

STANDARDS, CRITERIA, AND PROCEDURES FOR APPOINTMENTS
DEPARTMENT OF BIOLOGICAL SCIENCES
UNIVERSITY OF ARKANSAS

The term “Faculty” refers to the tenured and tenure-track faculty of the Department of Biological Sciences and the Arkansas Cooperative Fish and Wildlife Research Unit leader and assistant unit leaders.

I. Initial appointments

A. Criteria for initial tenure-track appointments

1. Assistant Professor. Normally an earned doctorate from an accredited institution in an area of departmental need and evidence of strong teaching and research potential as well as broad professional commitment.
2. 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 publications of research results.
3. 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.
4. University Professor or Distinguished Professor. Appointment to University or Distinguished Professorship requires demonstration of high quality performance in teaching, research, or service. (See Procedures for University and Distinguished Professorships, approved November 2, 1989; <http://provost.uark.edu/74.php>)

B. Criteria for initial non-tenure-track or temporary appointments

1. Lecturer and Instructor. Appointments typically are to enhance the teaching mission of the department. They are temporary and may be full-time or part-time
2. Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor. These ranks are used for temporary appointments 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.
3. Research Assistant Professor, Research Associate Professor, and Research Professor. These ranks are used to appoint 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 used primarily to further the research mission of the department.
4. 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.

C. Criteria for initial professional staff appointments

1. 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.
2. 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.
3. 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.
4. Graduate Research Assistant. Appointments to this title are made by faculty members with research funds for assisting faculty members with research. Appointees are expected to be full-time graduate students and usually are appointed for 50% of full time under the supervision of faculty members.
5. Graduate Teaching Assistant. Appointments to this title are made by the Chair based on recommendations 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 to assist with teaching and/or duties normally associated with teaching.

D. Procedures for recommending initial appointments

1. 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, the drafting of a description of the position by the committee, and advertisement of the position opening following University procedures.
2. The Chair, with the aid of the search committee and after consultation with the faculty, shall invite a group of candidates for interviews. After the interviews, the search committee will then recommend a list of the candidates to the faculty for approval. The final ordered list of candidates approved by the faculty will be transmitted by the Chair to the Dean.
3. A recommendation for initial appointment to any faculty rank having a prefix "Adjunct," "Visiting," or "Research" shall require an affirmative vote by the majority of the faculty. Procedures for a positive recommendation of Adjunct appointments include a sponsoring letter by a faculty member. 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.

4. 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.

II. 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.

A. Faculty committee

1. Personnel Committee. This committee will participate in annual performance reviews (acting as peer reviewers) and make recommendations to the chair relative to reappointments of tenure-track faculty (based on annual performance reviews). The committee shall consist of five tenured or tenure-track faculty members to be elected by the faculty, but independent of the Chair of the Department of Biological Sciences, or faculty on Off Campus Duty Assignment(s). At least three members must be tenured faculty and at least one must be an untenured faculty member. Election shall be by secret ballots cast by members of the faculty, and the term of service shall be one year. The chair of the committee will be selected by the members of the committee. The election of the committee members will be organized by chair of the committee from the previous year. 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 committee members.

B. Criteria for annual review

TEACHING (based upon 40% effort): The department recognizes that each faculty member has differing assignments, sizes of courses, numbers of honors students, numbers of graduate students, numbers of advisees, roles in curriculum development, etc.

Below is a set of examples of teaching related activities the department considers in evaluating a faculty member's teaching:

- Full courses taught with evidence for effectiveness at teaching.
 - Evidence for effectiveness may include University Student Evaluations, peer evaluations, awards for teaching, comments from students and former students, portfolio, etc.
- Role(s) in full courses.
 - Team taught, taught in lab/drill as well as lecture, contact hours per week, role in designing and grading student effort, supervision of Teaching Assistants, efforts at coordination of lecture with labs/drills, etc.
- Undergraduate advising activities
 - Numbers of students advised, advising aids developed, effort in writing letters of recommendation, roles on advisory committees, etc.

- Direction of undergraduate research projects.
 - Total number of undergraduate projects directed, number of Honors students directed, involvement in finding and/or providing funding for undergraduate research, effort to insure undergraduate projects are written up, etc.
 - Honors committee memberships
- Direction of graduate students.
 - Committee memberships
 - Number of Masters Committees
 - Number of PhD Committees
 - Any evidence for roles on Committees beyond standard expectations, etc.
 - Number of Masters Students directed, products by students (including publications, presentations at meetings, theses, etc), other evidence for role in student progress, etc.
 - Number of PhD Students directed, products by students (including publications, presentations at meetings, dissertations, etc), other evidence for role in student progress, etc.
- Curriculum development
 - Courses developed, courses modified/updated, programs developed, programs modified, etc.
- Other
 - Postdoctoral fellows mentored, in service training for teachers, educational presentations to the public, presentations to school children, textbooks written, student recruiting activities, etc.

Annual evaluation criteria for teaching:

Does not meet expectations (0): To be assigned for a faculty member who has not participated in the University's Student Evaluation process or has not presented any evidence of teaching effectiveness or has shown a clear pattern of unacceptable performance.

Minimally meets expectations (1): To be assigned for a faculty member who has presented evidence for no teaching effort beyond the minimal role of teaching assigned courses and has demonstrated little or no effort in the other areas of teaching activities.

Meets expectations fully (2): To be assigned for a faculty member who has presented evidence for being fully engaged teaching assigned courses and who has received acceptable or better evaluations and has shown evidence of efforts in the other areas of teaching activities.

Exceeds expectations (3): To be assigned for a faculty member who has presented evidence for exceptional productivity in several of the areas of teaching activity.

RESEARCH (based upon 40% effort): The department expects a faculty member to be successful in the timely and effective dissemination of research results, primarily in the form of peer reviewed publications. It is recognized that there are different styles of publishing that vary

with the given faculty member's approach to publishing and to the sub-discipline of biology to which the faculty member belongs. Therefore, quantity of publications, alone, is less important than the overall quality of the publications. The department also expects that a faculty member must be able to support her/his own research endeavor with a sufficient level of external funding and that this support should be established within a reasonable time after initial appointment. It is also realized that a faculty member may experience some temporary unfunded periods between the end of one source of funding and the beginning of the next, but that the faculty member should provide evidence for attempting to renew funding.

Below is a set of examples of activities the department considers in evaluating a faculty member's research:

- Effective communication of research results. It is suggested that a faculty member provide evidence for the appropriateness of the medium for each publication. In cases where promotion and/or tenure are being considered, the faculty member should provide information on her/his role in multi-authored communications.
 - Refereed research publications in periodicals (printed or electronic) of high quality and broad national/international circulation (published or accepted for publications), books, book chapters, topical reviews, symposia and symposia chapters, research websites, pages on major websites, regional and state publications, non-refereed publications, abstracts of contributed papers, presentations at professional meetings, progress reports to funding agencies, etc.
 - Manuscripts reviewed and under revision, manuscripts submitted and under review, manuscripts in preparation, etc.
- Research funding.
 - Funding that is in place, including but not limited to: peer reviewed grants from major federal agencies, peer reviewed grants from foundations and philanthropies, peer reviewed grants from state and/or municipal agencies, grants from above subject only to administrative review, peer reviewed intramural funding, administratively reviewed intramural funding, federal, state, local, industrial, or commercial contracts, etc.
 - Pending proposals submitted to the above sources.
 - Proposals submitted to the above sources that were not funded. A faculty member may wish to include reviews that demonstrate how competitive a proposal was.
- Evidence for recognition of research.
 - Honors and awards for research, invited symposium papers, invited lectures (intramural and/or extramural), invited participation in workshops (role), invited participation in short courses (role), research accomplishments by postdocs, graduate students, and/or undergraduates under a faculty member's direction, etc.

Annual evaluation criteria for research:

Does not meet expectations (0): To be assigned for a faculty member who has presented no evidence for research activity or who has been found to have participated in research misconduct.

Minimally meets expectations (1): To be assigned for a faculty member who has presented minimal evidence for research activity (with little or no evidence for communication of research results).

Meets expectations fully (2): To be assigned for a faculty member who has presented evidence for significant effective communication of research results from a program that is appropriately supported. (This includes faculty whose most recent external support has expired and who present evidence for trying to renew that support.)

Exceeds expectations (3): To be assigned for a faculty member who has presented evidence for exceptional research productivity.

SERVICE (based upon 20% effort): The department recognizes that there are numerous methods by which a faculty member can provide professional service. It is a departmental expectation that a faculty member's level of service activity will increase after award of tenure. Service may be academic service provided to the Department, College, and/or University; professional service provided to local, state, national, and international agencies, advisory boards, educational institutions, committees, journals, publishers and professional societies; and/or public service to businesses, municipalities, and/or institutions. Any combination of such service activities with appropriate levels of effort could be evidence that a faculty member is meeting expectations fully. A service effort focused primarily on academic service is just as valuable as one focused primarily on professional or public service.

Below is a set of examples of activities the department considers in evaluating a faculty member's service:

- Academic Service: Committee memberships, committee chairs or vice-chair, advisory boards, professional internships, etc.
- Professional Service: Memberships in professional societies, committee memberships in professional societies, session moderators at society meetings, peer reviewing for journals or granting agencies, editorial roles for professional journals, memberships on grant review panels/study sections, memberships on advisory boards for state and national agencies, program officers for granting agencies, etc.
- Public Service: Professionally related service to local governmental units, industries, hospitals, educational institutions, etc.

Annual evaluation criteria for service:

Does not meet expectations (0): To be assigned to a faculty member who presents no evidence of service activity.

Minimally meets expectations (1): To be assigned for a faculty member who provides evidence of minimal service activity.

Meets expectations fully (2): To be assigned for a faculty member who provides evidence of solid effort in professional outreach and/or service within the academic community.

Exceeds expectations (3): To be assigned for a faculty member who has presented evidence for outstanding or extraordinary service in professional outreach and/or within the academic community.

C. Procedures for annual review

1. 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. The Chair shall keep a written record of the conference identifying problems and proposed solutions. 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. The Chair's final recommendation is provided to the Dean.
2. 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 according to the standards set at their hiring.

D. Criteria and procedures for recommending reappointment

1. Tenured faculty have a right to a subsequent appointment except for reasons of termination specified by the Board of Trustees.
2. The departmental Chair in consultation with the personnel committee initiates recommendations for reappointment of non-tenured but tenure-track faculty members. 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.

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.

A. 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), and with standards articulated in the Fulbright College Personnel Document. 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.

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

B. Procedures.

As needed, the department faculty shall elect a five-member Promotion and Tenure committee from the tenured faculty. This committee will serve as the department's "unit committee" in promotion and tenure decisions as stipulated by the University procedures for promotion and tenure.

In any obvious case of conflict of interests, the involved party shall be excused from the case committee. The Promotion and Tenure committee shall elect a chair from its membership to represent the actions of the committee and to generate the evaluation document (see III.B.2).

1. Extramural evaluations. External reviewers shall be selected in accordance with the University of Arkansas Evaluative Criteria and the Fulbright College Personnel Document.
2. The Promotion and Tenure committee will produce a written evaluation of the candidate's qualifications relative to promotion and/or tenure. This evaluation document and the vote of the committee will be provided to the Chair and the tenured faculty. The tenured faculty will also produce a written evaluation and vote to be given to the Chair.
3. After careful consideration of the expressed and written opinions of the case committee members, extramural evaluators, and the tenured faculty, the Chair of the department shall produce an additional evaluation document. Evaluation documents with recommendations from the case committee, tenured faculty, and the Chair, will be forwarded to the Dean and the candidate (subject to the provisions in the University Document). The candidate will receive a copy of the evaluation document and the faculty vote of each evaluation when it is prepared.
4. Candidates for promotion or tenure may provide updates to their files during the review process.
5. The process for appealing a negative recommendation for promotion or tenure is outlined in Fulbright College and University documents.

C. Pre-tenure process.

1. All non-tenured tenure track faculty will select, in consultation with the Chair, a mentor from among the tenured faculty. This selection will be during the tenure track faculty member's first year of appointment. The mentor will be responsible for guiding the mentee in procedures and preparations for reviews, annual evaluations and promotion and tenure by the department.
2. 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 analyses resulting from the review. The criteria and procedures are the same as for the departmental portion of a tenure review except that no extramural evaluations will be solicited. The results of the review will be communicated to the Dean and to the candidate.