

## **HSU Fisheries Biology RTP Criteria December 2020:**

### **To Replace the University-Wide Section IX. B. in Appendix J:**

#### **Assessment of the Areas of Performance for RTP: Criteria for Tenure**

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

The Fisheries Biology 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, then RTP should not be granted.

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

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. 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. It is expected that the faculty member will maintain an active research lab with multiple enrolled graduate students. 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 contributions into two distinct categories of distinct relative value. No relative importance or weighting is implied by the order of listing of various contributions within each category, however.

##### **Category I Contributions Include:**

Peer-Reviewed Publications: These include academic journal papers or similar publications that represent original research contributions to knowledge in fisheries research, biology of fishes, or related subjects. Also included are peer-reviewed books, book chapters, textbooks, review articles, symposium proceedings and the like that primarily compile, organize and analyze scholarly publications in fisheries research, biology of fishes, or related subjects. *For any co-authored publications, the specific role of the faculty member in generating the final product should be indicated. The greater the involvement of the faculty member, the more important the contribution. Publications in high profile journals shall be weighted more heavily than contributions to regional journals with low impact factors.*

Extramural Research Grants or contracts: These include funded extramural grants or contracts in support of original research (whether for instrumentation, personnel, student

research stipends, educational opportunities, or operating expenses). Unfunded extramural grant proposals in support of original research, when such proposals were submitted to established funding agencies for competitive evaluation by peers will also be considered. *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 count as a Category I contribution. *Unless the Masters Degree has already been awarded to the student in question, the completeness of theses must be documented (e.g., with letters of support from colleagues or within the applicant's Personal Data Sheet).*

### **Category II Contributions include:**

Funded Intramural Grants: Seed grants for research, graduate student support, etc., awarded by on-campus selection committees.

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 and dissemination, for example, through collegial letters.

Other Non-Peer-Reviewed Publications: Professional letters, professional book reviews, and other non-peer-reviewed publications in the discipline.

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: Public presentation of research results in a seminar (e.g., Departmental Seminars at HSU or other academic institutions.)

Other Unpublished Materials: Manuscripts in preparation, grant proposals in preparation, student theses in progress, research data sets, and the like. *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 Fisheries Biology IUPC shall evaluate the Scholarship and Creative Activities of faculty being considered for tenure according to three categories of performance: Excellent, Good, and Minimum Essential.

**'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 unfunded grant proposal may be used as one of the three contributions required from Category I, if the proposal was submitted to an established funding agency and was subjected to competitive evaluation by peers. An average of at least one contribution per year (including service credit years) from Category II is expected.

**'Good'** – At least two distinct contributions per year from Category I. An unfunded grant proposal may be used as one contribution required from Category I, if the proposal was submitted to an established funding agency and was subjected to competitive evaluation by peers. An average of at least one contribution per year (including service credit years) from Category II is expected.

**'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.

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. However, the reverse will not be true; additional contributions from Category II cannot be used to offset deficiencies in contributions from Category I. Also, at least one of the Category I contributions during the review period must be a peer-reviewed publication.

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

Faculty service activities are important, but in order to support graduate education, 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 in terms of 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, College, 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, but may not be comprehensive, and do not denote any order of importance.

### **I. 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.

## II. 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.

## III. 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' – An average of 120 or more service hours per year (4 hours per week per 2 semesters), at least half of which can be defined as 'Service to the University'.

'Good' – An average of 60 or more service hours per year (2 hours per week per 2 semesters), at least half of which can be defined as 'Service to the University'.

'Minimum Essential' – An average of 30 or more hours of service per year (1 hour per week for 2 semesters), at least half of which can be defined as 'Service to the University'.

## **D. Combined Evaluation of Scholarship and Creative Activities AND Service to the Profession, University, or Community.**

Faculty must either score “good” in both scholarship and service, or achieve “excellence” in one and “minimum essential” in the other.

### **Assessment of the Areas of Performance for RTP: Criteria for Full Professor**

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

The Fisheries Biology 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 tenured faculty member does not continue to demonstrate teaching effectiveness, then retention and promotion should not be granted. To be promoted to the rank of Full Professor candidates must demonstrate mastery in their area of expertise and the capacity to teach advanced courses, such as those at the graduate level.

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

For promotion to full professor, the Department expects a faculty member to provide evidence of a research program that maintains the standards required for Tenure. In addition, the faculty member will provide evidence of leadership in Scholarship and Creative Activities, such as contributions of proposals submitted as the lead investigator, publication of work by mentored students, organizing scholarly symposia, or chairing technical committees. Full Professor is extended only to those faculty who are recognized by colleagues in their field and the University of achieving the highest level of respect. For this reason expectations for scholarship for promotion to full professor exceed those of non-tenured faculty seeking tenure.

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

For promotion to full professor, the Department expects a faculty member to provide evidence of service that maintains the standards required for Tenure and also provide evidence of leadership in Service to the Profession, University, or Community, including activities such as chairing university or department committees, serving in an editorial capacity for scholarly journals, or organizing community events taking advantage of professional expertise. Full Professor is extended only to those faculty who have demonstrated a strong record of participation and achievement in service activities and that show promise of continued growth. For this reason expectations for scholarship for promotion to full professor exceed those of non-tenured faculty seeking tenure.

## **D. Combined Evaluation of Scholarship and Creative Activities AND Service to the Profession, University, or Community.**

Faculty must either score “good” in both scholarship and service, or achieve “excellence” in one and “minimum essential” in the other.

## **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 or for promotion to full professor. 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, or they may have a tenure track position that is partially supported by an outside entity. These exceptional circumstances will alter their time available to engage in Teaching, Scholarship and Creative Activities, and Service.

For example, performance criteria for scholarship and service should be adjusted for faculty positions that are sponsored by substantial contributions by entities outside of HSU. The extent of the adjustment will be dictated by the magnitude and duration of support provided by the sponsor (ie, 25% to 50%) and the professional obligations required by the sponsor (ie, scholarship and/or service). For example, a faculty member in a split position supported 50% by HSU and 50% by an extramural agency would be expected to dedicate 50% of their effort to sponsor-directed activities. If the sponsor dictates performance in the area of scholarship, then the faculty member's contribution should meet scholarship requirements higher than those of a standard tenure-line position in Fisheries Biology (i.e. double the requirements outlined above, if the sponsored activities allow greatly expanded scope for scholarship). Adjustment to the standard evaluation criteria should be justified by the faculty member in their "self-evaluation". Probationary faculty filing Professional Development Plans should propose performance goals consistent with their special circumstances and the above general guidance.