

Recommended Best Practices for Tenure and Promotion Advisory Committees for Extension Faculty

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T & P Advisory Committee Basics

- ✓ Know your role and responsibilities.
- ✗ Don't guess about process.
- ✗ Don't assume "old" practices apply. The code is revised every year.
- ✓ Review Faculty Code Section 405.6.

Role of T & P Advisory Committees - The Faculty Code

Current Code:

405.6.2 (1) Tenure advisory committee (TAC).

The role and responsibility of the TAC is to provide an annual evaluation of a faculty member's progress toward tenure and promotion. The TAC is responsible for providing feedback to the faculty member with regard to progress toward tenure and promotion, and shall recommend (a) to renew the appointment or (b) not to renew the appointment (407.2.1(5)). In the final year of the pre-tenure probationary period, the committee shall recommend (a) awarding promotion and tenure or (b) denying promotion and tenure (407.2.1(5)).

Specific Tenure Advisory Committee Responsibilities

“TAC shall meet with the candidate at least annually and review progress toward tenure. All TAC members shall participate interactively, either physically or by electronic conferencing.” (405.7.1)

At tenure time . . . “The TAC [and department head] shall mutually agree to the peer reviewers from whom letters will be solicited.” (405.7.2)

The TAC must agree on final drafts of the file summary and cover letter sent to external peer reviewers

TAC would need to agree that EPRs be asked to evaluate secondary areas of emphasis in role statement.

Review and evaluate candidate for tenure base on information in the candidate’s file including external peer reviews. Make a tenure recommendation decision and report it in a letter to the department head.

What is Not a Responsibility in the Code for Advisory Committees?

Dossier Review and Editing.

The Dossier is the Candidate's Responsibility

Code: 405.6.3 Candidate's File

The candidate is responsible for keeping his or her professional file current and complete. This file is the primary source of information for the tenure advisory committee or promotion advisory committee. The file should include thorough documentation related to the responsibilities outlined in the role statement.

Advisory committee members – WARNING!

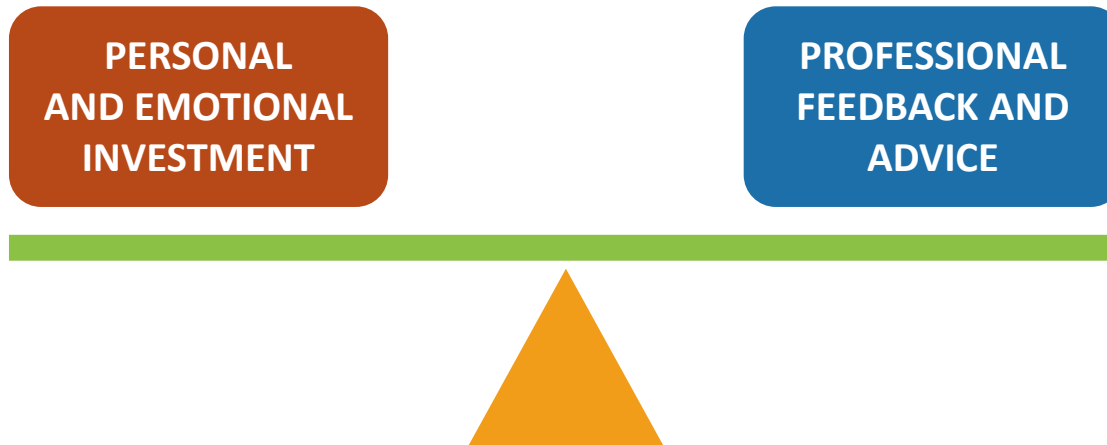
- ✓ Feedback to candidate about dossier – OK
- ✗ Editing the dossier like a graduate thesis – Not really your job
- ✓ If dossier stinks, offer more feedback – That's OK

T & P Advisory Committees

A Cultural Shift

- ✗ Official mentoring role - OUT
- ✓ Evaluative and advisory role - IN

Professional feedback/advice should outweigh personal/emotional investment to assure objectivity.



USU's Criteria for Tenure and Promotion

Code: 405.4.2

Tenure and promotion from Extension Assistant Professor to Extension Associate Professor are awarded on the basis by which an Extension faculty member performs his or her role statement. Each candidate must present evidence of excellence in major emphasis of Extension role statement.

*** Advisory committee chairs**



Be prepared for advisory committee meetings



Make sure there is a recently signed role statement

Most Important Information in Extension Dossiers

- 1** **CONTENT** and descriptions of Extension activities
 - What did you do?
- 2** **CONTEXT** for meaning and value of Extension activities
 - Why did you do it?
- 3** **IMPACT** of Extension activities
 - What effect did it have?
- 4** **PERFORMANCE** in Extension role
 - How well did you do it?
- 5** **EVIDENCE** for impacts
 - How do you know?

Advisory Committee Members and Candidate Review

Conduct meetings properly; be prepared.

Concentrate on assessment and evaluation, less on dossier editing.

Committee letters should NOT be CV summary; they should be serious assessment of performance.

Exert professional discretion; be honest and forthright.

Be accurate in your letter.
Neither exaggerate nor ignore
important features of the dossier.
Address. . .

**“ELEPHANTS
IN THE ROOM.”**



Recommendation Letters from Advisory Committees, Department Heads, or Deans:



**NEVER INCLUDE
NAMES OR
IDENTIFYING
INFORMATION OF
EXTERNAL PEER
REVIEWERS!**

Extension T&P Advisory Committee Take Home Messages

- 1** Know, understand, and implement correct process and responsibilities in code.
- 2** Act professionally, less personally.
- 3** In report, provide context and evidence for strengths and weaknesses.
- 4** Be thorough, honest, and forthright.