

1:30-1:35	Moderator and Introductions	Dr. Ken Jones Faculty Council Chair
		Dr. Mike Reed Faculty Council Member
1:35	Welcome and Comments	Dean Nancy Cox
1:45	The Deans' Perspectives	Associate Deans Dr. Larry Grabau, Instruction Dr. Rick Bennett, Research Dr. Gary Palmer, Extension
2:15	Department Chair Perspective	Dr. Bob Houtz, Chair of Horticulture
2:25	Process Overview	Assistant Dean Lisa Collins
2:35	Discussion Panel	
	Dr. Mark Farman	CAFE Appointment, Promotion, and Tenure Committee
	Dr. Debra Harley	Chair, Extension Area Advisory Committee
	Dr. Michael Lacki	Member, Biological Sciences Area Advisory Committee
	Dr. Carl Dillon	Member, Social Sciences Area Advisory Committee
	Dr. Surendranath Suman	Recently Promoted, Professor, Animal & Food Sciences, Regular Title
	Dr. Jason Unrine	Recently Promoted, Associate Professor, Plant & Soil Sciences, Regular Title
	Dr. Jennifer Hunter	Recently Promoted, Associate Professor, Family Sciences, Extension Title
3:15	Questions and Answers	

Advice Regarding Instruction

Larry J. Grabau

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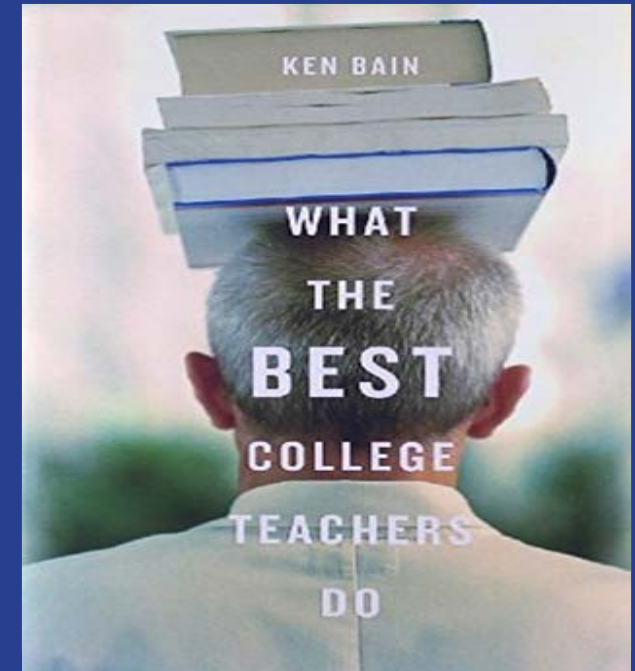
February 19, 2018



College of Agriculture,
Food and Environment

S18 FLCs:

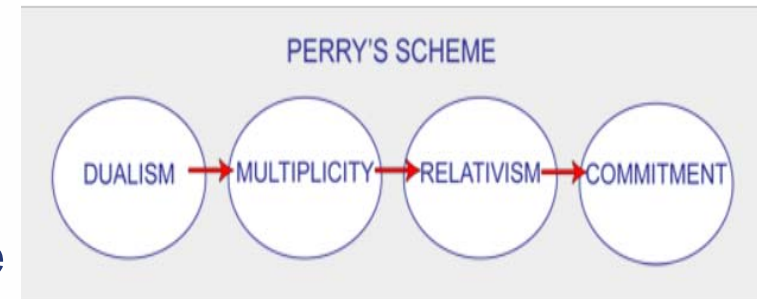
- Focus on book at right
- Faculty volunteers
- Shared facilitation
- Insights from text; insights from practice



*College of Agriculture,
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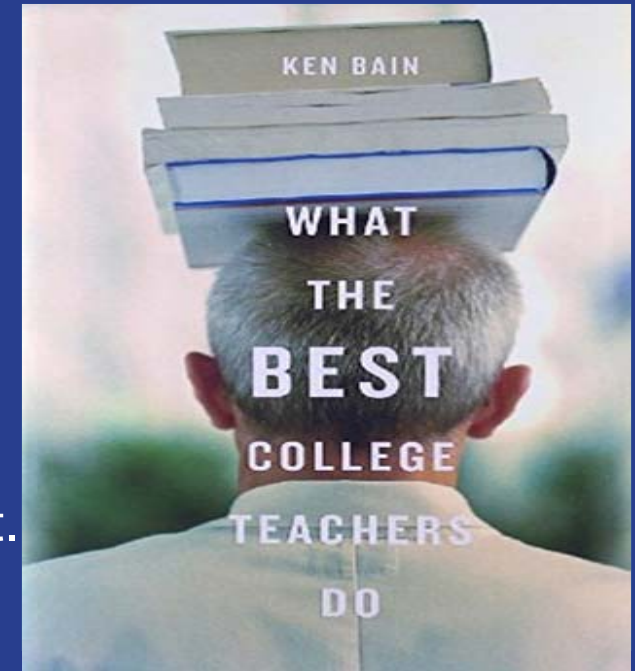
Exceptional Learning

- Intellectual Development, for example:
 - Becoming facile with principles of a discipline
 - Learning how to learn within that discipline
 - Asking questions about this area
 - Reasoning from evidence
- Personal Development, for example:
 - Comprehension of human differences
 - Moral development
 - Capacity to exercise compassion
 - Emotional intelligence



Practices:

- Students learn by constructing knowledge.
- Focus is on student learning outcomes.
- Teachers expect more from all of their students.
- Focus is on creating a learning environment.
- Teachers draw out the best in their students.
- Assessment—evidence of students' development.



Observations Concerning Research Dossiers

Rick Bennett, Associate Dean-Research

General Advice

- Be confident; you were offered a job because everyone thought you could succeed
- Follow all directions for dossier preparation
- Spend enough time; this is important to get right
- Pay attention to your annual reviews; they matter
- Ask for help, and don't take "no" for an answer
- Concentrate on your individual strengths
- Make the dossier easy to follow; yours is one of many that will be reviewed
- White spaces are good, so avoid dense text
- Don't inflate!
- Don't understate!
- Try to ensure that your fellow faculty members and chair understand your dossier—no surprises!

Reporting Grants and Contracts

- State your role clearly, particularly if there are multiple investigators
- List all the investigators
- Understand the funding source
 - Don't confuse:
 - an internal grant with an external grant; know what organization decided to fund you
 - competitive with non-competitive
 - nationally competitive with regional, state, university or college competition
- Best evidence of grantsmanship: federal agency, peer-reviewed, nationally competitive; you have a lead role in acquiring the grant
- Other evidence: consistent funding appropriate for your research area; many fields don't have many federal opportunities

Reporting Publications

- State your role clearly (e.g. , corresponding author)
- Identify your students and staff (asterisks, italics; explain the annotation system you are using to the reader)
- Clearly separate peer-reviewed from non-peer-reviewed listings
- Clearly separate “in preparation” from “submitted” from “in press”
- Make sure the reader understands the citation (especially if it is a URL or a new journal; many readers of the dossier will not be familiar with the journal)
- Provide journal impact factors and citation indices, where possible
- Be able to describe journal quality!!!!
- Describe any anomalies, such as long review periods for some journals
- Best evidence of publication success
 - Work done at UK, previous institution
 - Independent, lead role
 - Your trainees are co-authors

Graduate Student Education

- State your role (major advisor, committee member, other)
- Best evidence of success: your students have completed their degrees and published their work
- Other evidence of success: stating positions attained by students after they left your program

Explain Unusual Circumstances

- Make sure your narrative statement explains them so internal and external reviewers will understand the situation
- Examples:
 - You worked here as a graduate student or post-doc and need to establish your academic identity
 - Your publications have a gap (perhaps because of a change in direction, techniques, or data gathering?)
 - Your Distribution of Effort understates the time it took to initiate a new course
 - You were assigned an unusual service role not typical for assistant professor

UK Cooperative Extension Update

2018 Promotion and Tenure Workshop

1. Extension Matters – Effective, well-documented Extension work is seen as scholarly work, worthy of P/T.
 - a. P & T begins at home. What is the departmental context of your extension program? Do your colleagues understand your program? How does your program add value to your department?
 - b. Departmental Evidences of Activity – On College Web Site under Administration (upper ribbon bar) and Performance Evaluations (right hand side of page).
(<http://administration.ca.uky.edu/content/statements-evidences-activity>).
 - c. eXtension.org: Participation is valued, contributions are documentable. Helps you learn to work in the online environment. Go to <http://about.extension.org/> to get started.
 - d. Traditional (Fact sheets) and Non-traditional (blogs, web sites, social media) output are seen as contributions to extension scholarly output. Peer review is the well-understood validation of the scholarly value of published materials but not the only one. Actual evidence of a link between a publication and usage and especially practice change is also validation.
2. Teamwork/Integration Matters –
 - a. The accomplishments of a well-functioning team help all of its members.
 - b. Faculty should clearly document their role in publications and projects.
3. Focus Matters – Dossier should clearly and succinctly show that the Extension program is addressing issues of significance to Kentucky, including how such focus was identified.
4. Clarity Matters – Don't let your dossier become a 'box of rocks'.
 - a. Lead your narrative statement with a bullet list of most SIGNIFICANT accomplishments.
 - b. The narrative should put the rest of the dossier in context, not restate the dossier. It should clearly state the impacts of your program. It should clearly answer the 'so what?' question regarding your program.
 - c. **Follow the CV guidelines (fonts, page length) for the Annual and 2-yr Performance Reviews.** The Associate Deans will have to read and evaluate your CV along with 70 to 250 others (depending on the year). Don't make your good stuff hard to find.
 - d. Clearly identify nature of contribution towards Extension Publications (original content, major revision, minor revision, reprint). Do not overstate.
5. Publishing Matters – Extension faculty have multiple publishing outlets, all have value and are valued. Significantly greater value is placed on content that is:
 - a. **original** (vs. compilations or adapted works or reprints),
 - b. **peer-reviewed**, with the review process clearly understood
 - c. **broad in reach**, as documented by web hits, publication accessions or other means,
 - d. **linked to practice change**, and
 - e. shown to have value by **peer or user evaluations**.

Program and Staff Development: <http://psd.ca.uky.edu/programdevelopment>

Kentucky Extension Reporting System (KERS): <https://warehouse.ca.uky.edu/kers/login.aspx>

Updated: 02/18/2015

6. Impact Matters – The clearest evidence of productivity is impact at the social, economic or environmental or community level.
 - a. All faculty with Extension DOE are expected to enter impacts ('success stories') and statistical information into the KY Extension Reporting System (KERS).
 - i. url: <https://kers.ca.uky.edu/core/reporting>
 - ii. Background Information:
 1. Monthly statistical reports:
http://psd.ca.uky.edu/files/submitting_statistical_report.pdf
 2. Success Stories:
http://psd.ca.uky.edu/files/writing_success_stories_for_specialists.pdf
 3. Common errors in Success Stories:
http://psd.ca.uky.edu/files/common_errors_made_in_writing_success_stories_editedtd10_2015.pdf
 4. Logic Models Information: <http://psd.ca.uky.edu/content/logic-models>
 - iii. All Extension Reports (see what data we have been collecting):
https://extension.ca.uky.edu/2016_annual_report
 - b. Evaluate programs
 - i. Contact Ken Jones (kenrjones@uky.edu) and/or Pam Sigler (pam.sigler@uky.edu) for assistance with developing programs, evaluations, logic models and navigating the reporting maze.
 - c. Use tracking tools/Google Analytics to assess readership and scope of impact for online efforts (blogs, webinars).
 - d. Leverage your efforts with the county resources of agents and facilities.
 - e. Document quality of trainings, especially agent trainings. Resource – Ken Jones.

UK Cooperative Extension

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Teamwork/Collaboration Matters

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Focus Matters

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 - iii. Common errors in Success Stories: http://psd.ca.uky.edu/files/common_errors_made_in_writing_success_stories_editedtd10_2015.pdf
 - iv. Logic Models Information: <http://psd.ca.uky.edu/content/logic-models>
 - c) All Extension Reports (see what data we have been collecting): <https://warehouse.ca.uky.edu/AgWeb/pubreports/>

Impact Matters

2. Evaluate programs
 - b) Contact Ken Jones (kenrjones@uky.edu) and/or Pam Sigler (pam.sigler@uky.edu) for assistance with developing programs, evaluations, logic models and navigating the reporting maze.
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Promotion and Tenure Workshop

Sponsored by the CAFE Faculty Council

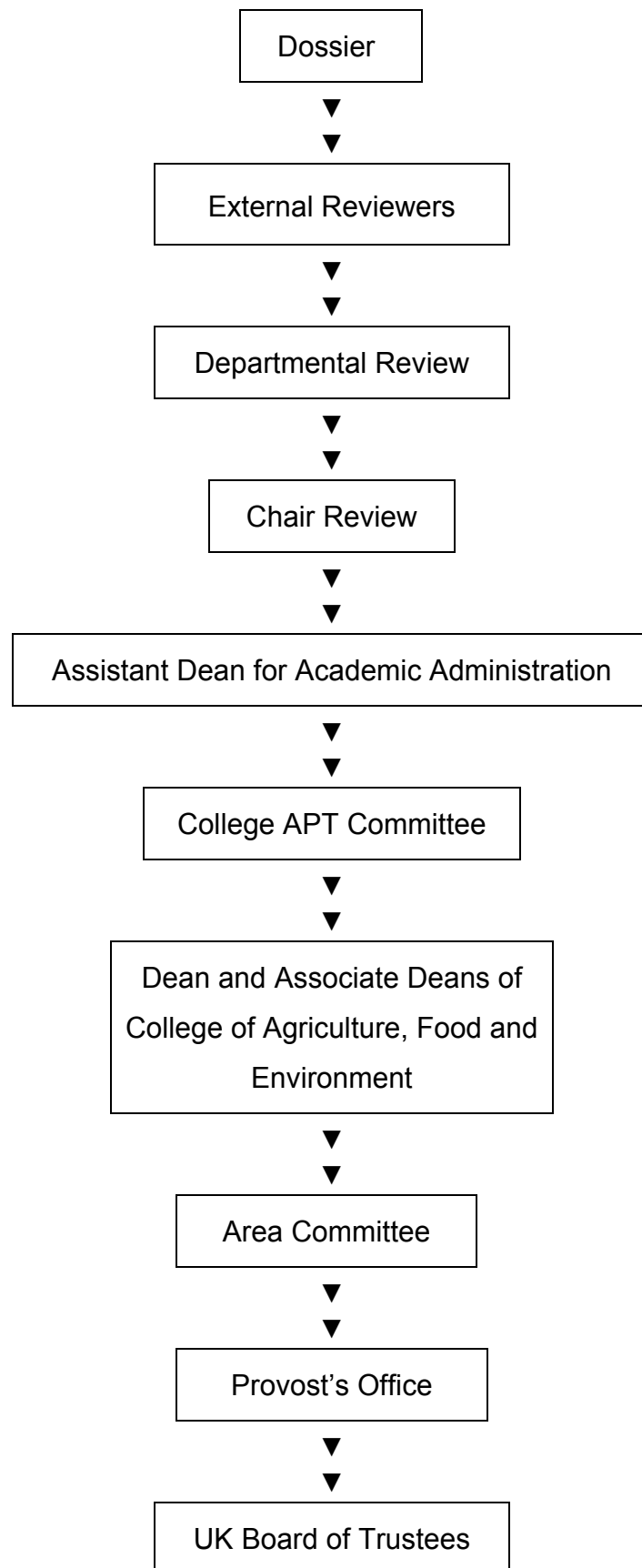
Department Chair Perspective

Dr. Bob Houtz, Chair of Horticulture

Points to Consider

- Read the ARs and your departmental Statement on Evidences about the requirements and expectations for tenure and promotion in your area of appointment.
- Keep on target and on time.
- Assume everyone will be late providing materials, stay in constant contact with your chair and make sure he or she is sending reminders to reviewers.
- Be thorough and be accurate; assume that you have to explain everything in detail.
- Identify your contributions relative to any other PIs, co-PIs or authors.
 - How much of the total grant dollars came to your program and what were your commitments in terms of % effort as well as research performance.
 - In publications what was your contribution, senior author, corresponding author, research planning, experimental design, writing.
 - In instruction what role did you play in the course development, did you create the course, inherit the course or update the course.
 - In extension did you develop and create the program and were the publications new or updated.
- Provide as many objective analyses metrics as possible on all of your scholarly activity.
- The properly constructed package will provide the chair with enough information to construct a condensed critique of the scholarly performance of the candidate to the extent that evaluators do not feel the necessity to read beyond the chair's letter.

P & T Flow Chart





Office of the Dean
S123 Ag Science - North
Lexington, KY 40546-0091
859-257-4772
(Fax) 859-323-2885

College of Agriculture, Food and Environment Promotion & Tenure General Timeline

March	Assistant dean consults Faculty Database for faculty eligible for P&T and surveys chairs.
April, May	Chairs review faculty who are potential candidates, request updated CV, discuss with departmental advisory committee.
June 1	Chairs respond to survey and send list of names and CV to dean, associate deans, assistant dean.
End of June	Dean and associate deans complete preliminary review of CVs. Assistant Dean responds to chairs. Chairs confirm P&T list.
July-August	Chairs request and obtain outside letters and make available for faculty review. Chairs begin working with faculty members to build dossiers.
August	Chairs request departmental faculty review letters.
Mid-September	Departmental faculty review letters due to chairs.
Late September	Chairs write letters.
Third week of October	Deadline for receipt of dossiers in dean's office.
Late October-Early December	College advisory committee reviews dossiers.
Mid-December	Dean and associate deans complete reviews. Dean writes letters.
Second week of January	Dossiers due from dean's office to provost's office.
Early March	Completion of Academic Area Advisory Committees' consideration of dossiers.
Mid-March	Recommendations of Area Advisory Committees due in Provost's Office.
Mid-April	Provost's recommendations received in dean's office and disseminated to chairs.
Early May	Recommendations go to Board of Trustees.

Responsibilities and Suggested Timeline for Preparation of Promotion and Tenure Dossiers

Candidates for Promotion

Dossier Component	Timeline for Preparation
Prepare an up-to-date, career CV.	April and May
Provide a list of potential evaluators outside of UK to your chair. Candidates should not contact potential evaluators, and should not suggest individuals with whom they have worked closely enough to have a conflict of interest.	June
Write a personal statement on research, and select 3-5 representative samples of published research, as applicable to DOE.	June
Prepare a teaching portfolio and personal statement on teaching as applicable to DOE.	June
Write a personal statement on extension, and select 3-5 representative samples of extension work, as applicable to DOE.	June
Write a personal statement on service and provide examples of public service work.	June
Gather materials showing professional status and activity.	June

Department Chair

Dossier Component	Timeline for Preparation
Solicit letters from evaluators outside of UK. This should include letters from 2 evaluators suggested by the candidate and 4 not suggested by the candidate. The chair should also collect credentials from these outside evaluators.	July- August
Solicit letters of evaluation from all eligible faculty within the unit, and provide a list of faculty members within the unit.	August- September
Solicit letters of evaluation from students as appropriate.	August- September
Solicit letters of evaluation from others both within and outside UK with whom the faculty member closely works, as applicable. Potential letter writers are extension agents and faculty members outside the academic unit.	August- September
Chair writes a letter recommending for or against promotion.	Late September
Chair provides a list of procedural steps followed in dossier preparation and review.	Late September

2018-2019 Academic Area Advisory Committee Membership

Biological Sciences

2018 Robert Dickson
2018 Brian Rymond
2019 Rebecca McCulley
2019 Brian Stevenson
2019 Shuxia Wang
2018 Jon Thorson, Alternate

Humanities and Arts

2018 David Hunter
2018 Lori Hetzel
2018 Beth Barnes
2019 Francie Chassen-Lopez
2019 Frank X Walker
2019 Ana Rueda, Alternate

Physical and Engineering Sciences

2020 David Atwood, Chair
2019 Susan Gardner
2019 Yuan Liao
2020 Thomas Balk
2020 Czar Crofcheck
2020 Frank Ettensohn
2018 Nicholas Martin, alternate

Social Sciences

2018 Ann Kingsolver, Chair
2018 Jonathan Campbell
2018 Jim Ziliak
2019 Jancie Almasi
2019 Ramesh Bhatt
2019 Keiko Tanaka
2018 Pat Mooney, alternate

Health Care Clinical Sciences

2018 Rob Lodder
2018 Udeni Balasuriya
2018 John Slevin
2018 Richard Charnigo
2018 Vacancy
2018 Gerry Gairola
2019 Tyrone Borders
2019 Gerhard Hildebrandt
2019 Ted Raybould
2019 Mary Kay Rayens
2018 Melody Ryan, alternate

Extension Title Series

2018 Ole Wendroth, Chair
2018 Francisco Andrade
2019 Darrh Bullock
2019 Alison Davis
2019 Jonathan Green
2019 Jennifer Grisham-Brown
2019 Paul Vincelli
2018 Luke Boatright, alternate

Librarians

2018 Mary Davis
2018 Hollie Swanson
2018 Sharon Rostosky
2019 Dwight Denison
2019 Abigail Firey
2019 Jeremy Popkin
2019 Jim Pauly, Alternate

CAFE Appointment, Promotion and Tenure Committee

2018 Laurie Lawrence, Chair
2018 Nathan Wood
2018 Mark Farman
2018 Ryan Hargrove
2019 Alison Gustafson
2019 Ric Bessin
2019 Mary Arthur
2019 Min-Young Lee
2019 Dewayne Ingram

Area Committee Membership available at: <http://www.uky.edu/regs/committees.htm>

CAFE APT Committee Membership available at: <http://administration.ca.uky.edu/afc-college-committee-memberships>