

Mississippi State University  
College of Agriculture and Life Sciences (CALs)  
Mississippi Agriculture and Forestry Experiment Station (MAFES)  
Mississippi State University Extension (MSUE)  
Promotion and Tenure Committee Charter

**I. CHARGE**

- A. The CALS/MAFES/MSUE Promotion and Tenure (P&T) Committee deals with the promotion and/or tenure of faculty members who have an appointment through any of the departments/schools (departments) in CALS at Mississippi State University. The committee is an instrument of the university charged to impartially assess whether a candidate's performance meets the university requirements for tenure and/or promotion.
- B. The responsibilities of the CALS/MAFES/MSUE (hereon CME) P&T Committee are to:
1. Review and approve the faculty promotion and tenure guidelines of the departmental committees within CALS, and any subsequent changes, ensuring that such documents are consistent with the mission and policies of the university and CALS/MAFES/MSUE.
  2. Review departmental procedures pertaining to the required third-year review of all non-tenured, tenure-track faculty (usually as a component of the departmental P&T documents).
  3. Assist departments in developing criteria for external peer reviews, including the identification of comparable departments or schools at other colleges or universities.
  4. Assist departments in developing definitions of excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and tenure.
  5. Review the departmental definitions of teaching, research and/or creative achievement, and service to ensure that they are consistent with the mission of CALS/MAFES/MSUE.
  6. Evaluate all applications for promotion and/or tenure for faculty with a CALS/MAFES/MSUE appointment ensuring departmental standards are fairly applied and CALS/MAFES/MSUE and University standards are maintained.
  7. Provide a promotion and/or tenure recommendation to the Dean/Director of CALS/MAFES and the Director of MSUE.
- C. The CEM P&T Committee will report to the Dean/Director of CALS/MAFES and the Director of MSUE.

**II. COMPOSITION**

- A. The CME P&T Committee will be composed of one faculty member from each of the departments within CALS. All full-time faculty who:
- 1) Are not deans, associate deans, department heads, or equivalent;

- 2) have the rank of at least Associate Professor;
- 3) have an appointment in CALS, MAFES and/or MSUE; and
- 4) are not a member of a departmental or university promotion and tenure committee, are eligible to serve on the CME P&T Committee.

A member may only vote if their current standing is positioned higher than the applicant; therefore, the preferred rank for a CME P&T committee member is full professor with tenure. Faculty in non-tenure track positions cannot vote on tenure of faculty in tenure-track positions.

- B. Members of the CME P&T Committee will be elected from within each department by a written or electronically recorded vote of the full-time faculty who have a rank of at least assistant professor. Each department will independently elect one CME P&T Committee representative. Elections will be completed by Sept. 15.
- C. All committee members will serve for a 3-year term (however, they may be voted by their department to serve as a member in consecutive 3-year terms; see Section E below). It is encouraged that committee members serve no more than two 3-year consecutive terms. Staggered participation amongst the committee's membership is desired to ensure continuity. The CME P&T Committee Chair will be elected each year by the empaneled committee. The prior year's P&T Chair will call for nominations and a vote of those nominated to serve as Chair between Sept. 15 and Oct. 15 [should the previous CME P&T Chair rotate off the committee, then the most senior member of the committee (in terms of CME P&T committee service) will call for nominations and a vote for the position of Chair].

A department shall elect a replacement (as needed), with the criteria for eligible faculty as defined in Section II.A. above if:

1. An elected member no longer meets criteria for membership as defined in II.A.;
2. an elected member will be absent for an extended time, such as a sabbatical appointment or extended travel outside the country;
3. an elected member is being considered for promotion; or
4. a potential conflict-of-interest exists.

If a department does not have a qualified faculty member to serve on the CME committee, then the department will meet to nominate and contact appropriate and qualified substitutes from within other departments in CALS. Those nominated and willing to serve will then be elected by vote of the faculty in the department they will represent.

### III. FREQUENCY OF MEETING

- A. The CALS Dean/MAFES Director, and/or the MSU-ES Director will notify the CME P&T Committee Chair when the candidates' applications have been submitted and are ready for review (usually early November).
- B. The CALS Dean/MAFES Director, and/or the MSU-ES Director may, as needed, convene the committee to address new business (such as the review of departmental P&T documents, revision of the CME P&T Charter, etc.).
- C. The CME P & T Committee Chair will convene the committee as needed to review the candidates' applications and vote on promotion and/or tenure.

### IV. RECOMMENDATIONS

The CME P&T Committee will evaluate each application within the context and expectations of university performance standards and according to the applicant's specific CALS, MAFES and/or MSUE appointment(s).

(See P&T Policies and Procedures on the Office of the Provost and Executive Vice President's website at: <http://www.provost.msstate.edu/fsr/faculty/guidelines/> or the Faculty Handbook at: [http://www.msstate.edu/web/faculty\\_handbook/handbook.pdf](http://www.msstate.edu/web/faculty_handbook/handbook.pdf))

- A. After a full review of the candidate's application, the committee will vote separately on the candidate's merits (assessed as Excellent, Satisfactory, or Unsatisfactory) for teaching, research and/or creative achievements, and service, as to the candidate's merit for tenure and/or promotion (see B below). A member may individually communicate their vote (in writing or electronically) to the CME P&T Chair if meeting attendance is not possible.
- B. In addition, a separate single vote evaluating the candidate's overall performance will be taken on promotion and/or tenure (separate votes needed for tenure and promotion).
- C. All votes will be conducted by secret ballot.
- D. Committee recommendations:
  - i. Promotion and/or tenure recommendations will be approved by a simple majority of the committee.
  - ii. The committee's evaluation of the P&T application(s) and its recommendation(s) and comments will be made in the form of a written narrative.
  - iii. The complete voting record will be sent to the Dean of CALS/Director of MAFES and Director of MSUE.
  - iv. The minority opinion (if needed/requested) may also be appended in the form of a written narrative for the record.
  - v. Upon completion of the formal vote, written recommendations will be

provided to the Dean of CALS/Director of MAFES and Director of MSUE by the CME P&T Chair on or before the deadline set by the University (typically early/mid-December, or approximately one month prior to the VP DAFVM or Provost deadline).

- vi. In accordance with University guidelines, the Chair of the CME P&T Committee will inform candidates (with a copy to their respective Department Head and Department's P&T Committee Chair) regarding the status of their application, the recommendation by the CME P&T Committee, and the justification for this recommendation. This can be accomplished by providing a copy of the recommendation letter ( all confidential information, such as external reviewer identities or similar information, will be redacted).

## **V. Charter Review and Adoption**

Review of this Charter and suggested changes and recommendations to this document should originate when a revised University P&T document is approved by the Faculty Senate and the President/Provost, at the request of the CALS Dean/Director of MAFES, Director of MSUE or in other occasions as deemed necessary by the CME P&T Committee. The document will be reviewed at least every 5 years if a prior review or revision is not conducted as outlined in the previous sentence. Procedures for review and adoption are as follows:

- i. The CME P&T Chair will distribute copies of the suggested change(s) and recommendation(s) to all Committee members.
- ii. The CME P&T Committee will review the current draft and make any necessary changes to wording, intent, etc. It also will add any other substantive changes that it deems necessary.
- iii. The revised document will then be sent to the CALS Dean/Director of MAFES, and Director of MSUE to review the committee's recommendations.
- iv. The CME P&T Committee will receive edits or questions back from the Dean of CALS/Director of MAFES, and/or the Director of MSUE, consider these, revise (if needed), and then vote on the document.
- v. A simple majority of the committee is needed to approve the document.
- vi. Once approved by the CME P&T committee, the Chair will sign and date, the Dean CALS/Director of MAFES and Director of MSUE will sign and date, and then the document will be posted on the CALS website and kept on file in the CALS Dean's office.

**VI. Charter Ratification Approved:**

Drs. Juan L. Silva and David Peebles  
Co-Chairs, 2020-2021 CALS/MAFES/MSUE  
P&T Committee

6/07/2021

Date

Dr.  
Interim Dean, College of Agriculture and Life  
Sciences

7/19/2017

Date

Dr.  
Interim Director - Mississippi Agriculture  
and Forestry Experiment Station

6/30/2017

Date

Dr. Gary B. Jackson  
Director, Mississippi State University  
Extension

6/30/2017

Date

Date First Approved by CME P&T Committee: 1/29/2014  
(2013-14 Chair: Dr. Juan Silva)

Date Revised by CALS P&T Committee: 1/29/2014  
(2016-17 Chair: Dr. Juan Silva)

Date Revised by CALS P&T Committee: 6/19/2017  
(2016-17 Chair: Dr. Brian S. Baldwin)

Date Last Revised by CME P&T Committee: 6/07/2021  
(2020-21 co-Chairs: Dr. Juan L. Silva and David Peebles)

*Next Revision/Review required on or before: 01/24/2026*