

**THE RUBENSTEIN SCHOOL  
OF ENVIRONMENT AND NATURAL RESOURCES  
PROCEDURES AND STANDARDS FOR APPOINTMENT,  
REAPPOINTMENT, PROMOTION, TENURE  
AND SABBATICAL LEAVE<sup>1</sup>  
Last updated 10 October 2017**

For comparison, faculty are encouraged to examine the RPT guidelines for UA-faculty, which can be found [here](#):

The Rubenstein School of Environment and Natural Resources has a strong commitment to teaching, research/scholarship, and service. Our Mission Statement<sup>2</sup> provides insight into the goals of the School and the faculty's role in achieving those goals. Faculty appointments may differ as individuals employ different means to achieve these goals. It is therefore important that the nature of each faculty appointment be clearly defined relative to these goals so that appropriate documentation can be developed and fair evaluation provided, at both the School and University levels, within the context of each faculty member's unique appointment.

Candidates for a particular rank must demonstrate an acceptable level of accomplishment in all areas, viz teaching, scholarship, and service. Individuals may show great success in one area and less in another. The criteria outlined here are difficult to quantify. After weighing all the information presented on teaching, scholarship, and service, the recommendation is based on a subjective evaluation, the strength of which is in the collective opinion of all involved in the process. These procedures are intended to supplement, and operate consistently with, the policies and procedures outlined in the agreement between the University of Vermont and United Academics (AAUP/AFT). The Collective Bargaining Agreement will take precedence in the event of a conflict (in the case of a non-represented faculty, the Officers' Handbook of the University of Vermont will take precedence).

#### I. GENERAL EXPECTATIONS

A. Teaching: Effective teaching is an important segment of all academic appointments. Documentation of teaching effectiveness through the use of the RSENR teaching evaluation instrument, and other sources as appropriate, is to be included. Members of the Student Advisory Board (SAB) will be given the opportunity to communicate with the Associate Dean on their perception of the merits of the candidate with respect to teaching. In the report by the SAB, it shall be clarified how many student members participated in the discussion and vote, how many had the faculty member as an instructor, advisor, etc.

B. Scholarship: Components of evaluation should be flexible because of the diverse ways that the various disciplines within RSENR approach scholarship. However, everyone in the School is expected to produce peer-reviewed publications, with the quantity and nature of those publications varying according to discipline and appointment. Given this expectation, the primary evidence of scholarship for promotion and tenure shall normally be publication in outlets that enjoy an organized, a priori, scholarly review. If the outlets that characterize the candidate's discipline do not typically utilize such a scholarly review process, it will be the candidate's responsibility, in collaboration with the Associate Dean, to clearly establish an alternative approach for documenting his/her scholarship quality and scholarly productivity.

Other evidence of scholarship includes receipt of competitive grants, invited and contributed presentations, and substantial editorial contributions to scholarly works. Because of RSENR's commitment to graduate education and to interdisciplinary, integrative research, co-authorship is common. Where there is co-authorship, the candidate should explicitly outline his/her contribution to the published work.

C. Service: Service to the School, University, community, state, and profession (including editorial services) should be presented in the CV and may be supplemented with other documentation in the Green Sheets.

## II. GENERAL PROCEDURES

A. Initial Appointment: The initial appointment of all faculty follows the university approved processes for position approval, advertising, conducting the search, and general oversight by the Office of Affirmative Action.

The initial appointment for assistant professors is made for the first three years of a 7-year probationary period. Each reappointment is made following an evaluation of teaching, scholarship and service. Faculty may receive an initial appointment as Associate Professor or Professor, depending on the prior experience of the individual and ability to achieve that rank in accordance with the review process in this document and the Collective Bargaining Agreement. Procedures for reappointment of non-tenure track faculty and related positions differ somewhat and are explained in detail in Sections IV through XIV.

B. Periodic Faculty /Associate Dean Consultations: The Associate Dean and each faculty member will participate in at least annual consultations with regard to specific performance goals and expectations. These consultations are intended to provide effective communication between the faculty member and the Associate Dean with respect to performance expectations and means for their achievement.

C. Reappointment: Reappointment of an Assistant Professor occurs in the spring semester of the second year of the probationary period. Reappointment requires the "Green Sheet" process of review and evaluation within the School, beginning with submission of all materials (usually early in the preceding fall semester) according to the schedule of deadlines provided by the Dean's Office. The faculty member will complete "pages" 1 and 2 (name, proposed action, etc. and self-evaluation of teaching, advising, research/scholarship, and service, respectively) of the Green Sheets. Page 2, the candidate's self-evaluation of teaching, advising, research/scholarship, and service is an important segment of the Green Sheet process. In this and all Green Sheet reviews, "page 2" shall not exceed 10 pages in length. The candidate must also submit a curriculum vitae (CV). A second reappointment will take place in the spring of the fourth year of service (with submission of materials the preceding fall) for years five and six. This reappointment involves review by the University Faculty Senate Professional Standards Committee, the Provost, and the President using performance standards set forth in the Officers' Handbook or the Collective Bargaining Unit (which ever applies), in addition to the School review and recommendations. The reappointment is based on evidence of scholarship, teaching, advising, and service, as outlined in Section I (General Recommendations).

1. External Evaluation: External evaluation and formal alumni input is not required for the two reappointments preceding a recommendation to tenure. External evaluations are required for some other positions as stipulated in Sections IV through XIV.

2. Faculty Voting: All Active Members of the faculty have the privilege and obligation of voting on a decision for reappointment. The voting right should be exercised to the best of one's ability. (Members of the School Faculty Standards Committee (FSC) do not participate in this voting, because they vote later in the process.) The expectation is that the file will be examined and a written vote submitted. Faculty are also encouraged to offer written confidential comments with this vote. In this process, the faculty will see all information in the file except for "page 3" (Chair's page, including letters from secondary supervisors) and "page 4" (Dean's page). There will not be a discussion by faculty in an open forum on the merits of the portfolio. A secret, signed vote from each eligible faculty member will be submitted to the Dean or Associate Dean; the faculty as a whole shall not learn of the voting result. The signed faculty votes are kept separate from the personnel file and are maintained on file for ten years following the final decision at the university level. They may not be seen by the candidate, except upon appeal. Following the faculty vote and the report (including a summary of the faculty vote) of the Associate Dean

(acting as Department Chair), including his/her recommendation as Chair, the file is reviewed by the FSC, who then advises the Dean.

For faculty in the Environmental Studies (ENVS) program whose primary academic appointments are in RSENR, a letter of evaluation written by the ENVS Program Director will be provided to the Associate Dean and that letter, unaltered, will be included as part of the submission of the Department Chairperson ("page 3," Chair's page, of the Green Sheet).

3. Procedure on Decision: Within the Rubenstein School of Environment and Natural Resources the Associate Dean acts as the "Department Chairperson" in all matters related to the Green Sheet. In the case of faculty who hold secondary appointments, the secondary supervisor will provide a letter of evaluation to the Associate Dean and that letter, unaltered, will become a part of the submission of the Department Chairperson ("page 3", Chair's page, of the Green Sheet). If the Associate Dean renders a decision not to reappoint or promote, the portfolio still goes forward to the FSC and the Dean for a decision. If the Dean renders a negative decision on a first reappointment, then the procedure is terminated and the Dean will provide the Provost and the candidate with a written justification for the negative decision. A process for reconsideration or appeal is available to the faculty member in accordance with the Collective Bargaining Agreement or the Officer's Handbook (whichever applies). In all subsequent reappointment decisions the Dean's recommendation (for or against reappointment) will be transmitted to the Faculty Senate Professional Standards Committee and the Provost. Under certain circumstances, records associated with the review of a candidate for employment reappointment, promotion or tenure may be subject to disclosure. The School, however, will preserve the confidentiality of such records insofar as permitted by the Collective Bargaining Agreement and law.

#### D. Promotion to Associate Professor or Professor and/or Appointment with Tenure:

The process for the third reappointment, including consideration for tenure, will occur during the sixth year. The candidate will know of the decision before the end of that academic year. This reappointment, which involves a tenure decision, will require evaluation by external reviewers and action by the University Faculty Senate Professional Standards Committee. The same procedures as previously described, but with the addition of external review, are followed in reaching decisions on appointments and promotion to these ranks. In the Rubenstein School the Associate Dean acts as the "Department Chairperson" in all matters related to the Green Sheet.

1. External evaluation: The candidate will nominate to the Associate Dean up to ten (10) individuals who are capable of objectively evaluating the candidate's scholarly record and contribution to his/her field. It is recommended that all of the external evaluators be recognized, active scholars in the candidate's field, and if possible that most come from academe. The candidate should provide contact details for each nominated individual and a brief rationale for each nomination and must identify any professional association with the nominated individuals. The nominated individuals should be capable of supplying an "arms-length" evaluation of the candidate's work; i.e., they should be familiar with the candidate's general area of scholarship and teaching but should not have a significant personal relationship with the candidate. The Associate Dean may add up to ten (10) additional names to this list. The candidate may contest any two (2) of these additions without demonstrating cause and request replacements. From this final list of up to 16 nominees the Associate Dean will contact a sufficient number of individuals to reasonably ensure that at least 6 external evaluations of the candidate's credentials for the proposed action will be received. No more than half of the received evaluations may come from the Associate Dean's list.

Each external reviewer will receive a cover letter from the Associate Dean that explains the terms and conditions of the evaluation sought. This cover letter will assure the reviewer that their evaluation will remain anonymous except as noted below. The external reviewer will also receive a copy of the applicant's CV, their personal statement ("page 2" of the Green Sheet), and up to five (5) samples selected and provided by the candidate that exemplify their scholarly work. The original non-redacted external evaluation letters will not be seen by either

the candidate (unless necessitated by a formal appeal as per Section II.B.3.) or the faculty at large. However, the original evaluation letters will be available to the FSC, the Associate Dean, the Dean, the Faculty Senate Professional Standards Committee, and the Provost. All non-redacted references are kept permanently and separately from the candidate's personnel file.

2. Secondary Supervisor Evaluation: In the case of faculty who hold secondary appointments, the secondary supervisor will provide a letter of evaluation to the Associate Dean and that letter, unaltered, will become a part of the submission of the Department Chairperson ("page 3", Chair's page, of the Green Sheet). As is the case with the Chair's submission, the Secondary Supervisor's evaluation will not be seen by the voting faculty. It will, however, be seen by the FSC, the Dean, the Faculty Senate Professional Standards Committee, and the Provost.

For faculty in the Environmental Studies (ENVS) program whose primary academic appointments are in RSEN, a letter of evaluation written by the ENVS Program Director will be provided to the Associate Dean and that letter, unaltered, will be included as part of the submission of the Department Chairperson ("page 3," Chair's page, of the Green Sheet).

3. Alumni Evaluation: A list of alumni who have taken one or more courses from the candidate and received a passing grade will be prepared by the Dean's Office for the candidate to examine. The candidate will have the privilege of deleting any two (2) names from the list. A random sample of the remaining list will be invited to respond to a standardized survey which will become part of the candidate's personal portfolio. The Associate Dean will be responsible for redacting the returned surveys if they explicitly identify the alumni. The original non-redacted surveys will not be seen by either the candidate (unless necessitated by a formal appeal as per the Collective Bargaining Agreement or the Officers' Handbook, whichever applies) or the faculty at large. However, the non-redacted survey responses will be available to the FSC, the Associate Dean, the Dean, the Faculty Senate Professional Standards Committee, and the Provost. All non-redacted references are kept permanently and separately from the candidate's personnel file.

4. Miscellaneous Evaluations: The candidate may elect to include supporting letters and other forms of solicited and unsolicited evaluations within a separate folder of "Miscellaneous Support Materials."

5. Candidate review: The candidate will have one week to review the contents of the dossier, including the redacted external review letters, before the dossier is made available for evaluation by the voting faculty. The candidate may not change the content of the dossier, but may include an explanation or rebuttal regarding factual material presented in the dossier.

6. Faculty voting: Only RSEN faculty members who hold the same or higher rank than that being sought by the candidate may vote on promotion decisions. This includes hiring decisions at the levels of Associate and Full Professor. As per the CBA, only voting RSEN faculty members who hold the same or higher rank than that being sought by a candidate are permitted to vote on a tenure recommendation.

All RSEN faculty members are permitted and encouraged to read and comment on the dossiers of all candidates seeking promotion and/or tenure. Members of the School Faculty Standards Committee (FSC) do not participate in the faculty vote because they vote later in the process.

RSEN voting faculty who hold the same or higher rank than that sought by the candidate are expected to examine the dossier and provide a written vote along with their signature. Faculty are also encouraged to offer written confidential comments with their vote. During the review process, faculty will see all information in the file including redacted copies of the external evaluation letters but excluding "page 3" (Chair's page, including letters from secondary supervisors) and "page 4" (Dean's page). There will not be a faculty discussion in an open forum on the merits of the portfolio.

The secret, signed vote from each eligible faculty member will be submitted to the Dean or Associate Dean; the faculty as a whole shall not learn of the voting result. The signed faculty votes are kept separate from the personnel file and are maintained on file for ten years following the final decision at the university level. They may not be seen by the candidate, except upon appeal.

7. Chair's Evaluation: Letters from external evaluators, secondary supervisors, and alumni surveys will be considered and summarized by the Associate Dean in his/her evaluation as the Department Chair ("page 3" in the Green Sheets). This summary, including a summary of the faculty vote, will be included in the file for the Faculty Standards Committee (FSC) of the School to review. Review by the FSC will proceed irrespective of the Chair's (Associate Dean's) summary recommendation.

8. FSC's Evaluation: The FSC will have access to the candidate's entire dossier, including the original, non-redacted external evaluation letters, non-redacted alumni surveys, the Chair's (Associate Dean's) summary including any Secondary Supervisor's evaluation, and the summary of the faculty vote. The FSC will evaluate these materials and provide a summary recommendation to the Dean, including a summary of the FSC's vote on the candidate's application for promotion and tenure. The FSC's evaluation is to advise the Dean.

9. Dean's Evaluation: The Dean will have access to all of the foregoing materials in non-redacted form. The Dean's evaluation will be summarized with the FSC summary in "page 4" of the Green Sheet and forwarded to the Faculty Senate Professional Standards Committee and ultimately the Provost for review and completion.

10. Confidentiality: Under certain circumstances, records associated with the review of a candidate for employment promotion or tenure may be subject to disclosure. The School, however, will preserve the confidentiality of such records insofar as permitted by the Collective Bargaining Agreement and law.

### III. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

Decisions on appointment, reappointment, promotion, and tenure are based on excellence in teaching, advising, scholarship, and service, with appropriate weighting of these areas consistent with the individual's unique appointment circumstance.

First and Second reappointments as Assistant Professor: For reappointment as Assistant Professor, RSENR faculty are expected to demonstrate the following:

#### A. Teaching:

- a solid and/or improving record of teaching (as determined with the RSENR teaching evaluation instrument and other materials as appropriate)
- evidence of effective academic advising
- participation in RSENR graduate education activities such as seminars, teaching graduate-level courses, etc.

#### 1. Extension teaching:

Faculty with extension appointments may be involved with traditional classroom teaching and extension teaching in various formats to adult groups. Extension teaching (short courses, workshops, etc.) should be systematically evaluated. The expectation is to demonstrate high quality and effective instruction. Letters to document evaluation of teaching, if obtained independently, may also be submitted as documentation.

## B. Scholarship:

- implementation of a program of research and scholarship focused on one or more identifiable themes
- publication and/or dissemination of products of previous scholarly efforts prior to appointment that are reviewed by knowledgeable peers
- presentation of findings in publications or at professional meetings or conferences
- participation in scholarly activities with colleagues and graduate students in RSENR
- submission of proposals to seek external funding for scholarship

## I. Extension scholarship:

Demonstration of scholarship in extension may be in the form of:

- funded proposals for workshops, projects, etc.
- publication of extension brief lets, bulletins, etc., categorized as peer reviewed or non-reviewed.
- publication of technical articles in peer reviewed outlets --presentations at professional and technical meetings
- publication of popular articles with varying review expectations
- other scholarship appropriate to the appointment and documented for evaluation

## C. Service:

- active participation in School and/or University governance and policy development
- participation in professional organizations associated with scholarship and teaching activities
- other service to the community with particular emphasis on those that are professionally related to natural resources and environment

## 1. Extension service:

Extension personnel are evaluated according to the same criteria.

## IV. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR AND AWARDING OF TENURE

For promotion to associate professor and to be awarded tenure, RSENR faculty will be evaluated on the basis of the following criteria:

### A. Teaching:

- a consistent record of high quality teaching as evidenced by the RSENR teaching evaluation instrument and other materials as appropriate.
- positive support by alumni who have had the instructor
- evidence of good academic advising and a caring attitude towards students and their concerns
- evidence of successfully mentored graduate students

### B. Scholarship:

- a sustained program of research and scholarship in one or more areas of focus
- publication of scholarly products including works based on research while at UVM
- participation in seminars, symposia etc. as presenter of scholarly findings
- regular participation in the intellectual environment of the School

--steady pursuit of and success in securing external resources to support scholarly efforts

C. Service:

--active participation in School and University governance and policy matters  
--participation in professional organizations associated with teaching and research activities  
--other service to the community with particular emphasis on those that are professionally related to natural resources and environment

D. Extension appointments:

Expectations for teaching, scholarship, and service will be considered according to the criteria outlined in the previous section with a similar higher expectation.

## V. CRITERIA FOR PROMOTION TO PROFESSOR

For promotion to Professor, RSENR faculty will be evaluated on the basis of the following criteria:

A. Teaching:

--a sustained record of high quality teaching and advising as measured by the RSENR teaching evaluation instrument and other evidence  
--a sustained record of participation and meaningful contributions to graduate education  
--a substantial record of successfully mentored graduate students  
--positive and enthusiastic support by alumni who have had the instructor  
--evidence of good academic advising and a caring attitude towards students and their concerns  
--a record of curricular leadership as appropriate to the discipline

B. Scholarship:

--generation of a body of knowledge in one or more areas and positive recognition by one's peer scholars  
--a sustained record of external support for scholarship  
--participation in scholarly presentations (symposia, conferences, etc.)  
--a record of support, advising and mentoring of graduate students to successful completion of their program

C. Service:

--participation in RSENR and University governance and policy  
--leadership at the regional and national level in professional organizations associated with teaching and/ or scholarship

--other service to the community with particular emphasis on those that are professionally related to natural resources and environment

D. Extension appointments:

Expectations for teaching, scholarship, and service will be considered according to criteria previously outlined but with higher expectations similar to those for academic faculty seeking promotion to the Professor rank.

## VI. SECONDARY APPOINTMENTS

Secondary faculty appointments may be granted to members of the university faculty from other departments who actively and substantially participate in the academic activities of faculty, colleagues, and/or students enrolled in the School (teach a course for the School, advise undergraduates and graduates, etc.). Applicants for a Secondary appointment must hold a faculty rank (Lecturer --- Professor). Applications for Secondary appointments should be submitted to the Associate Dean. Applicants must have an RSENR program and a faculty sponsor. The faculty sponsor should provide a justification statement that articulates the proposed responsibilities of the applicant with a copy of the applicant's CV, to the Associate Dean. The Associate Dean will charge the Faculty Standards Committee (FSC) to review the application and arrange for a meeting or seminar at which the RSENR community will have an opportunity to meet the applicant. Voting faculty of the School will be invited to review and comment on the faculty sponsor's justification and the applicant's CV and to vote on the appointment. The FSC will review the record and the faculty vote and will make a recommendation to the Dean. A statement of responsibilities will be signed by the Dean and the applicant upon appointment. Initial appointments will be for one year.

At the one year anniversary of the initial appointment a summary of contributions will be submitted by the appointee to the FSC for review. The FSC will advise the Dean on reappointment and the faculty will be informed of the decision. Thereafter, appointments will be for three-year periods and may be renewed following review. These reviews require an updated CV, a summary of contributions to the School, a vote by the faculty, and a review by the FSC. A statement of current responsibilities will be submitted as part of the review and will be signed by the Dean and the applicant upon appointment. This statement will be examined in all succeeding appointments.

## VII. APPOINTMENT AS ADJUNCT FACULTY

Persons not members of the University of Vermont faculty who are recognized in their fields and who participate in the academic activities of RSENR may be appointed to Adjunct rank (Lecturer, Assistant, Associate or full Professor as appropriate, including Research designations). Applicants should normally hold the highest degree in their fields. Applicants must have an RSENR program and a faculty sponsor. The faculty sponsor should provide a justification statement and a current CV of the applicant, to the Associate Dean. The Associate Dean will charge the FSC to review the application and arrange for a meeting or seminar at which the RSENR community will have an opportunity to meet the applicant. Voting faculty of the School will be invited to review and comment on the faculty sponsor's justification and the applicant's CV and to vote on the appointment. The FSC will review the record and the faculty vote and will make a recommendation to the Dean. A statement of responsibilities will be signed by the Dean and the applicant upon appointment. Initial appointments will be for one year.

At the one year anniversary of the initial appointment a summary of contributions will be submitted by the appointee to the FSC for review. The FSC will advise the Dean on reappointment and the faculty will be informed of the decision. Thereafter, appointments will be for two-year periods and may be renewed following review. These reviews require an updated CV, a summary of contributions to the School, a vote by the faculty, and a review by the FSC. A statement of current responsibilities will be submitted as part of the review and will be signed by the Dean and the applicant upon appointment. This statement will be examined in all succeeding appointments. Appointees to Adjunct faculty positions are granted Associate faculty status and do not have the privilege of voting on matters brought before the faculty unless granted this privilege by the voting faculty.



## VIII. APPOINTMENT AS LECTURER

Lecturer appointments are non-tenure track appointments proposed by program chairs to the Associate Dean or directly by the Associate Dean. Lecturer applicants may arise from targeted individuals or may be solicited when a specific individual is not identified. In the case of targeted individual applicants, the FSC will review the applicant's CV and supporting materials and make a recommendation to the Dean. In the case of an open solicitation, the Associate Dean will appoint a search committee to evaluate applications and make a recommendation to the Dean.

A Lecturer will initially be appointed for a term of one year and may be reappointed in the University's sole discretion for an additional term of one year. At the conclusion of two (2) years of consecutive service at the University as a bargaining unit Lecturer, or as a Visiting faculty member, or a combination of years thereof in such ranks, if the Associate Dean decides to reappoint the Lecturer, the Associate Dean will appoint the Lecturer to a term contract of two (2) years. Any further Lecturer appointments shall also be for two (2) years.

Lecturers shall be evaluated on the basis of their teaching, advising, service and research related to teaching following the criteria described in Article 14, Section 5.e of the CBA, commensurate with their assignment distributions towards such endeavors, as set forth in the Annual Workload Plan.

Appointees to Lecturer positions are granted Associate faculty status and do not have the privilege of voting on matters brought before the faculty unless granted this privilege by the voting faculty.

## IX. CRITERIA FOR PROMOTION TO SENIOR LECTURER

The Lecturer will initially be eligible to be considered for the rank of Senior Lecturer at the start of his or her sixth year (within the most recent eight year period) of full-time (75% or more) service at the University as a bargaining unit Lecturer, or as a Visiting faculty member who served in an instructional capacity, or combination of years thereof in such ranks. Any time spent on a University-approved leave of a semester or more shall mean that the academic year in which the leave was taken shall not count toward the eight-year period referred to above. An applicant who receives an adverse decision regarding promotion nonetheless remains eligible for consideration for additional reappointments as a Lecturer and he or she may reapply for promotion following an additional period of two (2) consecutive years of employment as a bargaining unit Lecturer. A Lecturer or Visiting faculty member who is promoted to the position of Senior Lecturer will initially receive a two-, three- or four-year term of appointment. Senior Lecturers shall be reappointed to terms of three (3), four (4), or five (5) years assuming satisfactory evaluation and continued need. The length of the Senior Lecturer appointment and reappointment will be based on the needs of the department as assessed by the chair and dean taking into account budgetary, enrollment and programmatic considerations for the school or college. The Associate Dean may also appoint faculty new to the School to the rank of Senior Lecturer with a two-, three- or four-year appointment following discussion and consultation with the Faculty Standards Committee.

Decisions regarding promotion to the rank of Senior Lecturer, and reappointments of Senior Lecturers, will be based upon an assessment of the performance of the applicant over the previous qualifying five (5) years (for initial promotion) or over the previous Senior Lecturer appointment (for reappointment as a Senior Lecturer). At all levels of review, evaluations will be based upon consideration of whether the applicant has met, relative to areas of assignment and commensurate with teaching, advising and service assignment distributions as set forth in the Annual Workload Plan, the same standards applicable to tenure-track faculty as outlined in Article 14, Section 5.e of the CBA, and summarized with respect to RSENR guidelines, as follows:

Performance expectations in this position involve teaching and service. Additional expectations in research-scholarship may be included and made part of the annual evaluations and consideration for reappointment. The applicant's performance over the previous five years will be evaluated based on the following criteria:

A. Teaching:

- a consistent record of high quality teaching as evidenced by the RSENR teaching evaluation instrument and other materials as appropriate;
- positive support by alumni who have had the instructor; and
- evidence of good academic advising and a caring attitude towards students and their concerns.

B. Scholarship:

- currency in field related to teaching;
- scholarly activity related to teaching (desirable rather than required); and
- regular participation in the intellectual environment of the School.

C. Service:

- active participation in School and University governance and policy matters;
- participation in professional organizations associated with area of assignment; and
- other professionally-related service to the community at large.

## X. APPOINTMENT AS INSTRUCTOR

The rank of Instructor is reserved for those who have been hired on tenure-track but who do not yet have a terminal degree at the time that the appointment starts. An instructor will receive an initial appointment for one year, and may be reappointed as an instructor for one additional year. Persons holding appointments as instructors may be reappointed at the rank of instructor or promoted to Assistant Professor. However, they may not be granted tenure at the Instructor rank. A faculty member with a terminal degree in his or her field may not be appointed at the rank of instructor. Instructors will be promoted automatically to the rank of Assistant Professor once the requirements for the terminal degree have been satisfied. In no instance may a faculty member be appointed to the rank of Instructor for longer than two (2) years.

## XI. APPOINTMENT TO RESEARCH FACULTY RANK

Research faculty appointments may be proposed by any eligible faculty member to the Associate Dean or directly by the Associate Dean. Applicants should normally hold the highest degree in their fields. The RSENR sponsor should provide a justification statement with a current CV. The Associate Dean will charge the FSC to review the application and arrange for a seminar at which the RSENR community will have an opportunity to meet the applicant. Voting faculty of the School will be invited to review and comment on the sponsor's justification and the applicant's CV and to vote on the appointment. The FSC will review the record and the faculty vote and will make a recommendation to the Dean. A statement of responsibilities will be signed by the Dean and the applicant upon appointment. Initial appointments will be for one year. Appointees to Research faculty positions are granted Active faculty status and have the privilege of voting on all matters brought before the faculty except as outlined in sections 1.1-1.4 of the RSENR Bylaws.

All research faculty will initially be appointed for one year and may be reappointed for additional periods as described herein, provided the length of any such appointments or reappointments shall be solely within the discretion of the Associate Dean. Research faculty of all ranks will have their appointment renewed as outlined below if grant funding remains available and subject to favorable annual performance reviews. Faculty appointed at the rank of Research Associate will receive a one year contract that is renewable annually. Faculty promoted to or appointed at the rank of Research Assistant Professor will receive a one-year contract that is renewable annually for an additional year. Faculty promoted to or appointed at the rank of Research Associate Professor will receive, at least, a one year contract that is renewable annually for an additional year. If the grant/contract funding is guaranteed for two or three years, the principal investigator shall receive a contract of that length to correlate with the secured extramural grant funding awarded. Faculty promoted to or appointed at the rank of Research Professor will receive, at least, a one year contract that is renewable annually for an additional year. If the grant/contract funding is guaranteed for two or three years, the principal investigator shall receive a contract of that length to correlate with the secured extramural grant funding awarded. Under exceptional circumstances, deemed by the Associate Dean to be in the interest of the School, the Associate Dean reserves the right to establish a longer initial appointment period for research faculty up to a maximum of five (5) years.

Appointments and reappointments for research faculty are contingent upon available funding. If the restricted funding ceases, or if there is a significant change in the nature of the funded activity the appointment may be terminated or reduced in FTE provided written notice is received by the faculty member at least thirty (30) days before the expiration of the funding. If such thirty (30) day notice is not given, the faculty member will receive pay for whatever notice has not been provided.

#### EVALUATION CRITERIA

Research faculty shall be reviewed only relative to the quality of performance in scholarship/research work and other duties as expressly assigned and commensurate with assignment distributions as recorded in the Annual Workload Plan. Research faculty must have one review ("blue sheet" review) up to and including the dean's level every 4 years; this review may be extended to the 5th or 6th year in order to coincide with the expiration of a faculty member's appointment.

The procedures described for tenure-track RPT, including external evaluation, shall apply to Research faculty who are seeking promotion. Research faculty are not eligible for tenure. Review for reappointment of research faculty includes presentation of an updated CV and a summarization of activities and accomplishments during the year.

#### XII. APPOINTMENT TO PART-TIME POSITIONS

Faculty may be appointed to permanent part time or temporary part time positions. Expectations for teaching, research/scholarship, and service will be documented with the appointment. Evaluation for reappointment will be made in accordance with this documentation. Persons appointed to part-time tenure track positions will be evaluated using the same process and criteria as for full-time faculty with consideration given to the appointment ratio. Part-time faculty on tenure track may have a longer time to tenure decision as per the Officers' Handbook.

Individuals appointed to part-time lecture positions will be evaluated using the same process and criteria as for full time lecturers, the appointment ratio being considered. For those in permanent part-time positions a Green Sheet evaluation is required every four years. In the intervening years, the abbreviated (Pink Sheet) evaluation is required annually. This evaluation requires presentation of an updated CV, and evaluation of courses taught since the last appointment, using the RSENR standard teaching instrument for course evaluations, and a one-page self-evaluation of accomplishments as related to the position.

### XIII. OFFICERS OF EXTENSION

Appointment as instructor, assistant professor, associate professor or professor of extension is to a non-tenured position. Thereafter, reappointments are made annually following the Pink Sheet process. This process requires an updated CV and a summary and self-evaluation of annual work accomplishments. This process involves only the Associate Dean, acting as department chair, and the Dean. Each fourth annual reappointment requires the Green Sheet process. An updated CV, a summarization of extension activities, including teaching and research/scholarship are required. The FSC participates in this reappointment process, and individual faculty members submit a secret vote on the candidate. This review is internal unless it includes action on promotion; in this case, it would involve a full Green Sheet process (with external evaluation letters), and review by the University Senate Professional Standards Committee, which advises the Provost whether to promote. The FSC participates in this reappointment process, and the faculty submits a secret vote on the candidate.

Criteria for reappointment are described in Article 15 Section 6 of the Collective Bargaining Agreement.

### XIV. APPOINTMENT OF POST-DOCTORAL PARTICIPANTS

Post-doctoral persons who have teaching or other academic responsibilities in the RSENR will normally be appointed as members of the classified staff.

### XIV. SABBATICAL LEAVE

Sabbatical leaves are normally available to Officers' of Instruction with tenure, Officers' of Research, and Officers' of Extension. The Collective Bargaining Agreement describes the objectives of the sabbatical-leave benefit. It is clear that such leaves are not simply privileges that faculty members earn with adequate service. Instead, sabbaticals are opportunities that are granted for meritorious proposals for activities that have demonstrable advantages for the educational and research missions of the University and for the professional development of the individual faculty member.

Faculty have the opportunity to apply for, and be on, sabbatical leave during the seventh year of service. The leave may be for two consecutive semesters at approximately 77% of academic year salary or for one semester at full salary. For subsequent sabbatical leaves, faculty are eligible for either (a) a half-sabbatical leave after a further three years of accumulated service, or (b) a full sabbatical leave after a further six years of accumulated service. Standard application forms for a sabbatical leave are available from the Office of the Provost. The form is to be accompanied by a copy of the application for the most recent sabbatical leave taken, by a copy of the written report describing the results of such leave, and by a current curriculum vitae. Applications may be submitted at any time, so long as they are received by the Provost no later than six months prior to the beginning of the anticipated leave. However, since RSENR staffing may limit the number of sabbatical leaves that can be approved in any given academic year, the Associate Dean and Dean of RSENR must have adequate opportunity to plan for the absence of faculty members.

The complete application will be reviewed by the Associate Dean (and the Faculty Standards Committee who advises the Associate Dean regarding the merit of sabbatical proposals) within one month. Results of the review will be submitted to the Dean in writing within that time. The Dean will then have one month to complete his/her

review and to forward the proposal to Provost.

There is opportunity for the Associate Dean (and the Faculty Standards Committee) to request additional clarification which would enhance the proposal before a final recommendation is made. In such a case, whenever the Associate Dean (and the Faculty Standards Committee) returns a proposal to a faculty member with questions or suggestions for revisions, the faculty member will be expected to resubmit the revised proposal prior to the above deadlines. Failure to do so may result in a postponement of the leave.

The expectations of a sabbatical are that it provide the candidate an opportunity to grow in his/her field, engage in research and scholarship, acquire new knowledge and skills for teaching and research, explore new fields for some change in direction of research or teaching, work with other experts in one's field, etc. One or more of these is an expectation. The sabbatical application should show some relation to the individual's research/scholarship program or teaching responsibilities, as well as to the overall goals of the School. Following the leave, the faculty member is expected to incorporate aspects of the experience in teaching, research, and other aspects of the academic setting. Contribution to the scholarly literature in the field may also be expected. In summary, the faculty member, the University, and the student body should benefit from the sabbatical experience.

Following the sabbatical leave, a summary report must be submitted within 60 days to the Dean outlining the activities and accomplishments and values gained.

---

<sup>1</sup> Sections up to, but not including, those dealing with sabbatical leave were originally approved by the RSENR (then the SNR faculty) faculty on April 7, 1995; then revised December 22, 1995, October 10, 1996, and August 26, 1997. Section XIV was approved by RSENR (SNR) faculty on October 28, 1997. Minor revisions made on April 8, 1998 to assure conformance with Officers' Handbook with advice from the UVM General Council. Revised to conform to the Collective Bargaining Agreement, Spring 2004. Revised by RSENR faculty November 15, 2005 and again on May 17, 2007.

<sup>2</sup> The School's Mission Statement can be found at:  
[http://www.uvm.edu/envnr/quick\\_links/?Page=mstatement.html](http://www.uvm.edu/envnr/quick_links/?Page=mstatement.html)