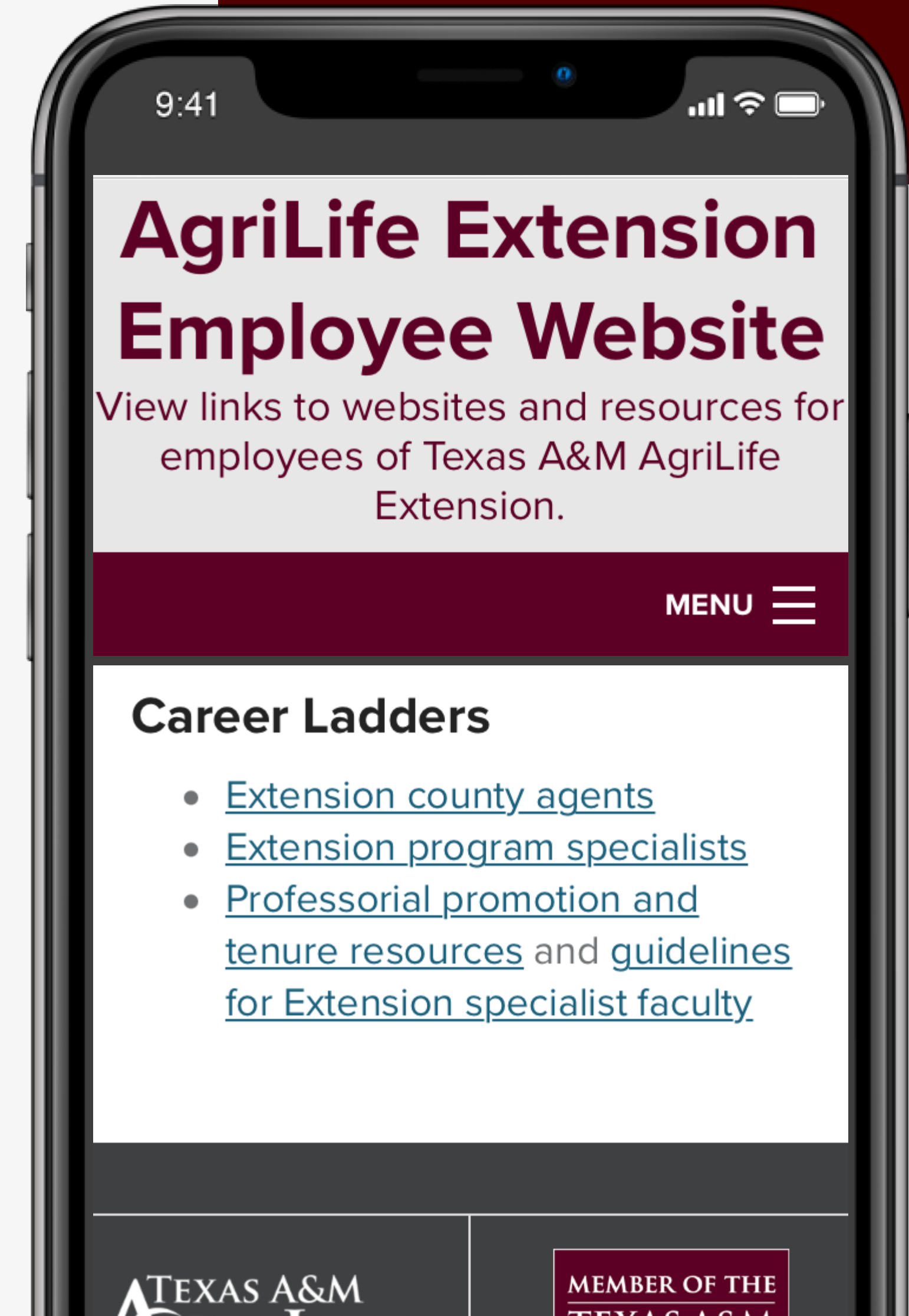


TEXAS A&M AGRILIFE

# Promotion and Career Ladder Training

→ **Professorial Track**





# Evaluation Criteria



## **Extension**

Program development & implementation; Support of Extension activities; Coordination & cooperation



## **Teaching**

Faculty/staff training & assistance; Teaching effectiveness & quality; Classroom instruction; Undergrad & grad student mentorship; Grad advising



## **Research**

Scholarly contributions & professionalism; Outcomes of programs



## **Service**

Service on committees; Service in professional organizations



Special emphasis is placed on a faculty member's quality of work, productivity over time, and impact in Extension, Teaching, Research and Service

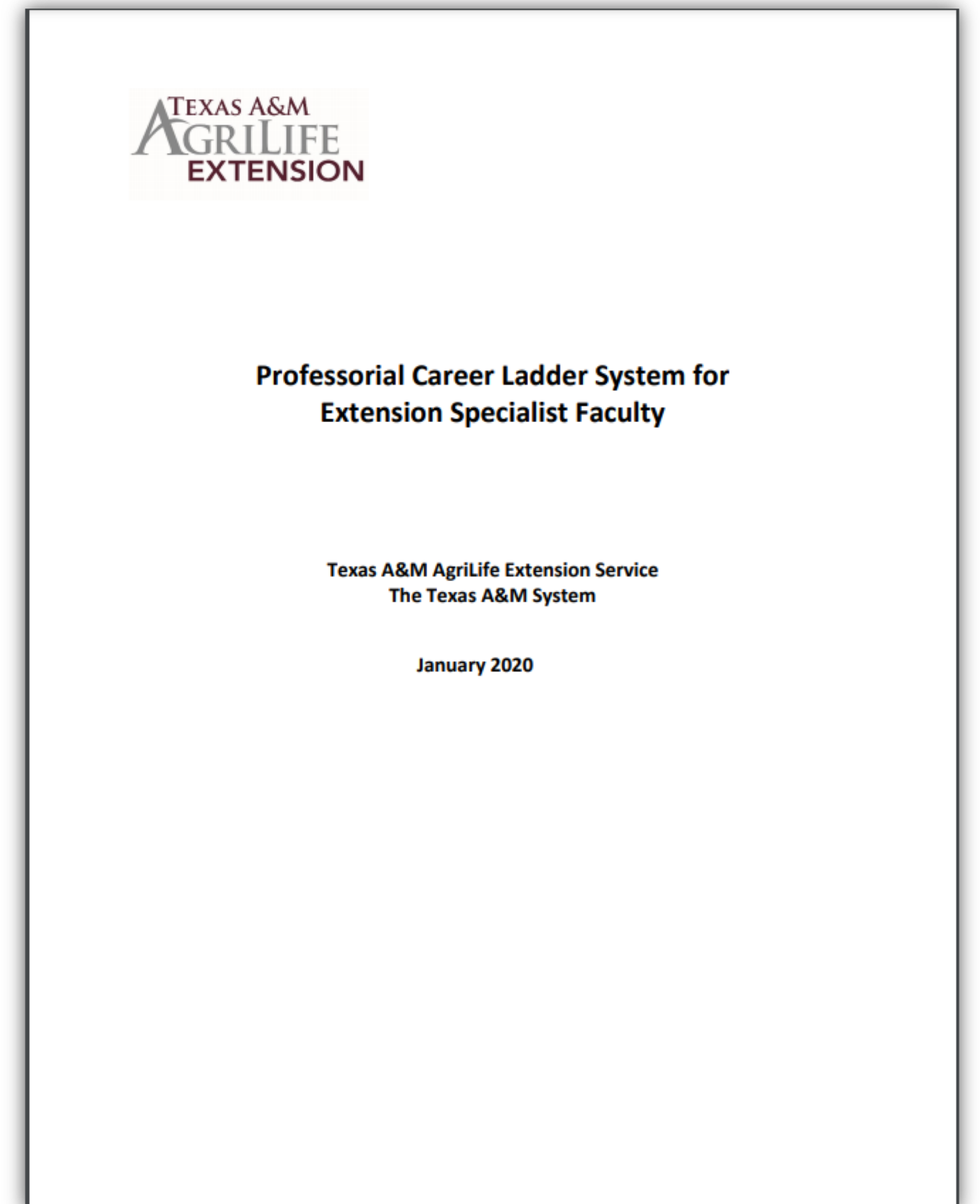


# Tips for Building a Strong Case for Promotion

# 1. Familiarize Yourself with the Promotion Guidelines



- Revised January 2020
- Performance Domains
- Standards of Achievement for Professorial Ranks (Assistant, Associate, Full Prof)
- General info on promotion process



# AgriLife Extension Employee Website

- Professorial promotion & tenure resources
- Promotion Guidelines

<https://extensionemployees.tamu.edu/resources-1/jobs-careers-at-extension/>

The screenshot displays the AgriLife Extension Employee Website. At the top, there is a navigation bar with logos for Texas A&M Forest Service, TVMDL, AgriLife Extension, AgriLife Research, and Agriculture & Life Sciences. A search bar is located on the right side of the navigation bar. Below the navigation bar, a dark red menu bar contains the following items: Home, RESOURCES, MARKETING & COMMUNICATION, SUPERIOR SERVICE AWARDS, and STRATEGIC PLAN. The main content area features the heading "Jobs & Careers at Extension" and "Human Resources: Careers & Employment". Below this, there is a list of links: <https://agrilifeas.tamu.edu/hr/careers-employment/>, "Career Ladders", and a list of links including "Extension county agents", "Extension program specialists", and "Professorial promotion and tenure resources and guidelines for Extension specialist faculty". The footer of the website includes the Texas A&M AgriLife Extension logo, the "MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM" logo, and a list of links: Compact with Texans, Privacy and Security, Accessibility Policy, State Link Policy, Statewide Search, Veterans Benefits, Military Families, Risk, Fraud & Misconduct Hotline, Texas Homeland Security, Texas Veterans Portal, Equal Opportunity, and Open Records/Public Information.

# AGLS Promotion & Tenure Website

- Promotion calendar
- Various summary charts & checklists
- Recorded dossier preparation workshop
- Professorial Career Ladder Guidelines

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

The screenshot shows a web browser with three tabs: 'Human Resources: Current Empl...', 'Jobs & Careers at Extension', and 'Promotion & Tenure'. The address bar shows 'faculty.aglifesciences.tamu.edu/promotion-tenure/'. The website header includes logos for 'AGRICULTURE & LIFE SCIENCES TEXAS A&M UNIVERSITY', 'TEXAS A&M FOREST SERVICE', 'TVMDL', 'TEXAS A&M AGRILIFE EXTENSION', 'TEXAS A&M AGRILIFE RESEARCH', and 'AGRICULTURE & LIFE SCIENCES TEXAS A&M UNIVERSITY'. A search bar is located in the top right corner.

## AGLS Faculty Affairs

Resources and Support for AGLS faculty

Home PROMOTION & TENURE PROFESSIONAL DEVELOPMENT AWARDS CALENDAR

### Promotion & Tenure

Calendars

- [Promotion and Tenure Calendar 2021-2022](#)
- [Promotion and Tenure Workshop Calendar 2021](#)
- [Weekly P&T Chair and Staff Zoom Hour Meeting ID: 967 2170 2475 Passcode: 684841](#)

Dossier Reminders and Materials

- [Interfolio RPT FAQ's](#)
- [Reminders for Committee Reports and External Letters 2021-2022](#)
- [P&T Forms for TAMU Cases](#)
- [Grants Summary Chart for TAMU and AgriLife Research dossiers](#)
- [AgriLife Extension Grants and Other Funding Summary Chart](#)
- [AgriLife Extension Candidate Suggested Reviewer Checklist](#)
- [AgriLife Extension Department Reviewer Checklist](#)
- [AgriLife Research Candidate Suggested Reviewer Checklist](#)
- [AgriLife Research Department Reviewer Checklist](#)

Search this website

Search

#### AGLS AND TAMU UPDATES FOR FACULTY

- Faculty Development Leave Workshop
- Lab Safety Courses
- Register for MANRRS Webinar: Envisioning Racial Equity in the Food, Agriculture, and Natural Resources Industry
- Students holding F1 visas — follow up information
- Graduate students holding F1 visas



## 2. Begin Preparations Now

- Do not procrastinate! Start preparing from Day 1
- Take advantage of the annual Performance Evaluation process
- Keep your position description updated
- Regularly update your CV/Interfolio profile





## 3. Work Hard, but Work Smart

- See the interconnectedness of your work in the four key domains: Extension, Teaching, Research & Service
  - Example of how 1 educational program/curriculum can lead to impact in all 4 domains
- Carve out your unique niche in your subject matter area & excel in it
- Seek out leadership opportunities
- Collaborate (be a team player)
- Do your job & do it well



## 4. Keep Detailed Records

- Programs developed/authored
- Publications (refereed journal articles, fact sheets, curricula, online courses, etc.)
- Grants/contracts (dates, source of funding, \$ amount, your role)
- Community-based presentations (titles, dates, locations, # of participants, etc.)
- Academic teaching (courses taught, dates)
- Teaching evaluations (dates, aggregated summaries – internal/external)
- Professional development activities (presentations, leadership roles in organizations, etc.)
- Service on committees (TAMUS, state, national, international)

## 5. Assemble a Well-Organized Promotion Dossier (Packet)

- Make sure the key components of your promotion dossier are the best they can be
  - 3-page statement on Extension, Teaching, Research & Service
  - Curriculum Vitae
  - Support materials
- Have your materials carefully reviewed/edited
- Be concise (avoid fluff), but don't sell yourself short

# 6. Emphasize Impact



## Extension

Quality of programs; innovation in responding to issues/needs; program adoption/reach; economic and/or behavior impacts

## Teaching

Innovative teaching/educational delivery methods; Demand for teaching; overall teaching effectiveness

## Research

Applied research; program outcomes; publications; grants/contracts to support Extension efforts

## Service

Service on unit/dept., college, agency committees; leadership roles (state, national, international)



## 7. Find a Mentor(s)

- Seek guidance from faculty who have successfully made it through the promotion process
- Ask to view successful promotion packets to use as a model when putting your materials together

# Questions?



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