

Criteria for Promotion or Tenure Department of Nutrition & Food Sciences

Faculty evaluation in the Department of Nutrition & Food Sciences at the Texas Woman's University (TWU) is designed to improve teaching, scholarship, and service; provide a planning mechanism for faculty development; and/or delineate areas for faculty improvement that may lead to merit increases in salaries. In all, these goals are focused on improving the educational experience of students. One specific purpose of faculty evaluation is to provide a structure for systematically measuring progress toward change in academic rank and to substantiate consideration for tenure. This document outlines the specific Departmental criteria for teaching, research, and service criteria for promotion and tenure. The candidate must also meet the minimum University-wide teaching, research, and service standards applicable to promotion and tenure (September 1, 2008).

University Standards for Tenure-Track Appointments, Promotions, and Tenure

Appointment to Assistant Professor

Initial appointment or promotion to the rank of Assistant Professor requires completion of the appropriate terminal academic degree of PhD, DSc, DPhil, in a field related to nutrition or food sciences and/or MD. The candidate should also demonstrate a current capability and desire for excellence in teaching, scholarship, and service as well as potential for significant accomplishments in these areas.

Minimal criteria for application within this rank for teaching, scholarly activities, and service are provided in the Department of Nutrition & Food Sciences Criteria for Promotion Tables.

Appointment or Promotion to Associate Professor

The faculty member's overall professional accomplishments should be of such high quality as to deserve the awarding of this rank. Minimal criteria for application within this rank for teaching, scholarly activities, and service are provided in Department of Nutrition & Food Sciences Criteria for Promotion Tables.

Appointment or Promotion to Professor

The rank of Professor is the highest academic rank and is awarded only in cases of clear and sustained records of exceptional quality. The rank is in recognition of attainment rather than length of service. Minimal criteria for application within this rank for teaching, scholarly activities, and service are provided in Department of Nutrition & Food Sciences Criteria for Promotion Tables.

Tenure

A faculty member must meet the criteria for associate professor to be considered for tenure. The granting of tenure must be based on the evidence of continuing high-quality professional performance in teaching, scholarship, and service. There is also the expectation for continued high-quality performance in the future.

University Standards for Clinical Track Faculty Appointments and Promotions

Appointment to Clinical Assistant Professor

Initial appointment to the rank of Assistant Clinical Professor requires completion of the M.S., M.P.H. M.A. or M.Ed degree in a field related to nutrition or food sciences. Clinical faculty must also hold the R.D. certification and any other state mandated certifications. In addition, the candidate should demonstrate current capability and desire for excellence in teaching, and service as well as potential for significant accomplishments in these areas. A minimum of two years of clinical experience is required for initial appointment. Minimal criteria for application within this rank for teaching, and service are provided in the Department of Nutrition & Food Sciences Criteria for Promotion Tables.

Appointment or Promotion to Clinical Associate Professor

Minimal criteria for application within this rank for teaching, scholarly activities, and service are provided in the Department of Nutrition & Food Sciences Criteria for Promotion Tables.

Appointment or Promotion to Clinical Professor

Minimal criteria for application within this rank for teaching, scholarly activities, and service are provided in the Department of Nutrition & Food Sciences Criteria for Promotion Table.

TEXAS WOMAN'S UNIVERSITY
Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Teaching

University Standards – Tenure Track Faculty Teaching Requirements		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Candidate must have demonstrated capability and desire for excellence in teaching. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in all aspects of teaching. • Participate effectively in course development and evaluation. • Obtain membership on the Graduate Faculty in components with graduate programs. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in all aspects of teaching. • Demonstrate leadership in the development of academic programs • Maintain full membership on the Graduate Faculty, in components with graduate programs. • Serve as a resource to other faculty.

Department of Nutrition & Food Sciences Criteria – Tenure Track Faculty Teaching Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated competence in teaching as evidenced by: <ol style="list-style-type: none"> a. Evidence of good teaching in recommendations b. Teaching experience (e.g., public school/community college/other university, guest lecturer, TA) c. Demonstrating teaching ability during the interview process 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated excellence in classroom teaching by student evaluations: <ol style="list-style-type: none"> a. University student evaluations b. Optional instructor generated evaluations c. Optional unsolicited student letter • Demonstrated excellence in depth of understanding in the field of specialization, as well as, his/her ability to present material as evidenced by written statements by professional peers outside the Department. College/ University teaching awards could demonstrate additional support. • Demonstrated excellence in advising students. • Demonstrated involvement and contribution in curriculum development/assessment within area of specialization and/or Department. 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated continued and sustained excellence in classroom teaching by student evaluations: <ol style="list-style-type: none"> a. University student evaluations b. Optional instructor generated evaluations c. Optional unsolicited student letter • Demonstrated continued and sustained excellence in depth of understanding in the field of specialization, as well as, his/her ability to present material as evidenced by written statements by professional peers outside the Department. College/ University or other teaching awards could demonstrate additional support. • Continued demonstration of excellence in advising students.

	<ul style="list-style-type: none"> • Chaired/co-chaired to completion at least two professional papers, theses, or dissertations and served as a member of professional papers, thesis, and dissertation committees. 	<ul style="list-style-type: none"> • Chaired/co-chaired to completion at least two theses, or dissertations and served as a member of professional papers, thesis and dissertation committees. • Demonstrated continued involvement and contribution in curriculum development/assessment within area of specialization and/or Department. • Served as a mentor to other faculty and graduate students in teaching and curriculum development. • Serve as a volunteer during open-house and orientation.
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TEXAS WOMAN'S UNIVERSITY
Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Scholarship

University Standards – Tenure Track Faculty Scholarship and Other Creative Activity		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Candidate should demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in research and creative activities. • Share the results of the scholarly work in peer-reviewed forums. • Seek internal or external funding as appropriate to the field. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Document a program of research and/or creative activities. • Serve as a research/creative mentor to colleagues/graduate students. • Seek and/or secure internal or external funding, as appropriate to the field. • Disseminate the results of scholarly work in peer reviewed forums.

Department of Nutrition & Food Sciences—Tenure Track Faculty Scholarship Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate must have:</p> <ul style="list-style-type: none"> • Potential for scholarship through presentations and publications. • One activity equivalent with the following: <ol style="list-style-type: none"> a. Established laboratories and/or designed Equipment/computer programs b. Provided focus on a future scholarly agenda c. Completed a post-doctoral fellowship d. Participated in a research laboratory or setting (e.g., Graduate Research Assistant) 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated excellence in scholarship and dissemination of the results of the scholarly work: <ol style="list-style-type: none"> a. Five or more presentations at professional meetings at state, national, or international level b. Three or more peer-reviewed publications such as journal articles, books, and book chapters • Two or more submitted internal or external proposals for funding of scholarly activities or obtained contract services related to his/her scholarly activities. 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated continued and sustained excellence in scholarship and dissemination of the results of the scholarly work: <ol style="list-style-type: none"> a. Five or more presentations at professional meetings at national or international level b. Three or more peer-reviewed publications such as journal articles, books, and book chapters which made a substantial contribution to the knowledge base • One or more funded internal or external grants/contracts related to his/her scholarly activities. • Developed a consistent research program or agenda. • Served as a mentor to other faculty and graduate students in research and grant writing.

TEXAS WOMAN'S UNIVERSITY

**Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Service**

University Standards – Tenure Track Faculty Service Requirements		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Candidate should demonstrate a current capability and desire for excellence in service, as well as, potential for significant accomplishments in this area. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university. • Demonstrate leadership within the component and college. • Participate in recruitment, advising, and mentoring of students. • Demonstrate active involvement in professional and/or community organizations. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university. • Demonstrate leadership within the university. • Demonstrate leadership within professional and/or community organizations. • Serve as a mentor to students/student organizations.

Department of Nutrition & Food Sciences Criteria – Tenure Track Faculty Service Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate must have:</p> <ul style="list-style-type: none"> • Membership in state or national professional organizations. • One or more activities equivalent with the following or from a higher rank: <ol style="list-style-type: none"> a. Gave invited lecturers within or outside the university b. Received a service award or service citation c. Been active in the community d. Participated in professional organizations e. Participated in department, college, or university committees 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Membership in state or regional, and national or international professional organizations. • Participated in Departmental, College, or University professional activities. • Supervised one or more student teachers or graduate teaching assistants. • Participated in recruitment of students (e.g., state and national booths, University open houses). • Served on Departmental committees. • Three or more activities equivalent with the following: <ol style="list-style-type: none"> a. Received a service award or service citation related to nutrition, food science, food systems administration, or culinary science 	<p>Candidate must have:</p> <ul style="list-style-type: none"> • Membership in state or regional, and national or international professional organizations. • Participated in Departmental, College, or University functions. • Supervised one or more student teachers or graduate teaching assistants. • Participated in recruitment of students (e.g., state and national booths, University open houses). • Served and chaired on Departmental committees. • Served on two or more University committees. • Served as a mentor to other faculty and graduate students.

	<ul style="list-style-type: none"> b. Been a consultant to local community organizations related to nutrition, food science or food systems administration, or culinary science c. Provided service to professional organization related to nutrition, food science, food systems administration, or culinary science d. Promoted alumni relations e. Performed Department, College, or University administrative work f. Involved students in activities outside of class that contribute to personal and professional growth of students g. Served on a Program evaluation team h. Participated in public service and/or publicity (radio talks, television appearances, etc) i. Served on a editorial board j. Reviewed scholarly publications k. Reviewed state or national research abstracts l. Served on at least one University committee 	<ul style="list-style-type: none"> • Chaired one or more Departmental, College, University, or Faculty Senate Committees. • Four or more activities equivalent with the following: <ul style="list-style-type: none"> a. Received a service award or service citation related to nutrition, food science, food systems administration, or culinary science b. Served as a board member to local community organizations related to nutrition, food science, food systems administration, or culinary science c. Provided service to professional organizations related to nutrition, food science, food systems administration, or culinary science d. Promoted alumni relations e. Performed Department, College, or University administrative work f. Involved students in activities outside of class that contribute to personal and professional growth of students g. Served on a Program evaluation team h. Participated in public service and/or publicity (radio talks, television appearances, etc) i. Served on editorial board j. Reviewed peer-reviewed publications k. Reviewed national or international research abstracts l. Assisted with departmental fund-raising.
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TEXAS WOMAN'S UNIVERSITY
Non-Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Teaching

University Standards – Clinical Track Faculty Teaching Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain current clinical expertise in teaching area(s); • Demonstrate excellence in all aspects of teaching; • Participate effectively in course development and evaluation. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain current clinical expertise in teaching area(s); • Demonstrate excellence in all aspects of teaching; • Participate effectively in course development and evaluation; • Obtain assistant/associate/full membership on the Graduate Faculty, as appropriate. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain current clinical expertise in teaching area(s); • Demonstrate excellence in all aspects of teaching; • Demonstrate leadership in the development of academic programs; • Obtain/maintain associate/full membership on the Graduate Faculty, as appropriate; • Serve as a resource to other faculty.

Department of Nutrition & Food Sciences Criteria – Clinical Track Faculty Teaching Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
<p>Candidate must have:</p> <ul style="list-style-type: none"> • Demonstrated competence in his/her understanding and ability to present materials in the field of specialization as documented by professionals. • Two activities equivalent with the following or from a higher rank with quality judged by Department PRC: <ul style="list-style-type: none"> a. Evidence of good teaching in recommendations b. Teaching experience (e.g., public school, guest lecturer, GTA) c. Demonstrate teaching ability in area of expertise during the interview 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in teaching as judged by the PRC based on course outlines, examinations, reference lists, and other teaching materials. • Indicate excellence in classroom and in student conferences- as evidenced by student information used in evaluating teaching performance such as: <ul style="list-style-type: none"> a. University student evaluation b. Optional instructor generated evaluation c. Optional unsolicited student letters • Competence in academic advising of undergraduate majors 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate continuous and sustained excellence in teaching as judged based on course outlines, examinations, reference lists, and other teaching materials. • Indicate continuous and sustained excellence in classroom and in student conferences- as evidenced by student information used in evaluating teaching performance such as: <ul style="list-style-type: none"> a. University student evaluation forms b. Optional instructor generated evaluation c. Optional unsolicited student letters <p>Continued competence in academic advising of undergraduate majors</p>

TEXAS WOMAN'S UNIVERSITY
Non-Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Scholarship

University Standards – Clinical Track Faculty Scholarship Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Share clinical expertise with colleagues in clinical settings; • Demonstrate potential to advance practice within the discipline as a result of his/her own clinical practice/research 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Serve as a mentor to colleagues in scholarship/clinical area of expertise; • Obtain and/or maintain national certification in clinical specialty area, when applicable; • Receive peer recognition as an expert in a specific area of clinical practice. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Serve as a scholar-mentor to colleagues in clinical area of expertise; • Maintain national certification in clinical specialty area, when applicable; • Receive peer recognition as an expert in a specific area of clinical practice; • Demonstrate potential to advance practice within the discipline as a result of his/her own clinical practice/research; • Disseminate the results of scholarly work in peer-reviewed forums.

Department of Nutrition & Food Sciences Criteria – Clinical Track Faculty Scholarship Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate dissemination of clinical practice or scholarly work as evidenced by two or more presentations at professional meetings at local, regional, state, national, or international level. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate dissemination of scholarly work as evidenced by two or more presentations at professional meetings at regional, state, national, or international level.

TEXAS WOMAN'S UNIVERSITY
Non-Tenure Track Promotion Requirements
Department of Nutrition & Food Sciences Criteria
Service

University Standards – Clinical Track Faculty Service Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college, and university; • Participate in recruitment, advising, and mentoring of students; • Demonstrate active involvement in professional and/or community organizations. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college, and university; • Demonstrate leadership within the component and college; • Participate in recruitment, advising, and mentoring of students; • Demonstrate active involvement in professional and/or community organizations. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college, and university; • Demonstrate leadership within the University; • Demonstrate leadership within professional and/or community organizations; • Serve as a mentor to students/student organizations. •

Department of Nutrition & Food Sciences Criteria – Clinical Track Faculty Service Requirements		
Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
<p>Candidate must:</p> <ul style="list-style-type: none"> • Seek membership in local, state, or national professional organizations. • Demonstrate ONE activity equivalent with the following: <ul style="list-style-type: none"> a. Invited lecturers within or outside the university b. Service awards and citations c. Service to community d. Service to professional organization e. Service on a department, college, or university committee 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Obtain membership in local, regional, state, or national professional organizations. • Attend and provide active input at departmental, college, and/or university professional activities. • Be an active contributing member of departmental committees. • Chair departmental committees. <p>Participate in recruitment of students. Have TWO activities equivalent with the following:</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> • Maintain membership in regional, state, or national professional organizations. • Attend and provide active input at departmental, college, university functions including leadership and mentoring. • Be an active contributing member of departmental committees including leadership and mentoring. • Chair departmental committees, as well as, be a member of one or more university committees. • Mentor and supervise graduate teaching assistants. •

	<ul style="list-style-type: none"> a. Been an invited lecturer within and outside the university b. Received a service award and/or citation c. Been a consultant to local community organizations related to expertise d. Served as officer or on board of directors for professional organizations related to nutrition, food science, food systems administration, or culinary science e. Promoted alumni relations f. Provided documentation of efforts to recruit students g. Performed Department and College administrative work h. Involved students in activities outside of class that contribute to their personal and professional growth i. Been member or chair of a school or program evaluation team j. Participated in public service and/or publicity (radio talks, television appearances, etc) 	<ul style="list-style-type: none"> • Participate in recruitment of students. • Have THREE activities equivalent with the following: <ul style="list-style-type: none"> a. Been an invited lecturer within and outside the university b. Received a service award and/or citation c. Been a consultant to local community organizations related to expertise d. Served as officer or on board of directors for professional organizations related to nutrition, food science, food systems administration, or culinary science e. Promoted alumni relations f. Provided documentation of efforts to recruit students g. Performed Department and College administrative work h. Involved students in activities outside of class that contribute to their personal and professional growth i. Been member or chair of a school or program evaluation team j. Participated in public service and/or publicity (radio talks, television appearances, etc)
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6/19/08 Approved by Faculty Evaluation and Development Committee, University Promotion and Tenure Committee, and Provost