

Role, Scope, Criteria, Standards, and Procedures for the Formal Review of Tenurable Faculty

**College of Agriculture
Department of Veterinary Molecular Biology**

Effective July 1, 1997

SECTION 100

ROLE AND SCOPE STATEMENTS

112 ROLE AND SCOPE

112.2 Role and Scope of the Department

Role and Scope Statement

Veterinary Molecular Biology

Veterinary Molecular Biology (VMB) is engaged in research, teaching (undergraduate, graduate, and postdoctorate) and service. VMB does not have an extension or professional practice component. The primary mission of VMB is to perform basic and applied research to achieve a better understanding of animal health and disease for the ultimate benefit of the Montana and U.S. livestock producer, and society in general. VMB research involves MAES-directed, investigator-initiated, interdisciplinary, and collaborative projects that emphasize participation of undergraduate, master's, and doctoral students, postdoctoral fellows, and visiting and collaborating scientists. In addition to research, VMB vigorously supports the MSU preveterinary program and the biotechnology programs, as well as high quality instruction at the graduate and undergraduate levels. VMB offers the Master of Science and Doctor of Philosophy degrees. Unique academic opportunities, through student internships, are also offered by VMB.

113 ACADEMIC PROGRAMS

113.1 Academic Programs of the College

Academic Programs Offered

Veterinary Molecular Biology Laboratory

Non-Degree Program: Preveterinary Medicine Program

Master of Science Degree: Veterinary Molecular Biology

Doctor of Philosophy Degree: Veterinary Molecular Biology

114 RESEARCH AND CREATIVE ACTIVITY

114.2 Special Areas of Department Research and Creative Activity

Veterinary Molecular Biology pursues research on infectious disease and host responses to disease relevant to livestock.

115 OUTREACH/PUBLIC SERVICE

115.2 Special Areas of Department Outreach/Public Service

Veterinary Molecular Biology participates in outreach/public service by consulting in the area of livestock research for the Montana Department of Livestock and public and private institutions. Veterinary Molecular Biology also participates in the regional WICHE program.

SECTION 200

CRITERIA AND STANDARDS

211 TEACHING CRITERIA

211.3 Department Teaching Criteria

Criteria for promotion and tenure in the Veterinary Molecular Biology Laboratory are based on the VMBL's role and scope statement and selected criteria, mission of the College of Agriculture, and guidelines provided in the MSU Faculty Handbook. Evaluation for promotion and tenure will be based upon the faculty member's relative proportion of appointment in research and service and teaching. As an example, if a faculty member has a split of 0.8 research and 0.2 teaching, then items 1 (research), 2(service), 3 (professional) and 4 (instruction) will be weighted 0.75, 0.025, 0.025, and 0.2, respectively. In this example, 5% of the faculty member's appointment is devoted to service and professional development and is subtracted from the research component. These weight assignments will vary between different faculty appointments. If job responsibilities are changed during the year, the weight assigned to the various categories will be adjusted accordingly by the VMBL Head.

Instruction

- a. Teaching load and type
- b. Participation in advising and student consultation
- c. Participation in team-taught courses, guest lectures, and seminar and course development.
- d. Laboratory instruction of graduate and undergraduate students.
- e. Course development
- f. Results of analysis and evaluation of a course by peers; by graduates; by students using the Aleamoni/Knapp Student Evaluation Forms

212 RESEARCH CRITERIA

212.3 Department Research Criteria

Criteria for promotion and tenure in the Veterinary Molecular Biology Laboratory are based on the VMBL's role and scope statement and selected criteria, mission of the College of Agriculture, and guidelines provided in the MSU Faculty Handbook. Evaluation for promotion and tenure will be based upon the faculty member's relative proportion of appointment in research and service and teaching. As an example, if a faculty member has a split of 0.8 research and 0.2 teaching, then items 1 (research), 2 (service), 3 (professional) and 4 (instruction) will be weighted 0.75, 0.025, 0.025, and 0.2, respectively. In this example, 5% of the faculty member's appointment is devoted to service and professional development and is subtracted from the research component. These weight assignments will vary between different faculty appointments. If job responsibilities are changed during the year, the weight assigned to the various categories will be adjusted accordingly by the VMBL Head.

Research and other Creative Activities

- a. Progress and significance of research (for example, evidence of peer recognition, contribution to the profession, innovativeness and originality)
- b. Quality and quantity of research publications
- c. Acquisition of research funds from non-university sources (grantsmanship)

213 OUTREACH/PUBLIC SERVICE CRITERIA

213.3 Department Criteria

Service to Department, University, Profession, and Clientele

- a. Participation on departmental committees.
- b. Participation on College and University committees.
- c. Editorial duties.
- d. Consulting, including serving on grant review committees.
- e. Public service.

Professional (Career) Development

- a. Participation in instructional and research workshops/career enhancement courses.
- b. Establishment of collaborations.
- c. Effective use of sabbatical leave.

221 EFFECTIVENESS IN TEACHING

221.3 Department Standard(s) of Effectiveness in Teaching

Instructional effectiveness will be determined by the following: Faculty visitation to classrooms and laboratories, by review of student evaluations and by honors, citations, and awards for instructional effectiveness. Credit will be given for new course and seminar development, laboratory instruction, guest lectures, and participation in team-taught courses.

Documentation: The documentation should be presented in a uniform format as outlined in Section 471 of the MSU Faculty Handbook.

A. Standard(s) of Effectiveness in Teaching for Faculty with Instructional Expectations

Same as above.

B. Standard(s) of Effectiveness in Teaching for Faculty with Professional Practice Expectations

None

222 EFFECTIVENESS IN RESEARCH/CREATIVE ACTIVITY

222.3 Department Standard(s) of Effectiveness in Research/Creative Activity

Standards to be used in evaluation include, but are not limited to, the following: Scientific publications based on original research, citations in the literature, papers presented at scientific society meetings, evidence of diligent search for significant extra-departmental research funds, actual receipt of research grants, participation in collaborative projects and grants (P01, equipment, MBRS-type grants), and receipt of special honors, citations, awards or other recognition for research contributions. Publications in refereed journals will be weighted more heavily than those in non-refereed journals, and papers presented at national or international meetings more heavily than those at local or regional meetings.

Professional Development Effectiveness: Since the VMBL is engaged primarily in research, it is imperative that VMBL faculty pay particular attention to acquiring new research capabilities.

Documentation: The documentation should be presented in a uniform format as outlined in Section 471 of the MSU Faculty Handbook.

A. Standard(s) of Effectiveness in Research/Creative Activity for Faculty with Instructional Expectations

Same as above.

B. Standard(s) of Effectiveness in Research/Creative Activity for Faculty with Professional Practice Expectations

None.

223 EFFECTIVENESS IN OUTREACH/PUBLIC SERVICE

223.3 Department Standard(s) of Effectiveness in Outreach/Public Service

Service Effectiveness Service to the Department, University, state and region is expected of all faculty. For example, participation on departmental and university committees, continuing education, service on editorial boards of scientific journals and consultation constitute acceptable service activities.

Documentation: The documentation should be presented in a uniform format as outlined in Section 471 of the MSU Faculty Handbook.

A. Standard(s) of Effectiveness in Outreach/Public Service for Faculty with Instructional Expectations

Same as above.

B. Standard(s) of Effectiveness in Outreach/Public Service for Faculty with Professional Practice Expectations

None.

230 STANDARDS OF EXCELLENCE

231 EXCELLENCE IN TEACHING

231.3 Department Standard(s) of Excellence in Teaching

Teaching in Veterinary Molecular Biology will be judged excellent if there is substantial recognition by peer and colleague evaluation. New course development and successful mentoring of graduate students represent other standards for excellence in teaching.

A. Excellence in Teaching for Department Faculty with Instructional Expectations

Same as above.

B. Excellence in Teaching for Department Faculty with Professional Practice Expectations

Not applicable

232 EXCELLENCE IN RESEARCH/CREATIVE ACTIVITY

232.3 Department Standard(s) of Excellence in Research/Creative Activity

Research in Veterinary Molecular Biology will be judged excellent if there is substantial peer recognition at the national and international levels in addition to the standards for research effectiveness. Evidence of a focused, sustained, and externally funded research program associated with peer-reviewed publications and the mentoring of Ph.D. graduate students represent other standards for excellence in research.

- A. Excellence in Research/Creative Activity for Department Faculty with Instructional Expectations

Same as above.

- B. Excellence in Research/Creative Activity for Department Faculty with Professional Practice Expectations

None

233 EXCELLENCE IN OUTREACH/PUBLIC SERVICE

233.3 Department Standards of Excellence in Outreach/Public Service

Outreach/public service in Veterinary Molecular Biology will be judged excellent if there is peer, colleague, and/or public recognition.

- A. Excellence in Outreach/Public Service for Department Faculty with Instructional Expectations

Same as above.

- B. Excellence in Outreach/Public Service for Department Faculty with Professional Practice Expectations

None

240 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE

241 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN TEACHING

241.3 Department Policies and Procedures

Methods for conducting an in-depth assessment of teaching performance are:

Assessment of teaching performance in Veterinary Molecular Biology will consider the level of the faculty member's teaching appointment, classroom and laboratory contact hours, participation in team taught courses, mentoring of graduate students, mentoring of individual research problem courses by undergraduate students, evaluations (Aleamoni/Knapp), and honors, citations, and awards for instruction. In some cases, outside peer-review may be solicited. For retention, tenure, and promotion, assessment of the candidate will be done by the Veterinary Molecular Biology Promotion and Tenure Committee, which includes all tenured faculty in Veterinary Molecular Biology (the head of this committee is appointed by the Veterinary Molecular Biology Head) and department head prior to forwarding the candidate's dossier to the College. After the Veterinary Molecular Biology Promotion and Tenure Committee meets and votes on retention, promotion, and/or tenure, a summary of their actions is written by the committee head, which is given to the candidate and the department head.

242 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN RESEARCH/ CREATIVE ACTIVITY

242.3 Department Policies and Procedures

Methods for conducting an in-depth assessment of performance in research/creative activity are:

Assessment of research performance in Veterinary Molecular Biology will consider, but not be limited to, the following: Number of scientific publications based on original research at Montana State University, citations in the literature, invited and submitted papers presented at scientific meetings, evidence of diligent search for significant extra-departmental research funds, actual receipt of research grants, participation in collaborative projects and grants, and receipt of special honors, citations, awards, or other recognition for research contributions. Publications in refereed journals will be weighted more heavily than those in non-refereed journals, and papers presented at national or international meetings more heavily than those at local or regional meetings. For tenure review, a limited set of materials (faculty member's curriculum vitae, selected key reprints, list of instructional effort, and departmental promotion and tenure requirements) will be sent out for peer-review by at least 6 scientists outside of Montana State University. The faculty member chooses at least 3 of the external reviewers. The department head or the head of the Veterinary Molecular Biology promotion and tenure committee selects the remaining reviewers. For retention, tenure, and promotion, assessment of the candidate will be done by the Veterinary Molecular Biology Promotion and Tenure Committee, which includes all tenured faculty in Veterinary Molecular Biology (the head of this committee is appointed by the Veterinary Molecular Biology Head) and department head prior to forwarding of the candidate's dossier to the College. After the Veterinary Molecular Biology Promotion and Tenure Committee meets and votes on retention, promotion, and/or tenure, a summary of their actions is

written by the committee head and copies forwarded to the candidate and department head.

243 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN OUTREACH/ PUBLIC SERVICE

243.3 Department Policies and Procedures

Methods for conducting an in-depth assessment of performance in outreach/public service are:

Assessment of outreach/public service in Veterinary Molecular Biology will be based on peer, colleague, and public recognition. For retention, tenure, and promotion, assessment of the candidate will be done by the Veterinary Molecular Biology Promotion and Tenure Committee, which includes all tenured faculty in Veterinary Molecular Biology (the head of this committee is appointed by the Veterinary Molecular Biology Head) and department head prior to forwarding of the candidate's dossier to the College. After the Veterinary Molecular Biology Promotion and Tenure Committee meets and votes on retention, promotion, and/or tenure, a summary of their actions is written by the committee head, which is given to the candidate and the department head.

SECTION 300

STANDARDS FOR APPOINTMENT, PROMOTION, RETENTION AND TENURE

310 RETENTION AND SPECIAL REVIEW

310.3 Department Standards for Retention

The Department standards for retention are:

Same as the University and College Standards listed above and based on Veterinary Molecular Biology standards for effectiveness.

320 TENURE

321 STANDARDS FOR TENURE

321.1 Standards for Faculty with Instructional Expectations.

C. Department Standards

The Department standards for tenure are:

Same as the University and College Standards listed above and based on Veterinary Molecular Biology standards for effectiveness and excellence in instruction, research, and outreach/public service.

321.2 Standards for Faculty with Professional Practice Expectations

C. Department Standards

None

330 APPOINTMENT AND PROMOTION

331 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF ASSISTANT PROFESSOR

331.1 Standards for Faculty with Instructional Expectations

C. Department Standards

Same as College and University standards.

331.2 Standards for Faculty with Professional Practice Expectations

C. Department Standards

None.

332 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR

332.1 Standards for Faculty with Instructional Expectations

C. Department Standards

To be considered for promotion to Associate Professor, faculty should have:

1. Achieved a high level of instructional effectiveness (where applicable) as demonstrated by the continued use of adequate syllabi and/or laboratory manuals, modern texts and ancillary reading materials, and coordinated courses with overall goals, and programs within the Veterinary Molecular Biology Laboratory and the University.
2. Achieved a high level of research effectiveness as well as publication of original research results in refereed journals, established a reputation for research activities, and should have directed one or more graduate students through completion of research project(s) and awarding of degree(s).

3. Established a record of service to the department, university, profession, and clientele.

332.2 Standards for Faculty with Professional Practice Expectations

C. Department Standards

None.

333 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF PROFESSOR

333.1 Standards for Faculty with Instructional Expectations

C. Department Standards

To be considered for promotion to Professor, faculty should have:

1. Demonstrated continued excellence in research, instructional and service activities, and professional development.
2. Must have (instead of "should have" as above) directed a graduate student research program as the principal thesis advisor through the completion of the Ph.D. degree.
3. Established a national reputation as a researcher and demonstrated a leadership role in the department, university, profession, and clientele.

333.2 Standards for Faculty with Professional Practice Expectations

C. Department Standards

None

SECTION 400

PROCEDURES FOR FORMAL REVIEW OF FACULTY PERFORMANCE

414 RESPONSIBILITIES OF THE DEPARTMENT HEAD

The department head shall determine, to the best of her or his ability, whether the candidate's preceding review was conducted in substantial compliance with the procedures set forth by the department, college and this Handbook. The department head shall also conduct an independent and substantive review of the candidate's dossier and make recommendations regarding retention, tenure, and/or promotion. In cases of non-concurrence with the preceding review, the recommendation shall include a written rationale for non-concurrence.

The department head is also responsible for:

- A. *Accurately describing, in the initial letter of hire, the primary duties, responsibilities and conditions of employment, including the instructional or professional practice expectations of the appointment and years of credit toward tenure, of the faculty member.*
- B. *Informing the faculty member of the University, college, and department role and scope, criteria and standards documents which form the basis of formal review.*
- C. *Ensuring that each faculty member has a copy of the University, college, and department documents related to annual review, retention, tenure, and promotion. A copy of this document will be provided to each faculty member when he or she is hired.*
- D. *All Veterinary Molecular Biology faculty will receive hard copies of the University, College and Departmental document, as well as information to access it via computer. This information will be provided by the department.*
- E. *Preparing role statements, after negotiation with the faculty member that accurately describe the faculty member's current responsibilities, including any agreement regarding differential assignments which have been approved by the dean and Provost and Vice President for Academic Affairs.*
- F. *Informing faculty members of the applicable time lines for review.*

Upon receipt of deadlines from the college offices, the Department Head will inform candidates of deadlines for submission of their dossiers.

- G. *Providing the department review committee with information and materials essential to their deliberations, according to department, college and University procedures.*

The Department Head will provide the department committee with copies of the candidates' dossiers.

The Veterinary Molecular Biology Head will provide the instructions or "charge" to the departmental Promotion and Tenure Review Committee concerning the review of a faculty member. The charge will include appointment of a head for the committee, relevant timelines for the review, and general instructions on how the review should proceed. The Veterinary Molecular Biology Promotion and Tenure Review Committee (or Faculty Evaluation Committee) for third year, tenure, and promotion review will consist of all tenured Veterinary Molecular Biology faculty. The chair of this committee will be appointed by the Veterinary Molecular Biology Head and will solicit all pertinent review documents from the faculty member being reviewed.

415 RESPONSIBILITIES OF THE DEPARTMENT REVIEW COMMITTEE

415.1 Membership and Procedures for Selection

The Veterinary Molecular Biology Head will provide the instructions or "charge" to the departmental Promotion and Tenure Review Committee concerning the review of a faculty member. The charge will include appointment of a head for the committee, relevant timelines for the review, and general instructions on how the review should proceed. The Veterinary Molecular Biology Promotion and Tenure Review Committee (or Faculty Evaluation Committee) for third year, tenure, and promotion review will consist of all tenured Veterinary Molecular Biology faculty. The chair of this committee will be appointed by the Veterinary Molecular Biology Head and will solicit all pertinent review documents from the faculty member being reviewed.

415.2 Responsibilities of the Committee

All materials submitted during the course of a Veterinary Molecular Biology faculty member's review will be kept confidential. Only members of the Promotion and Tenure Review Committee and Department Head will be allowed initial access to the documents. In between reviewing of the documents, they will be kept in a locked file.

A. No materials may be added to the dossier without notice to the candidate and opportunity for the candidate to respond. [FH 813.02]

None will be allowed.

B. The department committee is also responsible for annually reviewing, making suggestions for modification, and approving the role and scope, criteria and standards document of the department.

415.3 Establishing Procedures for Obtaining External Peer Reviews

The chair of the Promotion and Tenure Review Committee (Faculty Evaluation Committee) and/or the Head of the Veterinary Molecular Biology Laboratory will be responsible for soliciting evaluation letters from at least six research peers (outside of MSU) of the faculty member being considered for tenure, promotion to associate professor or promotion to professor. Half of the peers selected will be provided by the chair of the Faculty Evaluation Committee and/or Head of the Veterinary Molecular Biology Laboratory, the remaining peers will be provided by the faculty member being reviewed. These letters will be used to assess the relative value, productivity, and competitiveness of the faculty member.

SECTION 500

ANNUAL REVIEW

501 LETTER OF HIRE/FACULTY ROLE STATEMENT

Procedures Review

The Faculty Evaluation Committee and the Veterinary Molecular Biology Laboratory Head will annually examine the review procedures, preferably before October 1. Any changes in the review process must be approved by the Veterinary Molecular Biology Laboratory faculty and Head.

510 PROCEDURES FOR CONDUCTING ANNUAL REVIEWS

510.02 Department Procedures

Faculty must provide the Veterinary Molecular Biology Head all materials in support of annual review by the end of January. Faculty reviews will be completed by the end of March.

Annual faculty evaluations will be conducted in accordance with the 1995 version of Section 720 of the MSU Faculty Handbook, I. Section D.

Each Veterinary Molecular Biology Laboratory faculty member, upon request from the Veterinary Molecular Biology Laboratory Head, will provide the following items.

1. A summary of his/her activities in research, instruction, service and professional development as outlined in the Veterinary Molecular Biology Laboratory selected criteria.
2. A brief description of his/her annual goals based on the Veterinary Molecular Biology Laboratory's role and scope statement.
3. All previously approved goals statements and review documents for the faculty member may also be requested (it is the faculty member's responsibility to save and provide these documents for future review).

The Veterinary Molecular Biology Laboratory Head will review the materials and provide a written evaluation, based upon the Selected Criteria, prior to meeting with each faculty member.

Faculty members and the Veterinary Molecular Biology Laboratory Head will meet to discuss the evaluation and to sign and date the annual goals statement.