

**The University of Southern Mississippi
Department of Nutrition and Food Systems
Guidelines for Tenure & Promotion
Prepared Spring 2008
Revised August 2009
Approved by NFS faculty vote 9-17-2009
Revised November 2012
Approved by NFS faculty vote 11/30/2012**

The Department of Nutrition and Food Systems at the University of Southern Mississippi strives to prepare qualified professionals and conduct applied research, focusing on improved nutritional health and well-being of individuals, families, and communities. In order to accomplish this mission, the department seeks to excel in selection, development and retention of highly qualified faculty members. Evaluation is an important component of faculty development and retention. The evaluation process addresses individual, departmental, college, and university goals while incorporating the complex nature of faculty work, recognizing each faculty member's unique talents and expertise, and supporting individual career development. Faculty are expected to show annual progress in professional development and meeting goals for tenure and promotion.

Scholarship in teaching, research and service is central to achieving the departmental mission in Nutrition and Food Systems. The weighting and proportion of these different areas may differ among individual faculty members within the department based on programmatic needs of the department. Likewise, administrative functions are required of some faculty members in order to ensure that the department maintains accreditation of its professional programs and achieves departmental goals related to undergraduate and graduate programs. The department guidelines seek to recognize the varying proportion of faculty member's time devoted to teaching, research, and service. Excellence in one area alone is insufficient to meet tenure and promotion criteria. The faculty candidate for tenure and/or promotion must make contributions in teaching, research and service. Furthermore, collegiality is essential for the success of the department, the college and the university. While it is not assessed independently of teaching, research and service, collegiality is considered in the evaluation of a faculty member's overall performance.

The contents of this document are in accordance with and subordinate to the University of Southern Mississippi Faculty Handbook (http://www.usm.edu/provost/Faculty_handbook.pdf) and the College of Health Tenure and Promotion policy (http://www.usm.edu/coh/resources/CoH_Tenure_Promotion.pdf). Any discrepancies associated with these departmental tenure and promotion guidelines should be brought to the attention of the department chair and/or the department personnel committee.

The College of Health Tenure and Promotion policy indicates the following requirements for the rank of Associate Professor: "...promotion to the rank of Associate Professor requires evidence of consistency and growth in teaching, research/creative activity, and service and a likelihood of sustained and continuing excellence. The candidate should have demonstrated a period of quality teaching, and should have publications and research or creative activities in sufficient quantity and quality to reflect the potential for a scholarly career. In addition, there should be documentation of substantial contributions in service." The requirements for the rank of Professor read as follows: "Those appointed to the rank of Professor are nationally recognized teacher-scholars who have made substantial contributions to the university and to their disciplines. Although few will excel equally in all three areas of teaching, research, and service, candidates must show clear and convincing evidence of high levels of attainment sustained over a period of years."

Evaluation Criteria

Teaching

Effective teaching is an essential function of the Department of Nutrition and Food Systems in achieving its mission. Evidence of effective teaching and the potential for continued development of this skill is one criterion for tenure and promotion. Teaching encompasses many activities related to learning that occur both inside and outside the classroom including but not limited to: instruction, advising/mentoring, and developing learning activities. For the purposes of evaluating faculty teaching, the Department of Nutrition and Food Systems includes development of learning activities with instruction.

Faculty members eligible for tenure and/or promotion should have documented evidence of their accomplishments as teachers and their continual efforts to improve their teaching. It is expected that newly degreed junior faculty will appropriately focus their teaching efforts on fundamental skills such as course organization, clearly defined course objectives, assignments, evaluation strategies, classroom/student management, etc before moving on to more advanced competencies such as development of on-line courses, revision of curricula, etc. Therefore criteria for promotion from lower ranks to higher ranks and for tenure reflect expectations of increasing skill in areas of instruction and advising/mentoring. These criteria are listed in Table 1. Additionally, peer evaluation of teaching at both the undergraduate and graduate levels may be conducted within the pre-tenure term of a tenure-track faculty member or at other times if indicated by student evaluations or comments.

The following faculty teaching load expectations are taken from the University of Southern Mississippi Faculty Handbook.

4.4 EXPECTED TEACHING LOADS. *The expected undergraduate teaching load for full-time members of the Corps of Instruction is four (4) courses or twelve (12) credit hours per semester, or the equivalent, for the fall and spring semesters. Three (3) courses or nine (9) credit hours, or the equivalent, are required to qualify for full-time status during the summer semester. The University's comprehensive mission and related institutional goals sometime render exceptions necessary and desirable in the interest of the students and the University. Hence, the University allows the department chairs flexibility to consider*

Revised and accepted by faculty November 30, 2012.

reassignment, extension, honors, and other specialized courses as part of the normal teaching load and, whenever justifiable, grant reassigned time from teaching to members of the instructional staff engaged in uncompensated administrative and committee work, supervision of approved extracurricular activities, research projects, and service projects benefiting the public. Within fifteen (15) days after the beginning of the fall and spring semesters, department chairs shall provide to their respective deans, and deans shall provide to the Provost, a written report stating the responsibilities assigned to each faculty member, including total courses and semester hours being taught, research and grant projects, reassigned time, and service assignments.

Research/Creative Activity

In accordance with the mission of the Department of Nutrition & Food Systems and the College of Health, faculty members are expected to perform research and creative activity appropriate to their area of expertise. Research/Creative contributions are evaluated in terms of quality and significance, not just quantity. It is acknowledged that faculty have varying levels of research support, therefore evidence of research productivity will be assessed according to the percentage of a faculty member's time for which salary support and/or release time is provided by a grant or contract for research work or through unfunded reassignment for research. However, all faculty members are expected to contribute to scholarly activity that adds to the body of knowledge in their area of expertise. Further, each faculty member is expected to provide leadership in publication and grantsmanship in an area of scholarship as well as to engage in collaborative scholarship with colleagues. Table 2 lists criteria for each level of tenure and promotion in the area of research/creative activity dissemination. Research grantsmanship expectations are described immediately after Table 2.

Service

Expectations of full-time faculty include participation on departmental, school, and institutional committees; involvement with faculty and student organizations and their activities; and student advising. The Department of Nutrition and Food Systems encourages and supports service activities that support the mission of the department, college and university and that extend the faculty member's intellectual work in his/her area of expertise. Such activities are also important in mentoring students to become engaged professionals and citizens. Service should be as rigorously evaluated as teaching and research/creative activity, therefore careful consideration of the quality and contribution of the service activity will be considered rather than a listing of service activities. Newly appointed junior faculty should seek to carefully select service activities to allow appropriate dedication to developing teaching skills and a focused research agenda. Evidence of increasing involvement in service activities at the university and professional level are reflected in the criteria for promotion in academic rank and for tenure in Table 3.

Administration

Currently, the Department of Nutrition & Food Systems offers the following programs: a B.S. degree with two emphases, a master's degree with three emphases, one of which is fully online, a PhD degree, and undergraduate and graduate certificates. Each program requires administrative support and leadership. Two of the programs are nationally

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accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), which requires them to have a separate faculty member appointed as director for each program. These individuals are responsible for the program administration, including general program management, as well as recruitment, admission, curriculum planning, outcomes assessment, and other activities to maintain program enrollment and quality. From time to time, faculty members may assume additional administrative duties within the unit. A faculty member with unreimbursed administrative duties may be granted reassigned time to accomplish program administration. Expectations for reassigned time for administrative duties include performing functions that are consistent with best practices for program management in the relevant disciplines, including but not limited to maintaining program quality, accreditation and any necessary curriculum revisions.

Reassigned Time

The University of Southern Mississippi policy on reassigned time is the basis for establishing reassigned time guidelines and expectations within the Department of Nutrition and Food Systems and follows:

5.7.3 Reassigned Time. The University may support research projects, programs, and other scholarly endeavors by reassigning members of the academic staff from teaching and other contracted obligations. The amount and duration of reassignments are contingent on the nature and magnitude of proposed projects, determined by negotiation with responsible departmental chairs and deans, the Provost, and the Vice President for Research and Economic Development.

The Department of Nutrition and Food Systems provides further guidelines for faculty related to reassigned time. These can be found in each section of this document in the areas of teaching, research and service.

Collegiality

Collegiality is defined as a quality expressed through collaboration and constructive cooperation. Collegiality includes a set of values that are regarded as essential for the success of the university, a diverse composition of students, faculty, staff and constituents; mutual respect for similarities and differences of opinions and points of view; and mutual trust established and reinforced through shared governance procedures in decision-making. Collegiality is manifest by demonstrating an interest in and consideration for the needs of others; seeking to understand the nature and character of others and communicating effectively with them; listening to and recognizing the merit of others' opinions even when in disagreement and willingness to consider engaging in problem-solving and goal achievement; and demonstrating an openness to professional growth.

Collegiality should not be assessed independently of teaching, research, and service, but rather taken into consideration in the evaluation of a faculty member's overall performance. (Source: College of Health Tenure and Promotion policy found at http://www.usm.edu/coh/resources/CoH_Tenure_Promotion.pdf)

**TENURE AND PROMOTION GUIDELINES
NUTRITION & FOOD SYSTEMS**

Table 1: Criteria for Teaching Expectations

Criteria	Appointment as Assistant Professor	Promotion to Associate Professor (minimum 5 years service in lower rank)*	Promotion to Full Professor (minimum 5 years service in lower rank)*	Pre-Tenure (Third Year) Review (during 3 rd year of employment in tenure track position)**	Tenure (during 6 th year of full-time employment in tenure track position)**
<i>Teaching (Instruction)</i>	--	Consistent with department mean, but not < 4.0/5.0	Consistent with department mean, but not < 4.0/5.0	Consistent with department mean, but not < 3.5/5.0	Consistent with department mean, but not < 4.0/5.0
Student Evaluations (mean rating for all evaluation questions, all courses, over the period being considered)	--	5	≥ 5	3	5
Designing, Redesigning or Updating Courses (# of courses and specific details to show evidence of design, redesign or update are necessary)	--	≥ 5	≥ 5	2	≥ 5
Professional Development Activities Related To Teaching (Continuing Education, workshops, seminars, LEC courses) (# of activities attended)	--				
<i>Teaching (Advising/Mentoring)</i>					
Equivalent Load Of Advisees	--	Essential	Essential	Essential	Essential
High Quality of Advising (assessed during annual evaluations based on student feedback on DPD exit survey, including no errors in advising that create barriers to students' matriculating through program in		Essential	Essential	Desirable	Essential

Revised and accepted by faculty November 30, 2012.

expected timeframe)					
Quality research mentoring of students as evidenced by student projects accepted for presentation and/or publication	--	Essential	Essential	Desirable	Essential
Chair Of Graduate Student Theses And/Or Dissertation Committees	--	Desirable	Essential	--	Desirable
Theses And/Or Dissertation Committee Member	--	Essential	Essential	Encouraged	Essential
Availability To Students (rating on #6 on university student evaluation, averaged over the period being considered)	--	≥4.3/5.0	≥ 4.3/5.0	≥ 4.0/5.0	≥ 4.3/5.0

*Quantitative measures (not including ratings) are totals from beginning of appointment in lower rank

**Quantitative measures (not including ratings) are totals from beginning of appointment to tenure track position at The University of Southern Mississippi

Reassigned time for teaching:

All tenure-track faculty in the Department of Nutrition and Food Systems are required to supervise undergraduate and graduate research projects. It is estimated that 0.25 credit hours per student per semester are spent advising a NFS 492, 692 and 703 student research project. Approximately 0.5 credit hours per student per semester are spent on NFS 698 (Thesis) projects and 1.0 credit hours per student per semester are spent on NFS 898 (Dissertation) projects. While reassigned time is not available for faculty overseeing student research, it is important to note the effort on the part of the faculty members. These estimates may be used for assessing faculty overload. In addition, it is expected that the mentoring of the students will be of high quality, with students gaining recognition for their research when possible through poster presentations and oral presentations at the national level and/or manuscript publications.

There may be times when a faculty member requests reassigned time for teaching expectations in which case the faculty member must negotiate the reassigned time and the expected outcomes of that reassignment with the department chair, although these occasions are infrequent. For example, faculty members may be given reassigned time to develop a course for future delivery. If time is reassigned to a faculty member for this purpose, it is expected that the faculty member will develop the course in enough detail to provide a complete syllabus, outline of activities for the course, proposed evaluation tools, and sample resources that are needed to implement the course. In addition, it is expected that the faculty member will be prepared to deliver the course or give the content to another

Revised and accepted by faculty November 30, 2012.

faculty member to deliver within one calendar year of its development. If the course being developed is new, the faculty member is also expected to complete any paperwork required for course approval through Academic Council or Graduate Council.

Table 2: Research Dissemination (Publications/Presentations) Expectations

Category	Research Reassigned Time % ^a	Appointment as Assistant Professor	Promotion to Associate Professor (minimum 5 years service in lower rank)*	Promotion to Full Professor (minimum 5 years service in lower rank)*	Pre-Tenure (Third Year) Review (during 3 rd year of employment in tenure track position)**	Tenure (during 6 th year of full-time employment in tenure track position)**
Category 1 ^b	75%	--	8	9	4	9
	50%	--	6	8	3	7
	25%	--	5	7	2	6
Category 2 ^c	75%	--	9	10	4	9
	50%	--	7	8	3	7
	25%	--	5	6	2	5

^aResearch % is an average of research release (reassigned) time over academic years under consideration and includes both internally and externally supported research release time.

^bCategory 1: Published or in-press peer-reviewed/refereed journal article, book, book chapter. While first authorship is important and indicates expertise in an area as well as research leadership, co-authorship is also considered meritorious when mentoring students who become first authors of their own research, as well as showing positive collaborative research relationships.

^cCategory 2: Editor of book, technical report/monograph, published abstract/poster presentation, podium presentation at national/international meetings

*Quantitative measures (not including ratings) are totals from beginning of appointment in lower rank

**Quantitative measures (not including ratings) are totals from beginning of appointment to tenure track position at The University of Southern Mississippi

Research/Creative Activity Grantsmanship

Each faculty member is expected to engage in grantsmanship annually. Grantsmanship encompasses proposal development, submission, securing grant awards and successful implementation of the proposed research. Evidence of continuous grantsmanship is necessary for tenure and promotion. Expectations for grantsmanship at various levels of reassigned time for research are given below.

A faculty member with 75% time allotted to research is expected to submit one category A^a grant proposal per year during each tenure and/or promotion period. For promotion to associate professor at least 1 category A grant should be funded. Multi-year grants received can substitute for 1 submitted/funded grant per year of funding in order to promote publication/presentation of research. However, participation in multiple funded grants is strongly encouraged to advance the goals/mission of the department and college as well as promote collegiality/mentoring of junior faculty. For promotion to full professor, consistent success at grantsmanship is expected including funding of multiple category A grants or one or more multi-year grants.

A faculty member with 50% time allotted to research is expected to submit at least one category A grant proposal during the period being considered for tenure and/or promotion and one category B^b or category C^c grant per year in other years during this period. Multi-year grants received can substitute for 1 submitted funded grant per year of funding in order to promote publication/presentation of research. Participation in multiple funded grants is strongly encouraged to advance the goals/mission of the department and college as well as promote collegiality/mentoring of junior faculty. For promotion to full professor, consistent success at grantsmanship is expected including funding of multiple category A grants or one or more multi-year grants.

A faculty member with 25% time allotted to research is expected to submit at least one grant proposal in any category each year. Multi-year grants received can substitute for 1 submitted funded grant per year of funding in order to promote publication/presentation of research. Participation in multiple funded grants is encouraged to advance the goals/mission of the department and college as well as promote collegiality/mentoring of junior faculty. For promotion to full professor, faculty with 25% research appointment must meet the grantsmanship expectations for those with 50% research appointment or show creative activity and scholarship in teaching including external support for teaching innovation at a level warranting national recognition.

^aCategory A: External PI, Co-PI, External Teaching Support

^bCategory B: External Co-Investigator, Collaborator

^cCategory C: Internal (summer research, instructional improvement)

Table 3: Service Criteria for Tenure and Promotion

Criteria	Appointment as Assistant Professor	Promotion to Associate Professor (minimum 5 years service in lower rank)*	Promotion to Full Professor (minimum 5 years service in lower rank)*	Pre-Tenure (Third Year) Review (during 3 rd year of employment in tenure track position)**	Tenure (during 6 th year of full-time employment in tenure track position)**
Service to the Community		Encouraged	Essential	Encouraged within the University	Desirable
Partnerships that extend teaching and research expertise to the community (e.g. with public or private agencies or other departments within the University)					
Service to the University					
To the Department (# of committees)		≥ 2	≥ 2	1	≥ 2
To the College (# of committees)		≥ 1	≥ 2	Optional	≥ 2
To the University (# of committees)		Optional	≥ 1	Optional	≥ 1
Service to the Profession					
<ul style="list-style-type: none"> Officer or Committee Member for Professional Association Task Force or Similar Service to Profession (e.g. CADE reviewer) 		Desirable and reflecting local, state, or national involvement	Essential and reflecting national or international involvement	Optional	Essential and reflecting state or national involvement
Peer Reviewer (for professional journals, grants etc)		Desirable	Essential	Optional	Essential
National Membership in	1	≥ 1	≥ 2	1	≥ 1

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