

**Mississippi State University
College of Forest Resources (CFR),
Forest and Wildlife Research Center (FWRC),
Mississippi Agriculture and Forestry Experiment Station (MAFES), and
Extension (MSU-ES)
Promotion and Tenure Committee**

I. CHARGE

- A.** The CFR/FWRC/MAFES/Extension Promotion and Tenure (P&T) Committee deals with the promotion and/or tenure of faculty members who have an appointment in the CFR, FWRC, MAFES, and/or Extension, and whose academic home department resides within the College of Forest Resources: Department of Forestry, Department of Sustainable Bioproducts, or Department of Wildlife, Fisheries, and Aquaculture.
- B.** The CFR/FWRC/MAFES/Extension P&T Committee will:
 - 1. Review and approve the faculty promotion and tenure guidelines of departmental committees within the CFR and any subsequent changes, ensuring that such documents are consistent with the mission and policies of the university and the CFR, FWRC, MAFES, and Extension.
 - 2. Assist departments in developing procedures for a third-year review of all tenure-track and non-tenure track assistant professors.
 - 3. Assist departments in developing criteria for external peer reviews, including the identification of comparable departments or schools at other colleges or universities.
 - 4. Assist departments in developing definitions of excellent, satisfactory, and unsatisfactory as it pertains to the evaluation of faculty candidates for promotion and/or tenure.
 - 5. Assist departments in developing definitions of research, teaching, service, and Extension consistent with the mission of the department and the CFR, FWRC, MAFES, and Extension.
 - 6. Evaluate all applications for promotion and/or tenure for faculty with a CFR, FWRC, MAFES, and/or Extension appointment and provide a recommendation to the CFR Dean/FWRC Director/MAFES Director and/or Extension Director.
- C.** The CFR/FWRC/MAFES/Extension P&T Committee will report to the Dean of the College of Forest Resources/FWRC Director/MAFES Director and Extension Director.

II. COMPOSITION

- A.** The CFR/FWRC/MAFES/Extension P&T Committee will be composed of one faculty member from each of the three departments within the CFR. All full-time faculty who: 1) are not deans, associate deans, department heads, or equivalent; 2) have the rank of at least Professor, Teaching Professor, Professor of Practice, Clinical Professor, Research Professor, or Extension Professor; 3) have a CFR, FWRC, MAFES, and/or Extension appointment; and 4) are not currently serving on a departmental promotion and tenure committee are eligible to serve on the CFR/FWRC/MAFES/Extension P&T Committee.
- B.** One member of the CFR/FWRC/MAFES/Extension P&T Committee will be elected from within each department by a written vote of the full-time faculty who has a rank of at least Instructor I, Clinical Instructor I, Extension Instructor I, Assistant Professor, Assistant Teaching Professor, Assistant Professor of Practice, Assistant Clinical Professor, Assistant Research Professor, or Assistant Extension Professor, and has a CFR, FWRC, MAFES, and/or

Extension appointment. Each department will independently elect its CFR/FWRC/MAFES/Extension P&T Committee representative.

- C. All committee members will serve for a three-year term, with appointments (beginning July 1 and ending June 30) staggered among the three departments to ensure continuity. The CFR/FWRC/MAFES/Extension P&T Committee Chair will be the faculty member in the third year of service to the committee.
- D. A department shall elect a temporary replacement, with the criteria for eligible faculty as defined in II.A. if: 1) an elected member no longer meets criteria for membership as defined in II.A.; 2) an elected member will be absent for an extended time, such as a sabbatical appointment or extended travel outside the country; 3) a member of the CFR/FWRC/MAFES/Extension P&T Committee is being considered for promotion and/or tenure; 4) a potential conflict-of-interest exists; or 5) in the event that a candidate for tenure applies and one or more of the CFR/FWRC/MAFES/Extension P&T members does not have tenure.
- E. Any prior member can be considered for re-election, provided they meet the criteria defined in II.A.

III. FREQUENCY OF MEETING

- A. The CFR Dean/FWRC Director/MAFES Director and/or the Director of Extension will notify the Chair of the CFR/FWRC/MAFES/Extension P&T Committee of promotion and/or tenure applications and forward all application documentation to the chair, who will make the applications(s) available to the other CFR/FWRC/MAFES/Extension P&T Committee members while ensuring confidentiality of all files.
- B. The committee will meet as soon as possible after faculty applications on promotion and/or tenure are forwarded to the Chair of the CFR/FWRC/MAFES/Extension P&T Committee. These applications must have been previously reviewed by the appropriate departmental promotion and tenure committee and the respective department head, with their written recommendations attached.
- C. All CFR/FWRC/MAFES/Extension P&T Committee members must be present at a meeting.

IV. RECOMMENDATIONS

The CFR/FWRC/MAFES/Extension P&T Committee will evaluate each application within the context and expectations of their departmental P&T written guidelines, university performance standards (Faculty Handbook, http://www.provost.msstate.edu/pdf/faculty_handbook.pdf), and according to the applicant's specific CFR/FWRC/MAFES/Extension appointment(s).

All recommendations made by the committee must be:

- A. Approved by a simple majority of the committee, with all committee members present and voting. All three CFR/FWRC/MAFES/Extension P&T Committee members, including the Chair, have a vote.
- B. The committee's evaluation of the P&T application(s) and its recommendation(s) and comments will be made in the form of a written narrative and completed forms required by the Office of the Provost, which will be forwarded to the CFR Dean/FWRC Director, MAFES Director, and/or Extension Director.

V. SCHEDULE FOR SUBMISSION OF PROMOTION AND/OR TENURE APPLICATIONS FOR EACH ACADEMIC YEAR

- A.** Schedule for Applications from Tenure Track Faculty are: Completed applications are due in departmental offices by September 1st; Departmental reviews are due to the CFR Dean/FWRC Director/MAFES Director and/or Extension Director by November 15th; CFR/FWRC/MAFES/Extension P&T Committee reviews are due to the CFR Dean/FWRC Director/MAFES and/or Extension Director by Dec. 15th; and promotion and tenure packets should be submitted by the CFR Dean/FWRC Director/MAFES Director and/or Extension Director to the Provost and VP/DAFVM no later than January 15th.
- B.** Schedule for Promotions from Non-Tenure Track Faculty are: Completed applications due in departmental offices by September 1st; Departmental reviews are due to the CFR Dean/FWRC Director/MAFES Director and/or Extension Director on November 15th; CFR/FWRC/MAFES/Extension P&T Committee reviews are due to the CFR Dean/FWRC Director/MAFES Director and/or Extension Director by Dec. 15th, and promotion packets should be submitted by the CFR Dean/FWRC Director/MAFES Director and/or Extension Director to the VP/DAFVM on January 15th.
- C.** This schedule may be different in subsequent years.

VI. AMENDMENTS

Proposals to amend this document may be made through departmental representatives. Proposed amendments will be considered at the beginning of each annual term (II.C). The committee should seek input from the faculty and subsequent approval by the CFR Dean/FWRC Director/MAFES Director and the Extension Director.

Approved:

Dean, College of Forest Resources
Director, Forest and Wildlife Research Center

Date

Director, Mississippi Agriculture and Forestry Experiment Station

Date

Director, Extension

Date

First Approved on February 17th, 2005
Revised May 27, 2007
Revised June 12, 2017
Revised November 1, 2022