

College of Agricultural Sciences Promotion and Tenure Committee Guidelines

Updated in June 20 2023

1. Each tenure unit will elect a tenured Associate Professor or full Professor to serve on the CAS P&T committee for a 3-year term.
2. All tenured and tenure-track faculty within a tenure unit are eligible to vote to elect the faculty member to the committee.
3. Eligible committee members within a tenure unit include only those who hold tenured Associate Professor or full Professor ranks.
4. The committee shall include a majority (6) of full Professors.
5. Committee members shall not be administrators including department heads/chairs or branch station directors.
6. At least one member of the CAS P&T Committee should be located off-campus at either a branch experiment station or Extension office. In the event we are not able to have a committee member from a branch station or extension office serve on the committee, the ADFA may appoint a member from on campus faculty.
7. The Committee elects a chair or co-chairs for coming academic year at the end of the current academic year annually. Only full Professors may serve as chair or co-chair of the committee.
8. The Committee may elect an ad hoc member to serve a 1-year term to fill any deficiencies in the committee's composition.
9. CAS P&T Committee members should only abstain when there is a clear conflict. Being from the same unit is not a conflict of interest. Committee members should not abstain because they are indecisive on the review of a dossier (e.g., disagreeing with the process, evidence, or timing of promotion). Therefore, committee members should vote at the college P&T committee level on a case from their tenure or budgetary unit unless there is a clear conflict. However, the committee member shouldn't also vote at their department P&T committee level.
10. Associate Professors cannot vote on a case for promotion to Professor. However, Associate Professors may participate in the discussion of these cases.
11. The CAS P&T committee's assessment shall provide: i) an independent evaluation of the merits of the candidate as presented in the dossier based on university P&T criteria, (ii) an opinion as to whether the departmental-level letters of evaluation fairly and uniformly assess the merits of the candidate's performance as documented in the dossier, and (iii) an assessment of the consistency of standards applied to all candidates in the college.
12. The CAS P&T committee is charged with evaluating candidates, but not in an advocacy role (all dossiers).
13. The CAS P&T committee should not compromise their own assessments by drawing extensively on choice quotes from external reviewers (professorial ranked dossiers).
14. Evaluations should be based on the professorial responsibilities of the candidate. Significant administrative responsibilities, such as department head, branch experimental

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director, etc. are not in the scope of the college P&T committee's evaluation.

15. When evaluating a second promotion (e.g., to Professor), assessment should be based on the achievements since the last promotion alongside an evaluation of the candidate's total record (all ranks).
16. If CAS P&T committee is not supportive to a candidate's promotion and/or tenure, the areas of deficiency should be specified and stated in detail in its assessment letter.
17. The committee's assessment letter shall avoid to include personal opinions and/or comments outside the scope of this committee's assigned duties.
18. The CAS P&T committee shall check that each dossier has been properly prepared following university guidelines.