. These appointments are usually made in one of the visiting or research professional ranks described above or in the professional staff position of Research Associate (see below). The purpose of post-doctoral appointments is further training of the appointee beyond the doctoral degree, as well as for expanding the research and teaching missions of the University.
 - Research Associate. Appointees to this title are expected to conduct independent research or to be directly involved with faculty or student research projects. Normally, graduate degrees in the biological disciplines represented by the research projects are required in addition to significant experience in research and development.
 - Research Assistant. Appointees to this title are expected to assist faculty members and graduate students in the conduct of research or to perform duties that directly support research projects. Normally, a bachelor's degree is required in addition to some experience in the duty areas of the appointment.
 - Graduate Research Assistant. Appointments to this title are made by faculty members with research funds. Appointees are expected to be full-time graduate students and usually are appointed for 50% of full time under the supervision of faculty members and for assisting faculty members with research.
 - Graduate Teaching Assistant. Appointments to this title are made by the departmental faculty to students accepted in graduate programs. Appointees are expected to be full-time graduate students and usually are appointed for 50% of full time under the supervision of faculty members to assist with teaching and/or duties normally associated with teaching.
- Procedures for recommending initial appointments
- Prospective candidates for initial appointment to a faculty position shall be identified by a procedure that includes the selection of a search committee by the Chair after consultation with the faculty, the drafting of a description of the

position, by the committee and Chair, that reflects the needs of the University, College, and Department of Biological Sciences, and advertisement of the position opening.

- The Chair, with the aid of the search committee and after consultation with the faculty, shall invite a group of candidates for interviews. The chair will then recommend an ordered list of candidates to the faculty and the approved final ordered list of candidates will be transmitted by the Chair of the department to the Dean.
- A recommendation for initial appointment to any faculty rank having a prefix "Adjunct," "Visiting," or "Research" shall require an affirmative vote by majority of the faculty. Procedures for a positive recommendation of Adjunct appointments include a sponsoring letter by a faculty member and review of the appointee's resume by the departmental graduate studies committee. The appointment of any compensated temporary faculty will be accompanied by a letter from the Chair, which outlines the expected responsibilities, performance standards, and time limit of the appointment.
- In any obvious case of conflict of interest (e.g., commercial or familial relationship), the faculty member shall not vote or participate in any of the discussions pertaining to the vote.

- Annual performance reviews and reappointments

Criteria used in the annual evaluation of faculty performance are the same as those identified below for promotion and tenure.

- Faculty committees

- Personnel Committee. This committee will participate in and make recommendations relative to annual performance reviews (acting as peer reviewers) and reappointments (based on annual performance reviews). Peer reviews by this committee will include evaluation of each faculty member's performance in the categories of teaching, research and scholarly activity, and service. Each committee member shall be evaluated by the remaining six committee members. This committee shall consist of seven members to be elected by the faculty, but independent of the Chair of the Department of Biological Sciences. At least two members must be elected from each academic rank extant in the department (Assistant Professor, Associate Professor and Professor). Election shall be by secret ballot cast by members of the faculty, and the term of service shall be one year.
- Appeals Committee. Ad hoc appeals committee will be elected and will be comprised of five faculty members. This committee is exclusive of the Personnel

Committee and the Chair of the department.

- Criteria for annual review
 - Teaching (Qualitative evaluation 0 to 10). The quality of teaching is the primary consideration for merit ratings in teaching. Numerical evaluation of the teaching effort is based upon the total effort in the categories listed below:
 - Classroom and laboratory assignments.
 - Supervision of graduate theses, honors projects, senior theses, and independent study projects or courses.
 - Advising of students.
 - Supervision of interns.
 - Participation in workshops.
 - Teaching innovation grants.
 - Publication dealing with teaching innovation (or methods and techniques).

(0) A rating of zero will be given when no material is presented for teaching review or when there is a clear pattern of unacceptable performance. Refusal by a faculty member to participate in the evaluation of his/her teaching, especially in student evaluating or peer evaluations, can result in a rating of zero.

(1-3) Scores in this range are awarded for less than satisfactory performance.

(4-7) Scores in this range reflect average and above average performance.

(8-10) Scores in this range are reserved for excellence as evidenced by: teaching awards; student success in honors, theses, awards, or publications; outside evaluations by educational bodies; or other criteria developed by the department. Special considerations, such as teaching a course for the first time, difficulty of course content, and grade distributions may be made as appropriate.

- Research (qualitative evaluation 0 to 10). Research effort is judged primarily by publication of research results in refereed journals and professional peer recognition as evidenced by awards of grants secured through peer review. Numerical evaluation of the research effort is based upon the total effort in all of the categories listed below; criteria for each category are listed in descending order of priority.
 - Publications:
 - Refereed research publications in periodicals of high quality and broad national and international circulation.
 - Books, book chapters, and topical reviews.
 - Symposia and symposium chapters.
 - Regional and state publications.
 - Contract reports and government documents.

- Non-refereed publications.
- Abstracts of contributed papers.
- Funding:
 - Major federal funding (e.g., NSF, NIH) or foundations and philanthropies with national peer review.
 - Federal, state, local government, industrial or commercial contracts with only administrative review and minor philanthropies with administrative review.
 - Intramural funding.
 - Non-funded proposals and proposals pending.
- Professional outreach:
 - Honors and prizes for research.
 - Invited symposium papers.
 - Invited lectures for short courses or workshops.
 - Invited speaker (inter-university).
 - Contributed papers at professional society meetings.
 - Other professional activities involved in research.

(0) indicates no record of research activity.

(1-3) indicates minimal evidence of on-going research activity.

(4-7) requires publications of research in peer-reviewed journals and evidence of significant progress on major projects. Awards of competitive funds and invited participation are considered positive evaluations of work in progress.

(8-10) requires publications in national and international journals, invitations to participate in national and international meetings, and funding for competitive external sources.

- Service (qualitative evaluation 0 to 10). Evaluation of service is an assessment of the quality of academically related efforts devoted to departmental, College, and University activities, professional societies and organizations, local, state, national or international governing or advisory boards and committees, and similar not-for-profit contributions of a community, educational, or professional nature. Service activities include, but are not limited to:
 - Professional society officer
 - Editor (in chief) of a professional journal.
 - Other editorial duties for a journal.
 - Peer review board for a journal or panel member.
 - Project or grant reviewer.
 - External reviewer for a journal.
 - Academic community functions; e.g., departmental, College, and University committees.
 - Professionally related public service.

(0) indicates no record of service performed.

(1-3) indicates minimal service performance of service

(4-7) requires evidence of professional outreach and/or academic community service.

(8-10) requires evidence of outstanding or extraordinary service in both professional outreach and in the academic community.

- Procedures for annual review

Consistent with provisions of personnel documents issued by the Board of Trustees, the University, and the College, each faculty member is required to submit to the departmental chair an annual report covering teaching, scholarly research, and professional service. This report, which should be supplemented by student evaluations and other appropriate materials, forms the primary basis for an evaluative review by the departmental chair and personnel committee. The results of the review by the personnel committee will be forwarded to the departmental chair, following which the chair will state the results in a merit evaluation report to the dean. Before submission to the dean, each faculty member shall be given the opportunity to meet with the chair and review the report, which should identify any problems and propose solutions. The Chair shall keep a written record of the conference and the faculty member shall receive a copy of the record. The faculty member shall acknowledge receipt of the record in writing and may respond in writing. Unresolved questions can be addressed by an ad hoc appeals committee (see II A2).

- Criteria and procedures for recommending reappointment

- Tenured faculty have a right to a subsequent appointment except for reasons of termination specified by the Board of Trustees.
- The departmental chair in consultation with the personnel committee initiates recommendations for reappointment of non-tenured but tenure-track faculty members. The recommendation of the Chair may be appealed to an ad hoc appeals committee (see II A2). The criteria for reappointment are evidence of reasonable progress towards promotion as developed in the annual reviews and as specified in Promotion and Tenure below. When non-reappointment of a non-tenured but tenure-track faculty member becomes necessary, the procedures and deadlines described in Board Policy 405.1 must be followed.
- In any obvious case of conflict of interests (e.g., commercial or familial relationship), the faculty member shall not vote or participate in any of the discussions pertaining to the vote.
- Although the advice and counsel of temporary faculty members are welcomed, they should not directly influence matters that affect the long range future of the Department of Biological Sciences (see p. 2, Fulbright College Personnel Document, 1991). Faculty members on temporary appointment may not vote.
- Any University compensated temporary faculty or the cooperative leader and the assistant leaders may volunteer to undergo the same evaluation procedure as regular faculty. In the absence of that request they will be evaluated by the Chair

according to the standards set at their hiring.

III. Promotion and tenure

A faculty member wishing to be considered for promotion and/or tenure must submit

Materials in accordance with the University's Faculty Review Checklist and follow the prescribed format exactly. A copy of complete curriculum vitae also is required. If the chair of the Department of Biological Sciences is being considered for promotion and/or tenure, the dean shall appoint a faculty member outside of the department to chair the proceedings and to serve in all roles designated for the chair of the department in that which follows. Otherwise, the procedures remain the same as those that apply to any other candidate.

o Criteria.

Criteria for promotion and/or tenure align with those applied for annual Performance review of teaching, research, and service activities (see Board Policy 405.1, which separates the question of tenure from that of promotion as does the Evaluative Criteria document approved 3 May 1990). The candidate's case for either promotion or tenure must provide evidence substantiating continued commitment to ongoing and significant contributions in the following three areas of professional expression.

- Teaching. Expertise in teaching.
- Research. An ongoing nationally recognized research program.
- Service. A meritorious combination of professional service activities.

o Procedures.

The case committee for tenure shall be constituted of all tenured faculty in the Department of Biological Sciences. The case committee for promotion shall consist of all tenured faculty. Arkansas Cooperative Fish and Wildlife Research Unit members of rank of Research Assoc. Professor and Research Professor may submit written letters of recommendation to the Chair. In any obvious case of conflict of interests, the involved party shall be excused from the case committee. The chair of the department shall convene either or both committee(s) as necessary. The case committee shall elect a chair from its membership to preside and to represent the actions of the committee. Candidates for promotion or tenure could ask for reevaluating by the case committee by providing additional information.

- Extramural evaluations. The chair of the department must solicit letters evaluating the candidate's record from at least three distinguished scholars in the candidate's discipline and from institutions comparable to the University of Arkansas. See the College document (item V.A.) For the method of selecting external reviewers.
- After careful consideration of the expressed and written opinions of the case committee members and extramural evaluators, the chair of the department and the

chair of the case committee each shall forward to the dean a written statement that sums up the review with a recommendation of action to be taken. A positive recommendation by the case committee requires an affirmative vote by a majority of the members.

- Pre-tenure review.

All faculty members on tenure-track, but not tenured, must undergo a departmental pre-tenure review by the chair of the department and the appropriate case committee, at least by the end of the third year following initial appointment. The purpose of the review will be to assess the candidate's progress toward a positive recommendation for tenure, and to provide the candidate with advice and analysis resulting from the review. The criteria and procedures are the same as for a tenure review.