

# HORTICULTURE PROMOTION and TENURE CRITERIA

**Revised and accepted by the Horticulture Faculty 15 July 2015**

**Reviewed and approved by the CAES Dean 21 August 2015**

**Reviewed and approved by the Provost 31 August 2015**

In all matters related to promotion and tenure, the Department of Horticulture will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty members are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Horticulture, and must be reviewed and approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, Dean and the Provost. All revisions and approval dates must be listed in the PTU document.

The extent to which the candidate is required to meet research/instruction/extension criteria will be proportional to the candidate's appointment. Service contributions are applicable to all candidates.

## **Service Contributions**

**As outlined in the University Guidelines, there is an expectation of service to society, the University and the profession.**

Criteria for Promotion from Assistant to Associate Professor that must be satisfied to provide clear and convincing evidence of service:

- 1) Committee or similar work (including faculty governance bodies) assignments at Department, College, and/or University level
- 2) Committee or similar work assignments in professional societies (e.g. election to offices, committee activities, editorial work, peer review)

Criteria for Tenure:

1. All criteria listed above in this category

Promotion from Associate Professor to Full Professor that must be satisfied to provide clear and convincing evidence of service:

1. All criteria as for promotion to Associate Professor

## **Research Accomplishments**

The principal criteria for promotion should be the quality of the research contribution rather than quantity. The candidate should clearly indicate their role/contributions in the efforts.

Criteria for Promotion from Assistant to Associate Professor that must be satisfied to show clear and convincing evidence of emerging stature as a regional or national authority:

1. Contribute innovative knowledge in the field of horticulture (e.g. intellectual properties)
2. Publish research in refereed horticulture/biological science-related scientific journals of national or international significance
3. Obtain funding for independent or collaborative research
4. Demonstrate effective leadership in developing a research program from initiation to completion of projects
5. Collaborate effectively with other scientists for enhancing creative endeavors through documentation of cooperative publications and funding opportunities
6. Receive regional and/or national recognition of research accomplishments in the area of expertise within the horticulture discipline (e.g. awards, invited presentations, manuscript review activities, recognitions within professional societies related to research)
7. Effectively advise and mentor graduate students in their research (e.g. serve as major professor or on graduate committees or assist a student in their research activities)

Criteria for Tenure:

1. All criteria listed above in this category
2. Continue satisfying the needs of the department for the specific research expertise of the candidate

Criteria for Promotion from Associate to Full Professor that must be satisfied to demonstrate national or international recognition in the candidate's field and the likelihood of maintaining that stature:

1. Demonstrate continued contributions of innovative knowledge in the field of horticulture since promotion to Associate Professor
2. Sustain a developed, research program by obtaining funding for research
3. Publish research in refereed horticulture/biological science-related scientific journals of national or international significance
4. Provide successful leadership in collaborative research efforts
5. Receive recognition as a research leader at the national or international level in the candidate's area of expertise within the horticulture discipline (e.g., awards, invited presentations, manuscript review activities, recognitions within professional societies related to research, invitations to serve on funding review panels, service on editorial boards, evidence of high impact articles)
6. Effectively advise and mentor graduate students in their research

## **Extension Accomplishments**

The principal criteria for promotion should be the quality of the Extension contribution rather than quantity. The candidate should clearly indicate their role/contributions in the efforts.

Criteria for Promotion from Assistant to Associate Professor that must be satisfied to show clear and convincing evidence of emerging stature as a regional or national authority:

1. Demonstrate leadership and technical ability in developing innovative horticulture extension programs that are based on industry and societal clientele needs related to horticulture
2. Establish specific educational expertise within the department relative to the candidate's horticulture expertise
3. Develop extension publications that address emerging needs of Georgia's horticulture clientele (e.g. Extension bulletins, circulars, fact-sheets, applied research journals, newsletters, trade journal articles, exhibits/posters, CDs, computer programs, interactive learning modules, multi-media educational programs, electronic products [e-books, web sites, blogs])
4. Develop and coordinate programming within the area of the candidate's area of expertise (e.g. in-service training, seminars, workshops, webinars, county/regional meetings, field days, clientele consultations, advisory meetings, radio/television interviews)
5. Establish applied clientele-related research programs in horticulture that contribute to relevant segments of Georgia's horticulture clientele and publish this research in refereed horticulture/biological science-related journals
6. Receive state and regional recognition of emerging stature in extension programming and research application in the candidate's area of the horticulture discipline (e.g. awards from county faculty, industry, professional societies, etc.; invited presentations, manuscript review activities, recognitions within professional societies related to outreach)
7. Obtain funding for independent or collaborative extension activities

Criteria for Tenure:

1. All criteria listed above in this category
2. Continue satisfying the needs of the department for the specific outreach expertise of the candidate

Criteria for Promotion from Associate to Full Professor that must be satisfied to demonstrate national or international recognition in the candidate's field and the likelihood of maintaining that stature:

1. All criteria as for promotion to Associate Professor
2. Demonstrate outreach programs have achieved national and/or international recognition and will be maintained at this stature (e.g. awards, invited presentations, invitations to provide relevant programs in other states and regions, recognitions within professional societies related to outreach, invitations to serve on funding review panels, service on editorial boards, evidence of high impact articles)

## Teaching Accomplishments

Criteria for Promotion from Assistant to Associate Professor that must be satisfied to show clear and convincing evidence of emerging stature as a regional or national authority:

1. Scholarship as evidenced by publishing peer-reviewed pedagogical or scientific articles
2. Scholarship as evidenced by pedagogical or scientific presentations at professional meetings or publication of scholarly text(s) or attainment of funding for academic programs
3. Engage students in the learning process (e.g. experiential learning, service learning)
4. Demonstrate effective teaching by developing a teaching portfolio that contains:
  - a) A teaching philosophy statement prepared by the candidate
  - b) List of courses taught during the evaluation period, including course number, title, brief description, % credit if team-taught, credit hours, and enrollment
  - c) Teaching innovations such as major revisions of an existing course or development of a new course
  - d) Quantitative results of the standard College student evaluation form for each course and year taught
  - e) Written comments of students on evaluations
  - f) The syllabus for each course listing topics covered, texts, and grading scheme.
  - g) Examples of students' work, such as a term paper, lab report, or exam (name omitted)
  - h) Peer evaluation of courses taught
  - i) Course handouts, lab guide, web site, or other instructional material written by the instructor (as appendix)
5. Promote student professional development (e.g. offer undergraduate research opportunities, contribute to extracurricular student enrichment activities such as clubs)
6. Participate in the recruitment and retention of horticulture students
7. Effectively advise and mentor horticulture undergraduate and/or graduate students in course work and meeting degree requirements

Criteria for Tenure:

1. All criteria listed above in this category
2. Continue satisfying the needs of the department for the specific teaching expertise of the candidate

Criteria for Promotion from Associate to Full Professor that must be satisfied to demonstrate national or international recognition in the candidate's field and the likelihood of maintaining that stature:

1. All criteria as for promotion to Associate Professor

Acceptable documentation for meeting the criteria for research, extension and teaching is listed in the *Guidelines for Appointment, Promotion, and Tenure* handbook.

## Annual Evaluations and Third Year Review

The processes and procedures for Annual Evaluations and Third-Year Reviews of candidates follow the university guidelines as stated in the *Guidelines for Appointment, Promotion, and Tenure* document.