

## **HSU Wildlife Department RTP Criteria & Standards 3 September 2009 – Approved 9/15/09**

### **Assessment of the Areas of Performance for RTP**

#### **A. Demonstration of Teaching Excellence**

The Wildlife faculty believes that existing Appendix J language adequately covers assessment of teaching effectiveness, the primary criterion for RTP, and we believe that it continues to be appropriate to weigh teaching effectiveness most heavily in the RTP process. If a probationary faculty member has not adequately demonstrated teaching effectiveness, the RTP should not be granted.

#### **B. Scholarship and Creative Activities.**

##### **CONTRIBUTIONS:**

For the granting of tenure, the Department expects a faculty member to provide evidence of an on-campus research program that encourages and provides for student involvement. This research enhances teaching and enriches the learning environment. Each faculty member is required to demonstrate contributions to knowledge in his or her area of specialization. At least some of these contributions from HSU-based activities should provide evidence of graduate or undergraduate student involvement. A faculty member must provide evidence of his or her efforts towards the dissemination of original research in peer-reviewed publications, as well as evidence of efforts towards the submission of extramural research grant proposals. Contributions made during any service credit years granted to a faculty member will have equal standing to HSU-based contributions. The timing of contributions is not critical, but evidence of on-going on-campus scholarly activity must be presented.

Scholarly contributions are of many types and of variable importance with respect to the RTP process. We have therefore classified such contribution into two distinct categories of relative value.

##### **Category I.**

**Peer-Reviewed Publications:** Academic journal papers or similar publications that represent original research contributions to knowledge in wildlife management and related disciplines. Peer-reviewed books, book chapters, textbooks, review articles, symposium proceedings and the like that primarily compile, organize and analyze scholarly publications in wildlife research or related subjects. *Many contributions are multi-authored. For RTP purposes, the greater the involvement of the faculty member, the more important the contribution. Faculty may wish to clarify their involvement in a contribution if they are not the senior author.*

**Extramural Research Grants or contracts:** Funded extramural grants or contracts in support of original work and research. Over review cycle (a three year period), one unfunded grant proposal may be counted as a contribution required from Category I if submitted to highly competitive & prestigious or high dollar value funders and subjected to competitive evaluation

by peers. *Funded proposals shall be weighted more heavily than unfunded proposals. Co-PIs should specifically indicate the contributions they made to a proposal. Exceptional size and longevity of funded grants may carry additional weight towards fulfilling the requirements for tenure.*

Completed Graduate Theses: Masters theses on which the faculty served as the thesis advisor or co-advisor.

## **Category II.**

Funded Intramural Grants: Seed grants for research, graduate student support, etc., awarded by on-campus selection committees and/or funded with funds from HSU or HSUSPF.

Technical Reports: Non-peer-reviewed technical reports presented in completion of contracts that have a substantial scholarly value (and are not simply a bureaucratic exercise).

Software and Instructional Materials: Non-peer-reviewed 'courseware', tutorials, or software developed for innovative instruction or specialized research uses. These contributions shall be evaluated based on evidence of value to the discipline.

Other Non-Peer-Reviewed Publications: Professional letters, professional book reviews, and other non-peer-reviewed publications in the discipline. Opinion-editorial pieces if relevant to the faculty's areas of professional expertise.

Extramural Meeting Presentations: Presentations at professional society meetings, published or unpublished abstracts from papers or posters presented at regional, national or international meetings, conferences, or symposia (including such meetings when they are held on the HSU campus).

Academic Seminars: e.g. Departmental Seminars at HSU or other academic institutions (but not simply guest lectures for a course).

Contributions in preparation: Contributions in preparation will not be considered as evidence except in exceptional situations (e.g., an especially large text, with demonstrable evidence of progress and promise for future publication). *Such unpublished contributions must be documented and evaluated (e.g., with letters of support from colleagues).*

## **EVALUATION:**

Self-evaluation of *Scholarship and Creative Activities* should be provided by the faculty member in his or her PDS. Each member of the Wildlife IUJPC shall evaluate the Scholarship and Creative Activities of faculty being considered for tenure according to three categories of performance: Excellent, Good, and Minimum Essential, with benchmark criteria for each described in the box below.

**Excellent**

An average of at least three distinct contributions per year are expected from Category I (peer-reviewed publications, extramural grants, completed graduate theses). An average of at least one contribution per year (including service credit years) from Category II is expected. It is also expected that the faculty member maintains a full complement of graduate students (3) and an active research lab.

**Good**

At least two distinct contributions per year from Category I. An average of at least one contribution per year (including service credit years) from Category II is expected. It is also expected that the faculty member maintains a full complement of graduate students (3) and an active research lab.

**Minimum Essential**

Approximately one contribution per year (including service credit years) from Category I and approximately one contribution per year from Category II is expected. It is also expected that the faculty member maintains a full complement of graduate students (3) and an active research lab.

**Notes:**

- For the purpose of evaluating faculty performance in the area of scholarship and creative activities, additional contributions in Category I can be used to take the place of required contributions from Category II.
- The above expectations are guidelines, subject to interpretation based on temporal trend, quality/breadth, and balance of types of contributions. Therefore, for example, it is possible for a faculty member to average less than three Category 1 contributions per year and still achieve an *excellent* evaluation; likewise, it is possible to average at least two Category 1 contributions per year but fail to achieve a *good* evaluation.
- A balance among publications, completed Master's theses, and funded grants/contracts is expected. For example, an average of 3 MS per year with no publications or grants is unlikely to yield an excellent evaluation.
- Performance standards should take into account the time in service of a candidate considered for RTP. For example, expectations for scholarship for non-tenured faculty responsible for initial development of course materials cannot fairly be as great as for Associate Professors being considered for promotion to Full Professor.
- Performance standards should also take into account release time provided by external grants/contracts for research. For example, expectations for scholarly contributions should be higher for a faculty member that has had substantial "buy-out" from teaching duties.

## **C. Service to the Profession, University, or Community.**

Faculty service activities are important, but the Department encourages faculty to emphasize *Scholarship or Creative Activities*, especially in the probationary years prior to the granting of tenure. Evidence of modest, but high-quality, on-going service activity is expected of faculty under consideration for tenure. Documentation of service requires that faculty provide a measure of their efforts (e.g., hours worked) on each activity.

The Department considers service in three categories (service to profession, university, community) to be of equal value, so long as the documented level of effort is equivalent. However, all faculty will be expected to provide some evidence of service to the Department or University, and we expect that reported service to the community takes advantage of the

professional expertise of faculty members. The following are lists of possible activities, which may not be comprehensive and does not denote any order of importance.

### **Evidence of Service to the Profession**

- Service at meetings of professional organizations, including organizing or chairing meetings, symposia or contributed paper sessions.
- Service in an official capacity for professional societies or organizations, including activity as an officer, committee chair, committee member, or the like.
- Service awards and honors from professional societies or organizations.
- Service as an editor or member of an editorial board for a professional journal.
- Service as a reviewer for professional publications, especially peer-review of manuscripts of journal articles, books, textbooks, and the like.
- Service as a reviewer for grant applications submitted to professional granting agencies such as the National Science Foundation.
- Service as a scientific consultant for public or private agencies.

### **Evidence of Service to the University**

- Service in governance, including membership on standing or ad hoc committees or offices involved in the governance.
- Service in organizing or conducting University functions and activities.
- Service on graduate student thesis committees at HSU or elsewhere.
- Mentoring activities sponsored by the University (e.g., of new faculty members) that are not directly related to instruction.
- Service as a faculty sponsor or advisor for on-campus student clubs or organizations.

### **Evidence of Service to the Community**

- Service in community groups, including membership on local boards or other evidence of activity in community governance.
- Participation in mentoring, fund-raising, and charitable efforts in the community.
- Service in organizing or conducting community functions and events.
- Presentations of lectures or other instruction delivered to community groups or organizations.

### **EVALUATION:**

Self-evaluation of *Service to the Profession, University, or Community* should be provided by the faculty member in his or her PDS. Faculty should describe all service contributions along with a measure of the effort devoted to each contribution. Effort of more than a few hours on a specific service activity should be documented with a letter of support from an appropriate person. For granting of tenure, all probationary faculty will be expected to show some evidence of service to the Department or University.

The IUPC shall review the material submitted by faculty as evidence of service, and evaluate these contributions as 'Excellent', 'Good' or 'Minimum Essential'. The Department defines these categories as follows:

'Excellent' – A substantial and sustained level of activity, (approximately 75 hours per academic year), at least half of which is devoted to ongoing committees or other activities that require regular, periodic effort.

'Good' – Regular activity (approximately 50 hours per academic year), at least half of which is devoted to ongoing committees or other activities that require regular, periodic effort.

'Minimum Essential' – An average of 15 or more hours of service per year, at least half of which can be defined as 'Service to the University'.

## **D. Exceptional Situations**

The Department acknowledges that exceptional situations may arise in which the specific criteria and rankings delineated above for ancillary activities may not provide an appropriate rubric for the awarding of tenure. For example, such situations may arise when faculty are specifically hired to conduct activities in addition to instruction, such as program development, or they may be assigned substantial administrative duties that reduce their time available to engage in Teaching, Scholarship and Creative Activities, and Service.

Accordingly, the specific requirements for scholarly and service activities may be modified on a case-by-case basis, in consultation with the CNRS Dean, so long as faculty have met the primary requirement of demonstrating excellence and effectiveness in their teaching assignments. Any requested modifications of tenure criteria should be specifically itemized and presented to the IUPC by the faculty member at least one year prior to the submission of personnel files for the tenure decision.