

**OPERATING PAPER
DEPARTMENT OF ANIMAL SCIENCE, FOOD AND NUTRITION
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**

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I. PURPOSE

The purpose of the operating paper of the Department of Animal Science, Food and Nutrition is to set forth the structure, procedures and policies of the department as agreed to by a majority of the faculty of the department on 2/10/17. This document supersedes all other operational documents in the department and takes precedence where there is disagreement. This operating paper and all appendices must be given to the new faculty candidates before signing of the contract.

II. MISSION STATEMENT

The mission of the Department of Animal Science, Food and Nutrition is to provide experiential educational, research, and service activities to support the development of the well-rounded student. Our approach is based on the wisdom, values, approach and appreciation of the varied expertise necessary in our leaders of tomorrow. We adhere to an experiential educational philosophy by imparting a serious and continued commitment to excellence in undergraduate and graduate education. The Department employs these principles in its comprehensive educational offerings leading to undergraduate and graduate degrees in Animal Science, Hospitality and Tourism Administration, and Human Nutrition and Dietetics.

III. FACULTY

A. Definition of Voting Faculty

For purposes of this document, Faculty of the Department of Animal Science, Food and Nutrition consists of all persons holding a tenure or tenure-track faculty appointment within the department or having a continuing instructor appointment of 100% in the department, as defined in the Collective Bargaining Agreement between the Board of Trustees and the SIUC Faculty Association, IEA NEA.

The Graduate Faculty consists of all Continuing Faculty members of the Department of Animal Science, Food and Nutrition holding University Graduate Faculty status.

B. Academic Qualifications of New Faculty

Academic qualifications of new faculty to be recruited for new or vacant positions will be decided by the Departmental Voting Faculty with consideration from the Department Chair.

C. Powers and Duties

1. The faculty shall develop and carry out policy on educational, research and academic disciplinary matters which affect the Animal Science, Food and Nutrition Department and faculty, except as authority is otherwise assigned by the Statutes of the Board of Trustees.
2. The departmental faculty shall have original jurisdiction in all educational matters and academic disciplinary matters within the scope of the department, including the approval of curricula, the admission, education, and graduation of students. Such jurisdiction is limited to approved university policies and procedures.
3. The departmental faculty may establish the schedule to periodically review the administrative structure and operation of the department and the approved operating procedures governing this operation.

D. Work Load

The policies and procedures for faculty workload are defined in the Collective Bargaining Agreement between the Board of Trustees and the SIUC Faculty Association, IEA NEA.

IV. ADMINISTRATION OF THE DEPARTMENT

A. Selection and Appointment of the Chair

If at any time the position of Chair becomes vacant, the Dean of the College of Agricultural Sciences, after consulting with the Faculty of the Department, shall appoint as Acting Chair a tenured Professor or Associate Professor in the Department of Animal Science, Food and Nutrition. The Acting Chair will assume all of the duties of the Chair until a new chair is appointed. The process to select a Chair as described below will commence as quickly as possible but no later than the first fall or spring Semesters when classes are in session following vacancy.

When a new Chair is to be selected, the current Chair or Acting Chair of the ASFN Department will provide each member of the Faculty a ballot listing all members of the ASFN Faculty who are on campus and who are on assignment for

that term. The ASFN Faculty will then elect from this list a Search Committee consisting of two members from each major, a civil service representative, and two other members to be decided. The procedures from The Election Process in Section VII will be followed. The member of the Search Committee receiving the highest number of votes will serve as the chair of the committee.

The Search Committee will arrange a meeting of the ASFN Departmental Faculty with the Dean of the College of Agricultural Sciences. This meeting will be conducted by the chair of the Search Committee, and its sole purpose will be to determine whether a local or a national search for a chair will be undertaken.

Once the question of local versus national search has been settled, the Search Committee in conjunction with the Dean shall prepare a position description and other appropriate documents and shall advertise the position in media appropriate to the scope of the search. It is the duty of the Search Committee to see that the search is carried out in accordance with University regulations.

1. If the search is national in scope, the process will proceed as follows:
 - a. With the advice of the ASFN Faculty at large and of the Dean of the College of Agricultural Sciences, the Search Committee will screen the applicants for the position and present to the Department a list of the names of the top five to seven candidates with appropriate documentation. The ASFN Faculty will vote by secret ballot by ranking each individual as an acceptable candidate for Chair. The Search Committee will present to the Dean the names of the three candidates who receive maximal support in this ballot for interviews.
 - b. After the interviews and vision presentations have occurred, the Search Committee will arrange a meeting of the ASFN Faculty with the Dean of the College of Agricultural Sciences. The sole agenda item for this meeting will be a discussion of the merits of the candidates for the position of Chair of the Department. If necessary the discussion will include candidates other than the top three.
 - c. Subsequent to this meeting, the Search Committee will poll the Faculty by ballot as to the preferred candidate. The ballot will ask whether each individual candidate is acceptable or not. A candidate must receive the support of at least 60% of the Faculty and must receive a positive tenure recommendation from at least 60% of the tenured Faculty who vote in a separate tenure ballot in order to be recommended to the Dean by the Search Committee Chair.

- d. Providing the conditions of the previous paragraph are met, the candidate who received the most support will be recommended to the Dean of the College of Agricultural Sciences as the next Chair of the Department and tenure will likewise be recommended.
- e. If the preferred candidate does not accept the offered position, or if the Dean cannot support the preferred candidate, or if none of the candidates receive the required support of the Department, the Search Committee will arrange a meeting of the Faculty with the Dean to determine the next step in the search process.

2. If the search is local in scope, the selection process will proceed as follows while ensuring University guidelines are followed.

The search Committee will contact each tenured Associate Professor and Tenured Professor in the department as to whether he/she is willing to stand for election.

- a. The Search Committee will then prepare a primary ballot containing the names of all those members who are willing to be considered. This ballot will be distributed to each member of the Faculty who will then select up to five nominees in the order first, second, etc.
- b. The Search Committee will count the primary ballot as follows:
 - 3 points for each "first choice"
 - 2 points for each "second choice"
 - 1 point for each "third, fourth, or fifth choice"

The Search Committee will report the results to the Faculty.

- c. The Search Committee will rank order the point's totals of the candidates from highest to lowest. They will contact the candidates in order to see who is willing to be further considered. The two candidates with the highest ranking who are willing to be considered will be the final candidates.
- d. In the process of finding two final candidates, it could happen that there would be a tie so that more than two would be eligible. In this case, the Search Committee will conduct runoff elections until two final candidates emerge from the primary ballot. The voting scheme in these runoff elections will be the point system utilized in the initial primary ballot

- e. A faculty meeting will be held to interview the final candidates. Each candidate will be interviewed separately from the other candidates. Interviews with other university officials will be arranged as required. The Search Committee will then prepare a ballot consisting of the final candidates and distribute it to the Faculty. The candidate receiving the highest number of votes will then be the Department's choice. If there is a tie, one runoff election will be held.
- f. The Search Committee will meet with the Dean of the College of Agricultural Sciences to convey the name of the Department's choice and request his/her appointment as Chair. If the Dean and Department Faculty are not in agreement on the nominated candidate, they will enter into discussions concerning the candidate and other candidates in the pool. The discussions will continue until agreement on a candidate is reached, or the pool of candidates is exhausted without agreement. In this event, a new search will be initiated.

B. Authority and Responsibilities of the Chair

The Department is administered by the Department Chair who is a member of the Continuing Faculty holding tenure in the Department of Animal Science, Food and Nutrition. The Chair is the chief fiscal officer of the Department, is responsible for coordinating academic matters in the Department, and is generally responsible for the administration of the Department. The Chair is accountable to the Faculty and College Dean for matters related to the operation of the Department.

C. Specific Duties of the Chair

The Departmental Chair is the chief administrative officer of the department, and is responsible for the development, administration, and supervision of academic, research, and outreach/service programs necessary to accomplish the mission of the Department.

1. Carry out the policies contained in the Departmental Operating Procedures and exercise general responsibility for supervision and operation of the Department.
2. Represent the programs and interests of the Department at the College, campus, regional, and international levels.
3. Promote a professional environment conducive to achieving effective teaching, research, outreach, and service.

4. Assume high standards in undergraduate and graduate, educational, and research programs.
5. Develop and submit periodic achievement reports on accomplishments of the Department. Give a specific budget report at semi-annual departmental meetings.
6. Delegate or carry out other functions necessary to accomplish the administrative leadership responsibilities of the office.
7. Develop yearly with each faculty a Job Description in accordance to faculty, Department, College of Agricultural Science's needs, and the Collective Bargaining Agreement.
8. Develop and submit yearly faculty review for merit and or promotion and tenure in accordance to Appendix A and B procedures.
9. The Chair will evaluate yearly the progress toward tenure of each untenured faculty member who has been a member of the Faculty for at least one year. This evaluation will aid the individual in their annual evaluation of progress toward tenure.
10. The Chair will facilitate the preparation and submission of the accreditation/assessment reports. Program faculty are responsible for data collection and preparation of the accreditation/assessment reports.

D. Review of the Chair

1. In accordance with the operating paper of the College of Agricultural Sciences, a review of the Chair will be held during the fall semester of the third year of appointment and every 3 years thereafter.
2. The Dean may elect to initiate an early review of the Chair at his/her discretion or if presented with a petition from at least 50% of the Faculty.
3. Whenever a review of the Chair of the Department is due, either in accordance with D1, or early in accordance with D2, in addition to the procedures initiated by the Dean, the Department shall elect in accordance with the Election Process a three member Polling Committee. This committee will poll by secret ballot the Faculty of the Department on the question of whether the Chair's reappointment should be continued. The results will be reported to the Department and to the

Dean.

4. If a departmental faculty submits a majority vote of non-confidence in their chair during a periodic review, or at any time, a written recommendation by the faculty will be made to the Dean within one month of the vote. Discussions will be scheduled to begin within one week among the ASFN Departmental Faculty, Dean and Chair to determine whether the problems can be resolved or a change in Chair is necessary. The Dean will then respond in writing within one month as to the decision and proposed action. If the faculty is not satisfied with the Dean's report, they can follow the grievance procedures as set forth in Article VI of the Collective Bargaining Agreement.

V. DEPARTMENTAL AND COLLEGE COMMITTEES

The departmental faculty shall serve as a committee of the whole in lieu of regularly formulated standing committees.

A. Ad hoc Committees

Ad hoc departmental committees in conjunction with the departmental chair may be established when a majority of the departmental faculty agrees to such designation. Membership to ad hoc committees shall be by election.

B. Standing Committees

The selection of individuals for election to establish standing committees of the College of Agricultural Sciences shall be by a majority vote of the departmental faculty. Selection of individuals to serve on all other College of Agricultural Sciences Committees shall be by election within the department.

C. Promotion and Tenure Committee

The Promotion and Tenure Committee consists of all tenured associate professor and/or professor faculty in the Department of Animal Science, Food and Nutrition with greater than 10% departmental appointment and the Chair. Committee members will convene by the end of the second week of the fall Semester and will follow the procedures in the Election Process. The Chair will serve as chair of the committee unless he/she chooses to have the individual receiving the most votes chair the committee.

The primary responsibility of the Promotion and Tenure Committee of

Associate Professors and Professors is to make recommendations regarding tenure and the promotion of individuals to the rank of associate professor. The primary responsibility of the Promotion and Tenure Committee of Professors is to make recommendations regarding the promotion of individuals to the rank of professor.

VI. DEPARTMENTAL MEETINGS AND VOTING

A. Departmental Meetings

Two departmental meetings will be held in the spring and two in the fall semester, the date and time should be determined by the second week of each semester.

B. Meeting Procedure

1. The Chair or designated representative shall preside. Meetings will be based on Roberts Rules of Order when requested by voting faculty.
2. A written agenda shall be prepared for each meeting and circulated five working days in advance.
3. A departmental secretary shall keep the Minutes of the faculty meeting.
4. The Minutes of each meeting shall be reproduced and distributed to each faculty member within one week after the meeting.
5. A quorum shall consist of a simple majority of the resident voting members.

C. Special Meetings

The Chair must call a special meeting of the Faculty when requested to do so by a written petition signed by the majority of voting Faculty. The petition will indicate the purpose and agenda for the meeting, which will be called as soon as possible, but no later than ten class days following the presentation of the petition.

D. Decisions

All binding decisions are to be made by secret ballot and require participation by the majority of voting Faculty. Written and signed Proxy Votes will be accepted.

VII. THE ELECTION PROCESS

A. Election Process

When an election is to be held, except for the election of the Chair, the Chair or other appropriate individual or body will prepare a list of all Faculty eligible to

be elected. This list will be circulated and any eligible Faculty member not wishing to run will so inform the Chair or other appropriate individual or body. The Faculty members eligible but not wishing to run will then be removed from the list of eligible faculty. The resulting list will be the ballot.

1. In marking the ballot, the person (or persons) receiving the most votes will be elected.
2. In case of ties, a runoff election will be held. Ties in the runoff election will be decided by lot. If varying length terms are to be assigned, then the persons receiving the most votes will fill the longest terms with ties decided by lots.

B. Balloting Procedures

For votes on promotion, tenure, election of a Chair, amendments to this Operating Paper, and any other items as deemed sufficiently important by the Chair or the Faculty, ballots will be distributed to all faculty eligible to vote (both on campus and off) with sufficient time allowed for the ballots to be returned. Deadlines can be imposed, however, so that University or administrative time constraints can be met.

C. Other Ballots

On all remaining matters, ballots will be distributed only to the eligible Faculty on campus and on assignment for that term.

VIII. PERSONNEL FILE

A personnel file for each faculty member shall be maintained by the Department in accordance with the Personnel File Policy of the University as specified in the current Faculty Handbook and Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA. It is the responsibility of the individual faculty member to keep his/her file current. However, the Chair shall set a specific date for annual updating of the file by each faculty member and another specific date by which time each faculty member can be expected to provide data and documents to be reviewed in conjunction with promotion tenure decisions on his/her behalf. The annual updating of the file shall include removing unnecessary or outdated material, which shall be returned for the faculty member.

IX. DUTY ASSIGNMENT AND EVALUATION PROCESS

A. Evaluation Process for Merit Salary Adjustments

The Department will maintain as Appendix A to this Operating Paper a

document entitled "Evaluation Process for Merit Adjustment." It is the purpose of Appendix A to indicate how Faculty:

1. Duties are assigned.
2. Report their accomplishments.
3. Accomplishments are evaluated relative to merit salary adjustments.

B. Operating Paper Precedence

In the event that a statement or procedure described in Appendix A disagrees or contradicts a statement or procedure contained within the Operating Paper, the procedure as presented in the Operating Paper will take precedence.

X. PROMOTION AND TENURE

The Department will maintain as Appendix B to this Operating Paper, a document titled "Promotion and Tenure". It is the primary purpose of Appendix B to indicate the process by which tenure and promotion are achieved in the Department. It must be noted that evaluations for tenure must be made with regard to work assignments and initial contract (operating papers) at time of hire. If the requirements change, the Faculty must agree in writing to be evaluated according to new criteria.

In the event that the statement or procedure described in Appendix B disagrees or contradicts a statement or procedure contained within the Operating Paper, the procedure as presented in the Operating Paper will take precedence.

XI. GRIEVANCE PROCEDURE

A. Student Academic Grievance Procedures

It is the responsibility of the department to resolve in a timely manner all disagreements relating to academic evaluation and all allegations of academic misconduct. Matters that have not been resolved directly by the parties concerned shall be adjusted according to the Student Grievance Procedure as specified in the student conduct code. Copies of the procedure are available from the Chair upon request.

B. Departmental Grievance Procedures

The Grievance procedure for the Faculty and Administrative staff of the Department of Animal Science, Food and Nutrition is that as specified in the current faculty Handbook and Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Faculty Association, IEA/NEA. This procedure makes available procedural safeguards, which ensure that any adverse action can be dealt with equitably. Copies of this Grievance procedure

are available from the Chair upon request.

XII. OPERATING PAPER AMENDMENTS

Amendments to the Operating Paper of the Department of Animal Science, Food and Nutrition shall be made in the following manner:

1. A suggested amendment may be submitted in writing to the Chair at least five days before any regularly scheduled faculty meeting. The suggested amendment will be distributed by the Chair to the faculty as part of the meeting agenda.
2. The prepared amendment shall be discussed at the meeting, but will not be voted upon until the next regularly scheduled faculty meeting.
3. For approval, an amendment must receive a two-thirds vote of those present, but no less than a majority vote of the total number of faculty members entitled to vote.

APPENDIX A

EVALUATION PROCESS FOR MERIT SALARY ADJUSTMENT OF DEPARTMENT OF ANIMAL SCIENCE, FOOD AND NUTRITION

GENERAL PRINCIPLES:

Faculty members of the Department of Animal Science, Food and Nutrition are expected to teach effectively, to engage in research, and to perform professional service within the department, the college, the university, the profession, and/or the community according to their work load. Those members holding a continuing appointment will normally have duties in areas of teaching, research, and service. It will be the purpose of the reward system to not only recognize meritorious work done by Faculty, but also promote excellence in these activities, with the chair being charged with the responsibility of administering the reward system to this end.

THE ASSIGNMENT OF DUTIES:

During the spring semester of each academic year, the chair will meet individually with each faculty member for the purpose of developing duties for the coming academic year. This meeting will result in a written assignment of duties describing the percentage of time to be allocated to teaching, research, and service. A copy of this agreement will be given to the faculty member and a copy will be maintained in the departmental files. This agreement shall be the primary document utilized in the evaluation process described below. Changes in the assignment may be made at a later date by mutual agreement between the faculty member and the chair in writing.

THE REPORTING OF ACCOMPLISHMENTS:

Prior to February 1 of each year, each faculty member will update his/her curriculum vitae and provide the chair with a brief statement of accomplishments consistent with the assignment of duties using an agreed upon departmental format. Supporting documentation (e.g., teaching evaluations, reprint of published work) will also be submitted by the faculty member. The chair may also submit documents (of both positive and negative character) to be used in the evaluation process provided that the faculty member is given a copy and the opportunity to attach a written response to each such document.

THE EVALUATION PROCESS:

In the spring semester, the chair will individually and separately evaluate the record of assigned duties, the curriculum vitae, and the evaluation materials submitted by each

faculty member in the department. The evaluation process will be both qualitative and quantitative. The accomplishments during the previous calendar year as well as the pattern of activity during the previous three calendar years (if available) will also be considered, if merit pay was not available in the previous three years.

The Chair will prepare a written evaluation for each faculty member. The chair will meet individually with each faculty member, discuss the results of the evaluation, and give to the faculty member a copy of the written evaluation which will also be placed in the appropriate personnel file. A faculty member who disagrees with the chair's evaluation will be given the opportunity to append a statement of dissent.

The Chair will then prepare merit salary recommendations in accordance with the results of the evaluation process and submit them to the Dean.

THE EVALUATION OF TEACHING:

Every faculty member of the Department of Animal Science, Food and Nutrition is expected to teach effectively. Of course, such teaching involves classroom performance, e.g., clear communication, careful motivation, ample illustration of different concepts, and appropriate use of suitable visual aids. Teaching requires instructional management, e.g., the timely assignment and return of homework exercises, tests, the preparation and administration of appropriate examinations, the keeping of accurate class records, and the pacing of instruction so as to cover approved syllabi. Within a university setting, however, good teaching also involves innovation, e.g., the development of effective new ways to present difficult concepts, the construction of handouts and exercises that help students to master key ideas, the writing of textbooks, the restructuring of several courses into a new curriculum, and the development of suitable tools for managing instruction in service courses having very large enrollments. Finally, teaching may involve the development of programs and funding mechanisms for serving special populations, e.g., gifted undergraduates, minorities, and high school teachers.

If the teaching performance of a faculty member results in a pattern of complaints by students, by faculty peers or by advisors, if a faculty member habitually fails to complete assigned course syllabi or if there is an unusual pattern of heavy student withdrawals from a faculty member's assigned classes, the chair will schedule a meeting with the faculty member in question to discuss these problems. If remediation has not occurred after a reasonable period of time, the chair may choose to document the problem and the faculty member may attach a statement of rebuttal if he or she so desires.

Faculty member list (not all-inclusive) of teaching materials or documents for submission for merit and/or promotion and tenure; for Teaching; the order is not hierarchical:

- a. complete results from all student evaluation forms;
- b. teaching proposals submitted;

- c. teaching proposals approved;
- d. nominations and/or receipt of teaching awards or honors at the departmental, college, university, professional, local, state, regional, national, international level;
- e. specialized, innovative methods or other course materials developed by faculty for use in classes or adoption at other institutions;
- f. letters from colleagues who have actually observed the faculty member's performance in the classroom in two or more occasions;
- g. evidence of working with teaching improvement workshops or organizations;
- h. advisement effort;
- i. work with student organizations, judging teams, etc.;
- j. graduate committees (member only);
- k. graduate committees (chair);
- l. course and/or curriculum development;
- m. special assignments;
- n. course syllabi.

THE EVALUATION OF RESEARCH:

A faculty member of the Department of Animal Science, Food and Nutrition who holds a continuing appointment is expected to engage in research, e.g., to create new concepts and relationships, to synthesize a corpus of existing thought, to devise novel ways for using tools to solve significant problems in related disciplines, to communicate formally one's own work in the dissemination of new ideas.

Faculty member list (not all-inclusive) of research materials or documents for submission for merit and/or promotion and tenure; the order is not hierarchical:

- a. refereed articles submitted;
- b. refereed articles accepted;

- c. non-refereed articles;
- d. training manuals;
- e. citations of original work;
- f. popular, complete article;
- g. byline by professor;
- h. proceedings;
- i. abstracts;
- j. book review, monograph, or bulletins;
- k. refereed book
- l. non-refereed book;
- m. book chapter;
- n. scientific or symposia invited presentations; local, state, regional, national, international;
- o. presentations, professional meetings; local, state, regional, national, international
- p. other presentations; local, state, regional, national, international;
- q. research grants submitted;
- r. research grants funded;
- s. patents;
- t. organizing/coordinating local, state, regional, national, international research activities, symposia, sessions, workshops;
- u. editing and reviewing;
- v. research awards and honors;

- w. genetic data base submissions;
- x. released improved plant, animal or germ plasms.

THE EVALUATION OF OUTREACH/SERVICE:

Members of the department of Animal Science, Food and Nutrition perform various outreach duties in order for the department as a whole to function smoothly. Faculty members should submit materials that document outreach activities using an agreed upon departmental format. Faculty member list (not all-inclusive) of outreach/service materials or documents for submission for merit and/or promotion and tenure; the order is not hierarchical:

- a. all departmental, college, university, international committee assignments (chair or member), workshops, seminars, and special duties
- b. all professional organizations, committee assignments (chair or member), workshops, seminars, special duties, review assignments;
- c. non-credit course taught;
- d. speeches and/or publications of non-research nature;
- e. workshops, clinics, tours for outside constituents;
- f. non-research advisory or organizational committees;
- g. judging, visits, community citizenships;
- h. consulting or advisory positions;
- i. SIUC representation; local, state, regional, national, international
- j. awards and honors for service

EVALUATION OF OVERALL PERFORMANCE:

The evaluation of overall performance, involves a comparison of faculty members having varying assignments within the areas of teaching, research, and service. The Chair will be charged with the responsibility of providing overall ratings that serve to promote excellence in teaching at all levels, that promote vital research programs which bring recognition to the department and its members, and provide valuable outreach/service. Faculty members should submit materials that document meritorious teaching, research, and outreach/service activity within the broad context outlined above using an agreed upon departmental format.

APPENDIX B

PROMOTION AND TENURE POLICY DEPARTMENT OF ANIMAL SCIENCE, FOOD AND NUTRITION

I. PROCEDURES

The total contribution of each faculty member shall be evaluated in the context of their workload, in the areas of teaching, research, and service. A committee composed of the Department Chair and "appropriate voting faculty members" will evaluate each staff member's performance, the Department Chair will then make recommendations to the Dean of the College of Agricultural Sciences which will include the committee's recommendation on promotion and tenure. The "appropriate faculty members" for the promotion to the rank of Professor will be all Professors who hold tenured appointments; for the promotion to rank of Associate Professor, all Associate Professors and Professors who hold tenured appointments; and for promotion to Assistant Professor or awarding of tenure, all faculty members holding a tenured professorial rank. All submission of dossiers may be made whenever requested by the faculty member or deemed advisable by the Department Chair and appropriate committee, dossiers for tenure must be prepared by October of the second year of employment for Professors, fourth year for Associate Professors, and sixth year for Assistant Professors. In the case of a negative recommendation forwarded to the Dean, the staff member will be notified in writing of such action with accompanying reasons for the negative decisions. Departmental procedures will follow Article XIII of the Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and Southern Illinois University Carbondale Faculty Association, IEA/NEA. A request for an early tenure decision should be made in writing by the faculty member desiring such a decision.

II. STANDARDS

A. Length of Service

It is assumed that tenure and/or promotion is awarded as recognition of attainment rather than for length of service. The criteria for "early" tenure and/or promotion (before the mandatory year) will be the same as those at the mandatory time.

B. Academic Rank

1. Promotion from the rank of Assistant Professor to the rank of Associate Professor requires: 1) proven effectiveness as a teacher; 2) a record of peer-reviewed publications and/or peer-reviewed creative activity which has contributed to the discipline or field of study, to the candidate's intellectual/artistic development, and to the quality of the academic unit; 3) a record of professional service appropriate to the discipline, the academic unit, and where possible, the College and/or the University; and 4) promise of growth in teaching and research or artistic/creative activity. The candidate should be a strong representative of the discipline as verified by peers external to the University.

2. Professor

For promotion to the highest academic rank, the candidate's academic achievements and professional reputation should be superior and the individual should have a national and/or international reputation in their field. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publications and/or peer-reviewed creative activity, and professional contributions and service. Evaluations of scholarly achievements should also be verified by peers external to the University.

III. CRITERIA

The status of tenure is a privilege, not a right, and the standards used in awarding tenure must be rigorously applied. Superior or outstanding performance and the potential for further contributions within the discipline is the basis for awarding tenure. Promotion is also a privilege, not a right, and should be the formal recognition of the candidate's outstanding performance and total contributions to the discipline.

It is the responsibility of each individual staff member and the Department Chair to ascertain that a departmental file of items relevant to the staff member's total contributions to the University as well as the staff member's accomplishments within the discipline are documented. These materials will be used by the Department Chair and faculty member to prepare tenure dossiers to be reviewed by the "appropriate committee." The department will follow the most current Promotion, Policies and Procedures for Faculty and the Tenure Policies and Procedures.

The following items should be included in the staff member's personal file and may be used in the evaluation of performance and preparation of the dossier.

Faculty member list (not all-inclusive) of teaching materials or documents for submission for merit and/or promotion and tenure; for Teaching; the order is not hierarchical:

- a. complete results from student evaluation forms;
- b. teaching proposals awarded;
- c. .teaching proposals submitted;
- d. nominations and/or receipt of teaching awards or honors at the departmental, college, university, professional, local, state, regional, national, international level;
- e. specialized, innovative methods or other course materials developed by faculty for use in classes or adoption at other institutions;

- f. .letters from colleagues who have actually observed the faculty member's performance in the classroom on two or more occasions;
- g. evidence of working with teaching improvement workshops or organizations;
- h. advisement effort;
- i. work with student organizations, judging teams,
- j. graduate committees (member only);
- k. course and/or curriculum development;
- l. special assignments;

Faculty member list (not all-inclusive) of research materials or documents for submission for merit and/or promotion and tenure; the order is not hierarchical:

- a. refereed articles submitted;
- b. refereed articles accepted;
- c. non-refereed articles;
- d. training manuals;
- e. citations of original work;
- f. popular, complete article;
- g. byline by professor;
- h. proceedings;
- i. abstracts;
- j. book review, monograph, or bulletins;
- k. refereed book;
- l. non-refereed book;
- m. book chapter;
- n. scientific or symposia invited presentations; local, state, regional, national, international;

- o. presentations, professional meetings; local, state, regional, national, international;
- p. other presentations; local, state, regional, national, international;
- q. research grants submitted;
- r. research grants funded;
- s. patents;
- t. organizing/coordinating local, state, regional, national, international research activities, symposia, sessions, workshops;
- u. editing and reviewing;
- v. research awards and honors;
- w. genbank submission;
- x. released improved plant, animal or germ plasms.

Faculty member list (not all-inclusive) of outreach/service materials or documents for submission for merit and/or promotion and tenure; the order is not hierarchical;

- a. all departmental, college, university, international committee assignments (chair or member), workshops, seminars, and special duties;
- b. all professional organizations, committee assignments (chair or member), workshops, seminars, special duties, review assignments;
- c. non-credit course taught;
- d. speeches and/or publications of non-research nature;
- e. workshops, clinics, tours for outside constituents;
- f. non-research advisory or organizational committees;
- g. judging, visits, community citizenship;
- h. consulting or advisory positions;
- i. SIUC representation; local, state, regional, national, international;
- j. awards and honors for service.

ANIMAL SCIENCE, FOOD AND NUTRITION CONTACT HOUR AND INDIRECT TEACHING EQUIVALENCIES FOR FACULTY¹

This article identifies faculty teaching workload credit hour equivalencies.
This article supersedes and replaces any teaching workload equivalencies stated in these operating Papers, including attachments or appendices.

SECTION A. FACULTY WORKLOAD ASSIGNMENTS

Faculty workload assignments shall be based upon an equivalent number of credit hours of teaching per academic year as specified in the most recent SIU/FA agreement. Per the SIU/FA 2010-2014 agreement, assignments are based on twenty-four (24) credit hours of teaching per academic year (9 months). For faculty with less than 100% appointments, the credit hour equivalency is prorated.

SECTION B. STRUCTURED COURSES

1. Credit hour equivalency for structured courses shall be equal to the number of credit hours students receive for the course. As such, a course with labs having scheduled contact hours exceeding the credit hours of the course shall not result in additional credit hour equivalency for workload purposes.
2. Courses with multiple sections shall have each additional section counted separately for credit hour equivalency purposes, unless multiple sections regularly meet together for one or more sessions per week. If multiple sections regularly meet together for one or more sessions per week, credit hour equivalency for the joint sessions shall be equivalent to one section. Credit hour equivalency for the non-joint sessions of additional sections shall be 1 credit hour for each credit hour of lecture/lab. For example:
 - A) Course A is a 3 credit hour course meeting 3 hours per week and two sections are scheduled and taught by the same faculty member. If the two sections are not scheduled to meet jointly during the week, then the combined workload for the faculty member is 6 credit hours for the two sections.
 - B) Course B is a 3 credit hour course and two sections are scheduled and taught by the same faculty member. The two sections meet jointly for 2 hours during the week and separately for an additional hour. The workload is 3 credit hours for the first section plus one additional hour for the separate meeting of the second section. The combined workload for the faculty member is 4 credit hours for the two sections.

¹ Approved by Provost March 5, 2013 (per Addendum B of 2010-2014 Collective Bargaining Agreement
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3. Multiple faculty members may agree to teach one course using a team-teaching approach. As such, overall content of the course is divided among faculty members, with each developing and delivering their own content. In this case, credit hour equivalency of the course shall be prorated among faculty based on contact hours for which each is responsible.

SECTION C. UNSTRUCTURED COURSES AND INDIRECT TEACHING

Faculty time requirements for unstructured courses and indirect teaching vary widely depending on the student and course content and can often be considered part of research or service to the Department.

1. For practicum and internships credit hour equivalency for practicum and internships shall be determined by the chair, taking the following into consideration:
 - a. number of actual classroom contact hours;
 - b. total number of students;
 - c. number of sections offered over a 12 month period;
 - d. additional factors related to the overall workload required for the practicum/internships.

Credit hour equivalency needs to be fair and equitable (i.e. as compared to structured course efforts) and ultimately will be determined by the Department Chair in consultation with the faculty.

2. Graduate level unstructured courses shall be considered part of a faculty member's research or service load and will not be given credit hour equivalency for teaching.

Indirect teaching activities as defined by the Collective Bargaining Agreement including, but not limited to, instructional assignments and assigned contact hours, such as thesis and/or dissertation supervision, serving as readers on theses and dissertations, special problems supervision, directed reading, field work, faculty supervised independent study, supervision of research papers, new course development, undergraduate and graduate academic advising, supervision of internships and student teaching, professional development, and other assigned contact hours are not automatically considered to be equivalent with teaching typical graduate or undergraduate courses. The load equivalency for Indirect Teaching and Unstructured Courses ultimately will be determined by the Department Chair in consultation with the faculty/instructor and will typically not exceed 10% of overall workload assignment. The overall teaching workload must also be fair and equitable in the context of the overall work assignment (percent teaching, research, and service assignment) for the individual faculty. If a faculty believes this is not the case, they can petition an adjustment with the input of the COAS administrative unit (Dean and Associate Dean).

3. The department of ASFN reserves the right to adjust the Faculty Teaching Workload Credit Hour Equivalencies amendment via standard operating paper amendment procedures if the faculty deems the current agreement puts the departmental Tenure/Tenured Track Faculty at a disadvantage regarding credit hour generation, hiring-priorities, etc.