

AgriLife Research & Extension Service Faculty Dossier Preparation Workshop

For AgriLife faculty preparing dossiers for submission

April 16, 2024

Microsoft Teams:
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COALS Faculty Affairs

Resources and Support for Faculty

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Promotion & Tenure

Calendars

- [COALS Promotion and Tenure Calendar 2024-2025 \(tentative\)](#)
- [COALS Promotion and Tenure Workshops and Zoom Hours 2023](#)
- [AgriLife Research and Extension Service Promotion Calendar 2024](#)
- [Extension Service & Research Promotion Workshops and Candidate Hours 2024](#)

<https://faculty.aglifesciences.tamu.edu/promotion-tenure/>

Texas A&M AgriLife Research and Extension Service Policies and Guidelines

- [AgriLife Research and Extension Guidelines for Promotion Process](#)
- [Guidelines for Developing the Candidate Dossier](#)
- [Joint Extension-Research Faculty Appointments](#)
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- [Extension Emeritus/Emerita](#)
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Agenda

- Position Description
- Mentoring Committee
- Promotion Process for Extension and for Joint Appointments
- Candidate Dossier and Impact Statement
- Program Support Chart
- External Review Letters
- Promotion Committee Make-up
- Extension Specific Guidelines
- Research Specific Guidelines
- Extension and Research Faculty with Teaching Responsibilities
- Questions

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Position Description

Position Description

Serves as the document of record (baseline) used by committee members, external reviewers, and supervisors to evaluate the accomplishments and impacts of the candidate.

- Needs to be current & accurately reflect the duties and responsibilities of the candidate
- Should be revised and agreed to during the annual performance evaluation

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Mentoring Committee

Contributes to the success of new faculty members, supervisor(s) will provide guidance on suitable faculty mentors.

Responsibilities of the mentoring committee include:

- Assists the candidate in developing their dossier for their Mid-Term Review (described below) and for promotion
- Assists the candidate in developing a list of potential external reviewers that may evaluate the faculty member during candidacy for promotion
- The chair of the mentoring committee should be an Extension faculty member for Extension ad loc. faculty and be a Research faculty member for Research ad loc.
- Faculty should have a rank higher than the mentee. Committee members can consist of faculty members from other Departments/Centers/Units as deemed appropriate, including tenured or tenure-track faculty
- Documentation of the status of the faculty member's performance recommendations are presented to the supervisor(s) annually, until the faculty member successfully moves to the rank of associate professor.



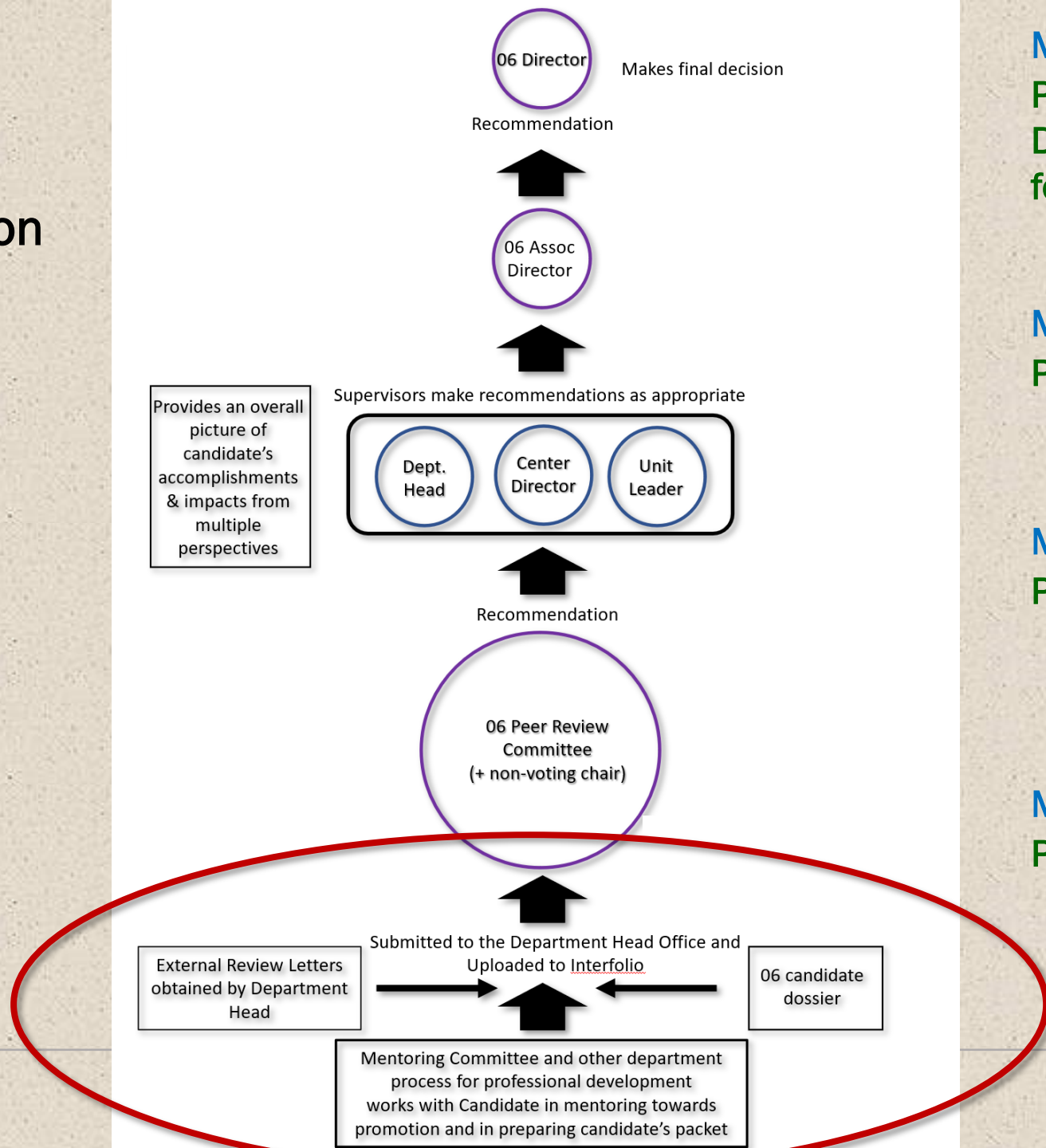
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100% AgriLife Research Pathway to Promotion

Promotion Process:



Mid-Term: Late August
Promotion Decision: late December, effective Sept. 1 following year

Mid-Term: July 23
Promotion: November 20

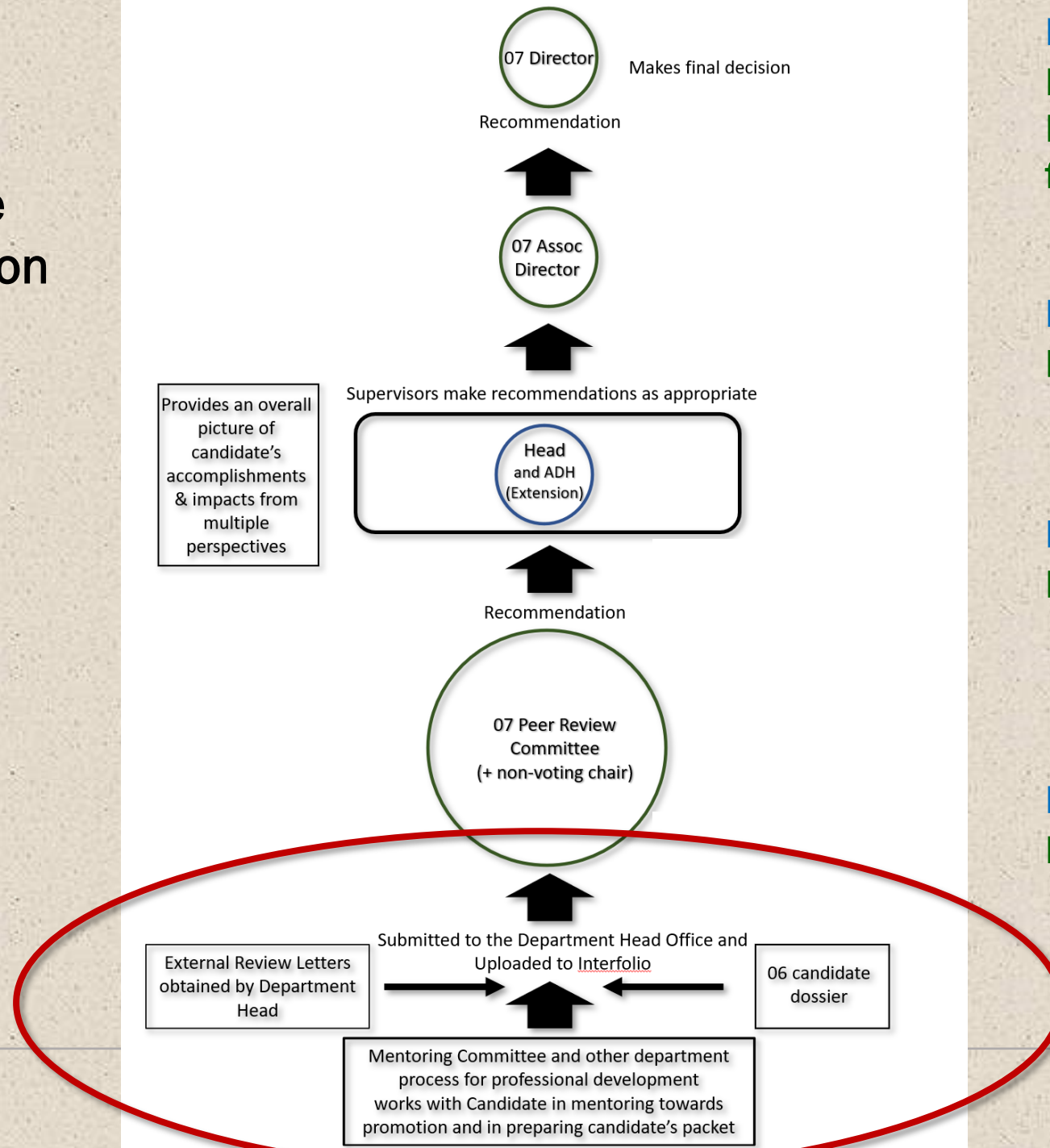
Mid-Term: July 9
Promotion: November 4

Mid-Term: May 17
Promotion: September 20



100% AgriLife Extension Service Pathway to Promotion

Promotion Process:



Mid-Term: Late August
Promotion Decision: late December, effective Sept. 1 following year

Mid-Term: July 23
Promotion: November 20

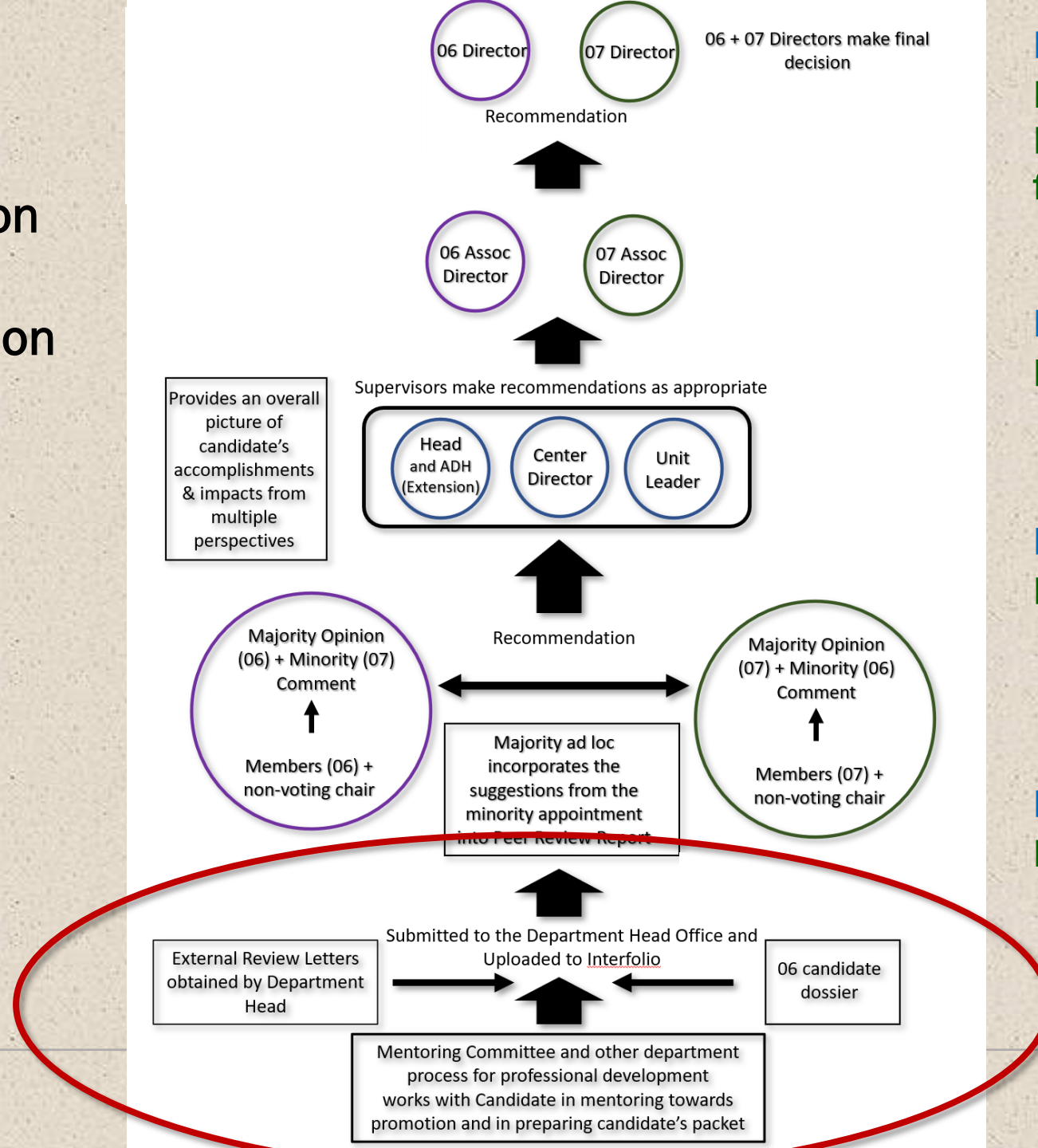
Mid-Term: July 9
Promotion: November 4

Mid-Term: May 17
Promotion: September 20



Joint AgriLife Research/Extension Service Pathway to Promotion

Promotion Process:



Mid-Term: Late August
Promotion Decision: late December, effective Sept. 1 following year

Mid-Term: July 23
Promotion: November 20

Mid-Term: July 9
Promotion: November 4

Mid-Term: May 17
Promotion: September 20



Your Dossier: Appendix II

This is based on the requirements set by your department or center

Position Description

- 1st document in dossier

3-Page Summary

- 2nd document in dossier
- Serves as the narrative to complement your CV, not a reiteration
- Explains how you translated your philosophies in Research, Teaching and Service/Outreach into impacts on local, state, national and international groups
- For 100% Research appointment: Teaching usually involves graduate/post-doctoral mentoring

Annotated CV

- 3rd document in dossier
- Demographic information (education, years in current rank, location, appointment)
- Under funding, publications—include 1-2 sentences why your contribution essential (see →)

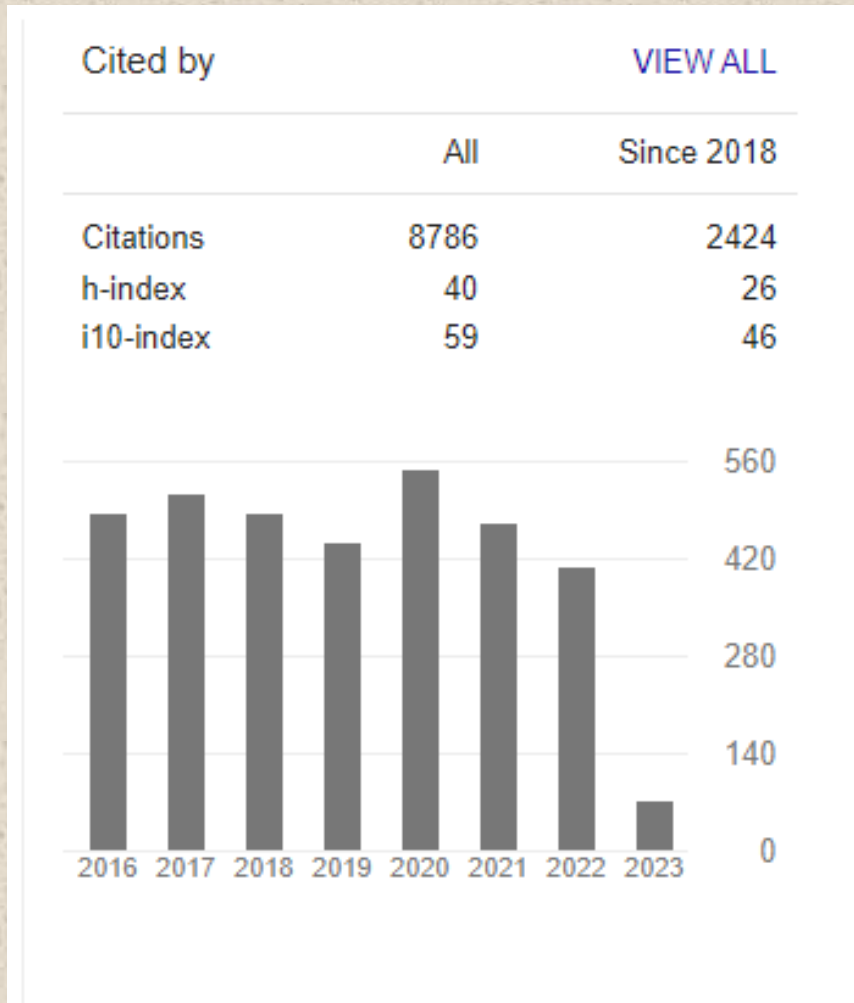
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An example of annotation

6. [REDACTED] (2018). [REDACTED]
[REDACTED] *Plant Cell*. 30, 1673-1694. (**Impact factor 8.2**: In this article, we highlighted how [REDACTED] emerged as a premier model system for studies of ecology, evolution, genetics, and genomics in the [REDACTED])
7. [REDACTED] (2018). [REDACTED]
[REDACTED] are essential for [REDACTED]
[REDACTED] *Plant Mol. Biol.* 96, 393-402 (**Impact factor 3.9**: In this article, we characterized novel functions of two [REDACTED] proteins in plant stress signal transduction pathway. The study advanced our fundamental knowledge of plant stress signaling, which has applications in crop improvement)
8. [REDACTED] (2017). [REDACTED]
[REDACTED] *Plant Methods* 13, 106. (**Impact factor 4.2**: In this study, we developed a new [REDACTED] technique, which is suitable for diverse [REDACTED])
9. [REDACTED] (2016). [REDACTED]
[REDACTED] *Front. Plant Sci.* 7, 1885. (**Impact factor 4.1**: In this article, we highlighted the utility of [REDACTED] as an emerging translational research [REDACTED] to interrogate agronomic as well nutritional traits of [REDACTED])

Example of a Publication Table in CV



<https://scholar.google.com/>

Journal	Impact Factor
Nature Biotechnology	68.16
Annu. Rev. Plant Pathology	10.9
Curr. Opinion Plant Biology	9.39
Plant Physiology	8.01
Front. Plant Sciences	6.63
PLoS Genetics	6.02
J. Molecular Biology	5.47
Appl. Environ. Microbiology	5.01
Environ. Microbiology	4.93
J. Natural Products	4.80
BMC Genomics	4.56
Microbial Ecology	4.20
Front Microbiology	4.08
Phytopathology	4.01
PLoS One	3.75
Appl. Environ. Biotechnology	3.53
J. Bacteriology	3.49
J. Antibiotics	3.42
Mol. Plant-Mic. Interactions.	3.34
Microbiology	2.96
FEMS Microbiol. Letters	2.74
European. J. Plant Pathology	2.02

Other Materials and Documentation

- Specific departments may require other documents to be included in this section. See your specific departmental guidelines for more details

External Reviewer Checklist (Appendices IV & V)

- Candidate submits to DH or ADH a list of potential external reviewers
- DH and/or ADH develops own list of potential reviewers
- Must be ‘arms-length’

- 5 years since collaboration or co-authorship
- Not a co-worker in past 5 years
- Not a business or professional partner
- Not a thesis, dissertation or post-doc advisor
- Not a family member (including relatives)
- From a peer or aspirational institution
- Holds academic rank higher than candidate
- Not from “Do not contact list”



Research/Extension- Expectations:

(Promotion to associate)

• Scholarship

- Demonstrate independence in scholarship
- Collaborative work is encouraged; but emphasize your major and independent contributions

• Impact

- Demonstrate meaningful & nationally recognized impact in your field of research

• Leadership

- Be recognized as a leader in your field of study, or be on a strong and sustained trajectory to attain national leadership status
- Statewide and regional (multi-state) leadership should be addressed

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Research/Extension- Expectations:

(Promotion to Full Professor)

- **Leadership**
 - Evidence of recognition as a leader regionally and nationally
- **Impact**
 - Demonstrated impact that has advanced the field
 - Define the “field” of research and its relevance, value and impact for the unit, agency/TAMUS, the state of Texas, and the nation
 - Provide specific examples where you have advanced the field
- **Growth**
 - Leadership and impact in a field should grow and broaden in scope throughout the career of the candidate.

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Research/Extension Evaluation

*Your position
description is key!!*

- 1 How the candidate has defined, developed, and positioned their scholarship and field of study throughout their career to achieve impact
- 2 Excellence in research, extension, productivity, and impact
 - Extramural funding from federal, private, corporate, public funders
 - Number, quality, and impact of publications/bulletins in high impact avenues
 - Translational impacts
 - External awards and invited talks
 - Regional/national/international recognition of the program

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Teaching: (Academic and Student Mentoring)

- Appropriate based on position description/duties
- Mentoring graduate students and postdocs
 - Demonstrate the impact through student outcomes (presentations, publications, grants, awards, placements, etc.)
- Classroom/online teaching (if applicable)
 - For AgriLife Research faculty with a joint appointment at a regional university, document teaching but evaluation will be done through a separate process

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Service/Outreach

- Service within the agency/institution and externally
- Effective outreach with stakeholders
- Document how service activities contribute to regional and national reputation and recognition for self and Texas A&M AgriLife
- Leadership and impact of external service should grow throughout the career of the candidate



Professorial Career Ladder System for Extension Specialist Faculty

**Texas A&M AgriLife Extension Service
The Texas A&M System**

March 2023



	Assistant Professor	Associate Professor	Professor
Degree/Experience Requirements	Doctoral degree in appropriate subject matter discipline (preferred).	Minimum of 5 years at rank of assistant professor (exceptions may be granted for outstanding service and distinguished achievements).	Minimum of 5 years at rank of associate professor (exceptions may be granted for outstanding service and distinguished achievements).

EXTENSION: Programmatic Development, Implementation, and Evaluation			
	Assistant Professor	Associate Professor	Professor
Program Development and Implementation	Understands the type of programmatic approaches needed to meet the varied needs and capabilities of different audiences for effective program planning and implementation.	Demonstrates evidence of effective planning and implementation of quality educational programs needed to meet the various needs and expectations of Extension including traditional underserved audience	Demonstrates ability to plan comprehensive and impactful educational programs and develop procedures and methods that meet program outcome objectives that are consistent with

EXTENSION: Program Delivery Quality			
	Assistant Professor	Associate Professor	Professor
Faculty/Staff Training and Assistance	Trains Extension personnel to use appropriate educational methods and techniques for communicating with specific audiences.	Demonstrates ability to lead Extension faculty in determining and understanding the clientele's needs and interests, including the development of effective educational programs to address relevant issues.	Demonstrates evidence of providing exemplary comprehensive technical assistance and expert guidance to administrators, Extension faculty members, and county Extension agents.

**TEACHING:
ACADEMIC INSTRUCTION AND STUDENT MENTORING
(If Applicable)**

	Assistant Professor	Associate Professor	Professor
Classroom Instruction	Seeks opportunities to provide lectures and seminars in departmental courses.	Assists with the development and delivery of lectures and seminars with collaborating Teaching/Research faculty.	Provides lectures and seminars in departmental courses as they relate to Extension topics and collaborations with Teaching/Research faculty.

SERVICE

	Assistant Professor	Associate Professor	Professor
Service on Committees	Serves on unit/departmental, university, and agency committees.	Demonstrates evidence of a progression in various service roles, including assuming leadership roles on unit/departmental,	Demonstrates evidence of distinguished service on unit/departmental, university, and agency committees, including serving in clear leadership capacities

List of Items to Track

Program Development and Implementation

- Comprehensive needs assessments
- Data trend analyses
- Curriculum development
- Collaboration with internal and external partners
- Pilot testing of curriculum
- Innovative program delivery
- Program expansion

Program Evaluation/Applied Research

- Longitudinal impact evaluations
- Economic impact analyses
- Field trials

Publications

- Refereed journal articles
- Fact sheets
- Newsletters
- Instruction manuals
- Handbooks
- Program briefs
- Trade publications

Presentations

- Guest lectures
- Community-based presentations
- Workshops
- Seminars
- Poster presentations
- Result/method demonstrations

Online Products/Technologies

- Online courses
- Website development
- Social media engagement
- Computer software applications
- Blogs
- Podcasts
- Online Videos

<https://agrilifeas.tamu.edu/documents/129999a003.pdf/>
Sections 1.0 – 3.2 only

Texas A&M AgriLife Research Procedures

12.99.99.A0.03 | Faculty Promotion

Revised: April 30, 2020

Next Scheduled Review: April 30, 2025

[Click Here to View Revision History](#)



PROCEDURE STATEMENT

This procedure sets minimum requirements, establishes the criteria for promotion for professorial faculty positions in Texas A&M AgriLife Research (AgriLife Research), and outlines the annual promotion cycle. Promotion documents are to be treated in a confidential manner within the requirements of current privacy laws/regulations and The Texas A&M University System (System) Regulation 61.01.02, *Public Information*.

PROCEDURES AND RESPONSIBILITIES



1.0 CRITERIA FOR FACULTY RANK

The following criteria should be considered in appointment to or promotion in faculty rank:

Within 5 years and prior to the 6th year...

- 1.2 **Associate Professor** (*including Research, Adjunct, and Visiting*)—Earned doctorate and a record of substantial research, publication, and mentoring within the context of one or more research programs (e.g., laboratory, bench science, social science, or other disciplinary setting) with post doctoral fellows, junior research colleagues, or students at any level. Candidate should have an exemplary level of accomplishment as measured against contributions of others in the field; professional conduct conducive to a collegial work environment, and standards of professional integrity that will advance the interests of the agency; an area of specialization germane to the agency; and evidence indicating a commitment to maintaining the level of competence in research, publication and mentoring.

After 6 years and prior to the 7th year...

- 1.3 **Professor** (*including Research, Adjunct, and Visiting*)—Earned doctorate with a record of significant research publication and mentoring within the context of one or more research programs (e.g., laboratory, bench science, social science, or other disciplinary setting) with postdoctoral fellows, junior research colleagues, or students at any level. Continued accomplishment in research and scholarship; continuing accomplishment, and some measure of national recognition of research; and evidence of valuable professional service.

1.4 The term "substantial" regarding research and mentoring is measured in multiple ways:

Quantity (i.e., there should be evidence of a significant amount of research and/or mentoring); and

Quality (i.e., the research and/or mentoring done by the individual is effective and has significant impact on the students and colleagues being taught; research has a significant impact on society and benefit to science).

1.5 AgriLife Research faculty who are jointly employed with a university and who are eligible for tenure will follow that institution's guidelines regarding faculty promotion and tenure.

1.6 AgriLife Research faculty located on the Texas A&M University (Texas A&M) campus who do not hold a joint appointment with Texas A&M must hold the rank of Research Assistant Professor, Research Associate Professor, Research Professor, or may be considered adjunct or visiting.

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2.0 EVALUATION PROCEDURES AND BASIS OF DETERMINATION

On decisions regarding promotion in rank, the major emphasis should be on research-related criteria, and the performance of those responsibilities as outlined in the position description and plan of work. Additional supporting materials provided in the curriculum vitae such as public and institutional service, teaching, and other non-research activities will be included in the overall assessment.

The achievements, productivity, and effectiveness of a faculty member will be assessed from the information contained in the candidate's curriculum vitae and plan of work. The following major criteria should be included in the evaluation of the curriculum vitae and plan of work.

- A. Accomplishment of research project objectives from plan(s) of work.
- B. Publication of research in scholarly and professional refereed journals.
- C. Publication of research in practitioner journals targeted for industry and user groups.
- D. Receipt of awards for research excellence.
- E. Invited participation at professional and scientific meetings.
- F. Offices held or committee assignments in professional societies.
- G. Significant external research funding.
- H. Effective relationship with research-user groups.
- I. Evidence of a well-planned and developed program of research that has contributed to the advancement of knowledge or has produced a tangible benefit to society (e.g., superior crop variety, better breed of livestock, software utilization, patent applications, new technology, etc.).
- J. Other activities that have contributed to accomplishing AgriLife Research goals, such as improving the visibility of units and programs, participating in interdisciplinary research, or improving the effectiveness of the AgriLife Research unit.

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Research and Extension ad loc faculty with Academic Teaching Responsibilities

For Extension or Research Ad loc. faculty seeking promotion that have a minority teaching appointment or are teaching on an overload basis:

- The Department Head will evaluate the teaching performance of the candidate using the processes described in the departmental Guidelines for Faculty Evaluation in the teaching category.
- The Department Head will convey their assessment in the Department Head letter that is transmitted to the Agency Associate Director(s).
- The candidate will not go through the College Promotion and Tenure processes and will not go through the Department P&T committee and the College Peer Review Committee. Instead, the candidate will follow the AgriLife Research and Extension Promotion Processes.
- The Associate Director will consider the candidate's teaching performance in their recommendation to the Director(s), in relation to their overall position description.
- The Director(s) will confer with the College Executive Associate Dean before making a final decision regarding approval or denial of the promotion.



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