

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 Comprehensive Promotion and Tenure (P&T) Committee deals with the promotion and/or tenure of faculty members who have an appointment through any of the comprehensive 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 Comprehensive P&T Committee are:
1. Review and approve the faculty promotion and tenure guidelines of the comprehensive 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 departments' procedures pertaining to the required third-year review of all non-tenured and tenure-track faculty (usually as a component of the comprehensive 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, outreach and/or creative achievement, and service to ensure that they are consistent with the mission of CALS.
 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 CALS/MAFES/MSUE Comprehensive P&T Committee will report to the Dean/Director of CALS/MAFES and the Director of MSUE.

II. COMPOSITION

- A. The CALS/MAFES/MSUE Comprehensive P&T Committee will be composed of one faculty member from each of the academic units (comprehensive 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 CALS/MAFES/MSUE Comprehensive P&T Committee.
- 5) A member may only vote if their current standing is positioned higher than the applicant; therefore the preferred rank for a CALS/MAFES/MSUE Comprehensive 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 CALS/MAFES/MSUE Comprehensive P&T Committee will be elected from within each academic unit by a written or electronically recorded vote of the full-time faculty who have a rank of at least assistant professor. Each academic unit will independently elect one CALS/MAFES/MSUE Comprehensive 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). Staggered participation amongst the committee's membership is desired to ensure continuity. The CALS/MAFES/MSUE Comprehensive 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 P&T Chair rotate off the committee, then the most senior member of the committee (in terms of CALS/MAFES/MSUE Comprehensive P&T committee service) will call for nominations and a vote for the position of Chair].

An academic unit 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. is a member of the CALS/MAFES/MSUE Comprehensive P&T Committee that is being considered for promotion; or
4. a potential conflict-of-interest exists.

If an academic unit does not have a qualified faculty member available to serve then the unit will meet to nominate and contact appropriate and qualified substitutes from within CALS, MAFES and/or MSUE. Those nominated and willing to serve may then be elected by vote of the faculty's academic home department.

- D. Any prior CALS P&T member may be considered for re-election, provided they meet the criteria defined in II. A.

III. FREQUENCY OF MEETING

- A. The CALS Dean, MAFES Director, and or the MSU-ES Director will notify the CALS/MAFES/MSUE Comprehensive 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 CALS/MAFES/MSUE Comprehensive P&T Charter, etc.).

IV. RECOMMENDATIONS

The CALS/MAFES/MSUE Comprehensive 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)

- 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 research, teaching, outreach/service, and overall assessment as to the candidate's merit for tenure and/or promotion (see B below). A member may communicate their vote (in writing or electronically) to the CALS/MAFES/MSUE Comprehensive P&T Chair if meeting attendance is not possible.
- B. A single vote evaluating the candidates' three areas (teaching, research and/or creative achievements, and outreach/service) as a whole will be taken on promotion and/or tenure (separate votes needed for tenure and promotion).
- C. All votes will be conducted by a secret ballot.
- D. Committee recommendations:
 - i. P & T 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 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. Written recommendations will be provided to the Dean of CALS and Director of MSUE within one week of the formal vote and should be

- submitted to the CALS Dean and Director of MSUE by the CALS/MAFES/MSUE Comprehensive P&T Chair on or before the deadline set by the University (typically early/Mid-December, or approximately one month prior to VP DAFVM or Provost deadline).
- vi. In accordance with University guidelines, the Chair of the CALS/MAFES/MSUE Comprehensive 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 CALS/MAFES/MSUE Comprehensive P&T Committee, and the justification for this recommendation. Actual recommendation letters can be provided to the candidate provided all confidential information, such as external reviewer identities or similar information, are 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 MSUE or in other occasions as deemed necessary by the CALS/MAFES/MSUE Comprehensive 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 CALS/MAFES/MSUE Comprehensive P&T Chair will distribute copies of the suggested change(s) and recommendation(s) to all Committee members.
- ii. The CALS/MAFES/MSUE Comprehensive 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 and Director of MSUE to review the committee's recommendations.
- iv. The CALS/MAFES/MSUE Comprehensive P&T Committee will receive edits or questions back from the Dean of CALS 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 CALS/MAFES/MSUE Comprehensive 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:

Dr. Brian S. Baldwin
Chair, 2015-2016 CALS/MAFES/MSUE
P&T Committee

6/15/2017

Date

Dr. George M. Hopper
Dean, College of Agriculture and Life
Sciences & Director - Mississippi
Agriculture and Forestry Experiment Station

7/19/2017

Date

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

6/30/2017

Date

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

Next Revision/Review required on or before: 1/24/2020