Department of Nutrition
Policy Document

Title: Promotion or Appointment of Tenure Track/Tenured Faculty

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Chair Signature: [Signature]
Promotion or Appointment of Tenure Track/Tenured Faculty

Policy Statement

Tenured faculty appointments and/or promotions are based on expected or demonstrated excellence in research, teaching, and service. Other factors which are important for promotion and tenure include: ethical and collegial behavior, intellectual integrity, good rapport with students and colleagues, moral probity, reliability and responsibility. Collegiality among faculty members and sharing of scientific thoughts and innovations is expected and valued. This includes working across disciplinary lines when practical and engaging with all facets of the translational spectrum.

Audience

This policy applies to all tenured or tenure track faculty assigned to the Department of Nutrition.

Purpose

To ensure every tenure/tenure track faculty member is fully aware of the criteria for appointment and promotion, as well as the process.

Roles and Responsibilities

Assistant Professors -- Initial appointments at, or promotions to, the rank of Assistant Professor on the tenure track will be made only to persons who show aptitude and potential for promotion to higher ranks with tenure.

Associate Professors – For scholars who have clearly demonstrated outstanding ability. Candidates must show excellence in research, evidence of high quality teaching, and adequate service. The faculty member must be able to show how his or her work collectively has led, or is likely to lead to, improvements in health. Those being proposed for the rank of Associate Professor must also demonstrate that they are on a course for national or international leadership positions in their discipline. Candidates will have secured independent (not mentored) grant awards and normally support at least half of their salary through grants. Support of doctoral students is also expected.
**Professors** -- Candidates will have obtained national recognition and demonstrated sustained, high quality, accomplishment in both teaching and research. Additionally, candidates must have demonstrated significant contributions in professional and public service. Those being nominated for promotion to Professor must clearly demonstrate how their work has enabled improvements in human health, or the advancement of the science or practice of their discipline. Candidates for Professor must show that they are national or international leaders in their discipline and/or in public health. These faculty members will also have a significant history of grant awards and normally are able to support at least seventh-five percent of their salary through grants. Support of doctoral students is also expected.

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**Criteria**

**Teaching** -- Teaching excellence is assessed through an evaluation of the currency and relevance of the content, the effectiveness and efficiency of delivery, and whether students are learning how to think critically and solve problems. Among other things, innovation, adoption of course materials by others, and contributions to teaching methodology, are all supporting measures for this assessment. Evaluations by students and by peers are valued.

Within the Department of Nutrition, tenure/tenure track faculty members are normally expected to teach at least 3 credit hours per academic year. For this teaching commitment, a percentage of salary support using departmental state funds is routinely provided. Teaching expectations cover both formal classroom time (traditional or online) and counseling/mentoring students at all three levels (bachelors, masters, and doctoral). Mentoring of post-doctoral fellows is also encouraged.

Department faculty members with a working location at the Nutrition Research Institute in Kannapolis are not supported by departmental state funds, but are expected to teach from one to three credit hours. Instruction may be done using distance education technology such as video-teleconference. Despite the challenges of geographical separation, it is imperative that NRI faculty both teach and mentor students in order to be competitive for promotion and tenure.

**Research** -- Research directly attributable to a faculty member represents a tangible contribution to a discipline. This can include "multiple PI" arrangements providing that the faculty member demonstrate substantial and unique scientific contributions to the collaboration. Competitive peer-reviewed funding is a marker of research quality and it is expected that faculty members will submit and receive grant and contract awards. Faculty members should seek to identify new areas of research, or apply new methods and approaches in practice that address the health of the public. Faculty will be expected to incorporate new developments into the discipline and transfer knowledge or techniques to address current health problems. Faculty must demonstrate high likelihood to sustain a significant research program that supports a substantial proportion of their time, that contributes to support of doctoral students, and that
generates a substantial number of high-quality peer reviewed publications that establish a national reputation for the faculty member.

**Service** -- Service to both the scholarly community and local community is required of all faculty members. Service occurs in various arenas and various ways within the School of Public Health, the University, institutions specific to a discipline. Public service may also occur within communities, governments, or organizations at the local, state, national, and international levels. Faculty engagement with the public outside the traditional scholarly community is valued and reviewed as part of the tenure and promotion process.

All tenured and tenure track faculty within the Department of Nutrition will be asked to serve as a Division Director, Program Committee Chair, Associate Chair, or committee member during their appointment. Faculty should participate actively and strive to serve in several different capacities over time.

**General** -- Transcending the specific criteria enumerated above, other factors which are important for promotion and tenure include; ethical and collegial behavior, intellectual integrity, good rapport with students and colleagues, moral probity, reliability and responsibility and need for the faculty member’s contributions. Collegiality among faculty members and sharing of scientific thoughts and innovations is expected and valued. This includes working across disciplinary lines when practical and engaging with all facets of the public health spectrum.

Each faculty candidate is evaluated individually and there is no one prescription of achievement required. The Nutrition Department is intellectually diverse and faculty members have backgrounds in a variety of disciplines. Strong scholarship may have different metrics for faculty in different divisions within the department. These field differences within the discipline of nutrition are expected and candidates are evaluated accordingly.

**Voting**

- Though APT nominations are often discussed during committee meetings, confidential, electronic (email) voting is normally the preferred method for registering votes. The department’s Human Resources (HR) representative or Department Manager will ensure anonymous, confidential APT related votes are conducted electronically and that the results are communicated to the Chair including justifications for “no” votes or abstaining. Faculty members unable to attend any committee meeting where APT matters are discussed are permitted to vote if they familiarize themselves with the candidate’s package.

- Tenured Associate Professors with Nutrition as their home department will vote on appointments for tenure/tenure track Assistant Professors, appointments of tenure-track Associate Professors where the appointment does not include tenure, promotion of tenure-track Assistant to Associate Professors, and tenure to be conferred at the associate rank.
• Tenured Associate Professors will also vote on research or clinical track appointments to the assistant or associate rank, and promotions from the assistant to associate rank.

• Full Professors with Nutrition as their home department will vote on all APT decisions.

• Tenured Associate and Full Professors with joint appointments are eligible to vote according to Nutrition Department policies if they receive at least 10% of their salary from the department and are actively involved (teaching, mentoring/sponsoring students, etc.).

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**Related Regulations or Policies**

*Gillings School of Global Public Health Appointments, Promotions and Tenure Manual* (revised May 1, 2013)

*Department of Nutrition Peer Review of Teaching Policy* (approved April 11, 2013)

*Department of Nutrition Performance Norms* (updated November 11, 2013)

• Effective Date: 11/18/2013

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