

PMGS 22-01
Policy and Management Guidelines
Division of Agriculture
Revised September 3, 2025

GUIDELINES FOR APPOINTMENT AND PROMOTION

**Division of Agriculture
Instructor
Non-Tenure Track**

**Revised September 2, 2025
(Added Third-Year Review Section)**

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Introduction

Establishes guidelines for Division of Agriculture Instructor appointments and promotion.

The most important factor ensuring the successful future of the University of Arkansas System Division of Agriculture involves employing and developing personnel of the highest quality. The Division of Agriculture must appoint outstanding, qualified faculty, facilitate their professional development, and provide annual performance evaluations. The promotion system is provided to reward those Instructors who demonstrate sustained professional growth and significant programmatic accomplishments through time.

This document is intended to provide guidelines for appointment and promotion of Instructors consistent with the policies of the Division of Agriculture and the University of Arkansas Board of Trustees.

Equal Opportunity Employment Statement

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity employer.

Instructor

This position is a non-tenure track Instructor of the University of Arkansas System Division of Agriculture. Under the direction of the Department Head, the Instructor operates in an independent, decision-making role in the planning & execution of teaching, research or extension programs. Work objectives are coordinated with staff and/or other supervisors. Instructors are expected to contribute effectively to conceptual framework, program design, result dissemination, educational activities, and the pursuit of extramural financial support. This position requires a master's degree in the appropriate subject matter discipline. Persons appointed to this title are eligible for promotion. This is a promotion track position with levels I, II and III.

Instructor I – Persons are generally appointed to this rank.

Instructor II - Persons promoted (or appointed) at this ranking will have demonstrated a sustained record of excellence in the planning, developing, implementing, and evaluating educational (teaching, research and/or extension) programs.

Instructor III - Persons promoted (or appointed) to this rank will be mature in their profession, while establishing a long-term record of professional excellence, exhibiting a high level of achievement in planning, developing, implementing, and evaluating educational (teaching, research and/or extension) programs.

Appointment Procedures

The Vice President for Agriculture approves Instructor recommendations after consultation with the appropriate Sr. Associate Vice President (Research or Extension). The non-tenure track ranking will be communicated in the offer letter from the immediate supervisor.

1. Criteria for Appointment
 - a. A Master's degree and professional experience are essential qualifications for appointment to positions at non-tenure track academic ranks.
 - b. Other important qualifications include experience in teaching, research, extension or other scholarly or creative activities, and educational service either at other colleges and universities and/or in non-academic settings.
 - c. The non-tenure track academic rank awarded at the initial appointment shall be consistent with prior professional experience as well as U of A Board of Trustees policies and criteria adopted by the faculty and department head/state leader/center director of the appropriate unit.
2. Procedures
 - a. No later than 30 days after beginning employment in connection with a first appointment, each Instructor shall be advised in writing by his or her supervisor of their job description, criteria, promotion procedures, and instruments that are to be used in assessing his/ her work.

Evaluation

Annual performance evaluations are an integral part of the Instructor's professional development. The evaluation procedure is intended as a means of assessing the Instructor's performance. It provides the guidance necessary to ensure that the Instructor fulfills his/her potential and performs at a level commensurate with his/her rank. As such, evaluations are an important basis from which to consider an Instructor's candidacy for promotion in rank. Each Instructor shall be evaluated based on achievement in the areas of their respective job description (teaching, research and/or extension). Evaluation guidelines will be provided by the Unit Head annually.

Procedures for Third-Year Review of Non-Tenure Track Faculty with Majority University of Arkansas System Division of Agriculture (UADA) Appointment

A written review of progress toward promotion shall be made of each faculty in a promotable faculty title during their third year of employment. As a reminder, promotion is not automatic based on years of service or performance that is merely satisfactory. Rather, in the pursuit of excellence, promotion is based on high levels of achievement and a trajectory toward sustained success over a career.

Third-year review dossiers should follow the format of the [PMGS 03-09](#) Faculty Service Review Form. All dossiers should include material documenting the following:

1. Progress in scholarship appropriate to the faculty appointment, including research and/or extension program development with evidence of relevant deliverables (e.g., publications/presentations, external funding, stakeholder engagement and outreach, county agent support and training, media engagement, collaborative efforts).
2. Progress in all service activities, both institutional (e.g., departmental committees) and professional (e.g., professional association service and leadership).
3. Other scholarly achievements (e.g., resident instruction, graduate student advising, consulting).

Assessment of performance in the third-year review includes three options:

1. Currently making satisfactory progress. Appointment is continued for 4th and 5th years, subject to all Division policies.
2. Appointment is continued for the 4th year, subject to all Division policies and a required 4th year review. Department Head (and AVP, if Extension appointment) will address weaknesses.
3. Notice of non-reappointment, subject to procedures outlined in [Board Policy 405.1.IV.B](#), with the 4th year as the terminal year.

For faculty with primary UADA, non-tenure-track appointment, the third-year review will follow the procedures outlined below.

September 1: Department head identifies pre-promotion faculty and notifies them that a third-year review will be conducted.

January 31: Faculty submits a complete dossier following the format of the PMGS 03-09 Faculty Service Review Form and demonstrating their accomplishments to date from date of appointment to current position or date in offer letter. The packet will include (i) an Executive Summary summarizing significant accomplishments across all appointment areas and (ii) all previous annual evaluations. External letters will not be included in the third-year review. The dossier will be submitted to the department head, who will review for completeness. For faculty with an Extension appointment in an Agriculture and Natural Resources (ANR) department, the department head will consult with the Assistant Vice President (AVP) - ANR in review of the dossier. For faculty with Extension appointments in

Family and Consumer Sciences, 4-H/Youth Development, and Community, Professional, and Economic Development departments, the appropriate AVP is considered their department head.

February 15: The department head submits the dossier to the unit personnel committee (UPC) for committee review. For faculty with Extension appointments in Family and Consumer Sciences, 4-H/Youth Development, Community, Professional, and Economic Development departments and for ANR faculty reporting directly to the AVP-ANR, the UPC will be constituted as a joint committee comprised of at least three faculty across these three departments appointed by the Senior Associate Vice President for Agriculture - Extension.

March 15: The UPC submits to the department head a written letter acknowledging that the third-year review was conducted and summarizing the committee's evaluation of the faculty member's overall progress toward promotion, specifically commenting on the candidate's past performance record and on progress in all areas of the faculty appointment (i.e., research, extension, teaching, and/or service), including assessment of strengths and weaknesses in each relevant area. Note that for Extension-appointed faculty in ANR departments, the UPC's letter will be sent to both the department head and the AVP-ANR. The letter will include the committee's recommendation and result of a formal vote among committee members for one of the three assessment outcomes. Due to the developmental aspect of this review, both areas of excellence and areas needing improvement are to be identified within the UPC's letter, along with suggested plans of action to address areas needing improvement for the faculty member to be considered for promotion.

March 24: The department head prepares a letter concurring with or dissenting from the UPC's review recommendation, including a discussion of the basis for his/her recommendation. The department head provides a copy of the UPC's letter and the department head's letter to the faculty member and meets to discuss both letters. The faculty member may forward to the department head a written response to the letters within five working (5) days of that meeting. Note that for Extension-appointed faculty in ANR departments, the department head and AVP-ANR will jointly prepare their recommendation letter and meet with the faculty member to discuss UPC and department head letters.

April 8: The department head submits the faculty member's dossier, the UPC and department head letters, and the faculty member's response (if any), to the Senior Associate Vice President (SAVP). A formal meeting will be scheduled, between the appropriate SAVPs based on appointment, department head/AVP, and the faculty member to discuss the faculty member's dossier and accompanying recommendation letters.

April 22: The appropriate SAVPs based on appointment prepares an assessment to be given to the faculty member that integrates the feedback from the process, noting areas of excellence, identifying performance areas needing improvement, and communicating the outcome of the review. If the third-year review results in non-reappointment, the appropriate SAVPs based on appointment shall notify the faculty member in accordance with the provisions of Board Policy 405.1. The written feedback by the UPC, the department head/AVP, and the appropriate SAVPs based on appointment, if any, shall become a part of the faculty member's permanent personnel record.

Promotion

Promotion should not be granted based solely on satisfactory performance or length of service but should reflect progressively higher competence and achievement. There is no fixed requirement for minimum years in rank before an employee can be promoted. However, it is difficult to demonstrate adequate progress in less than five complete years in rank. Applications for promotion prior to five years in rank will be regarded as early action and considered only for exceptionally strong and well-documented cases. Only full-time (100 percent-appointed) employees are eligible for promotion.

Promotion Procedures for Instructors

The promotion packet uses the format of the Faculty Service Review (FSR) document. The promotion application will cover the period since the initial appointment or the last promotion. The complete promotion application (packet) must be in a PDF format.

August 1: Each year, the Vice President for Agriculture solicits nominations for committee members from the Sr. Associate Vice President(s). Unit Heads are notified by the Sr. Associate Vice President(s) to remind instructors of the process timetable.

The Vice President for Agriculture will appoint five (5) committee members and two (2) alternates to the Division of Agriculture Instructor Promotion Committee. The committee should have at least one member from each program area, if possible. The committee Chair will be appointed by the Vice President for Agriculture and is a voting member. The alternates will serve in the absence of regular members or if a committee member is under consideration for promotion. An individual committee member will serve no longer than three (3) consecutive years. Terms of the committee membership will be staggered to ensure continuity.

By accepting the assignment to the Division of Agriculture Instructor Promotion Committee, members agree to attend meetings. All committee meetings must have 100% attendance and be interactive either in person or via distance technology with video capabilities.

The committee will require a simple majority of “yes” votes. An “abstain” or “present” vote counts as a “no” vote. One representative from either the Division Office of Inclusion, Access, & Compliance or the Division Human Resources Department will train members on proper procedures, act as an advisor and attend the meeting as a non-voting member.

August 25: Letters are sent to committee members from the Vice President for Agriculture.

August 30: Applicants shall be informed in writing by the department head/state leader/center director (Unit Head) of the promotion review schedule, criteria,

procedures, requirements, and instruments for the current year. Whenever there is a change in criteria, procedures or instruments, each Instructor shall be informed by the Unit Head in writing within four weeks of the change. Each Instructor shall also be provided with all standard review forms upon which the Instructor is expected to submit information regarding professional activities.

September 15: Promotion documents are due to the Unit Head. Once the Unit Head receives the promotion documents, they cannot be altered in any way without the mutual consent of the Instructor and the Unit Head.

September 15 – October 15: Unit Head will solicit three but no more than five letters of recommendation for the candidate (e.g., who lack a familial relationship with the candidate, who lack a former student/teacher relationship with the candidate, who are outside the Division of Agriculture, and who lack any apparent or actual conflict of interest). All recommendation letters should be included in the packet.

October 15 – November 15: Each unit may have a unit review committee made up of at least three people (including at least one non-classified support person) appointed by the Unit Head. The unit review committee reviews applications and notifies the Unit Head in writing of the committee recommendation and rationale for or against promotion.

Unit Head will inform the candidate in writing of the unit review committee's recommendation.

The Division of Agriculture Instructor Promotion Committee Chair, named by the Vice President for Agriculture, is announced to Unit Heads.

November 15 – 30: The Unit Head submits the promotion information which includes his/her letter of recommendation, the unit review committee's recommendations and statement of rationale, and the promotion documentation to the Division of Agriculture Instructor Promotion committee. The complete promotion application must be in PDF format. Hard copies will not be accepted.

December 20: The Division of Agriculture Instructor Promotion Committee sends to the Unit Head a copy of their recommendations and statement of rationale. The Unit Head will inform the candidate in writing of the Division of Agriculture promotion committee's recommendation. The candidate if appropriate will be given the opportunity to withdraw from further promotion consideration.

Promotion documents including the Department's and Division of Agriculture Instructor Promotion committee's recommendation and statement of rationale will be forwarded to the appropriate Sr. Associate Vice President. Both Sr. Associate Vice Presidents receive copies if the candidate is jointly appointed. In the case of a joint

appointment, the Sr. Associate Vice President with the majority appointment will submit a letter of recommendation and be included in the promotion documentation.

If the Sr. Associate Vice President concurs that the promotion document does not merit promotion, they shall notify the candidate and unit head of that decision and return the promotion documents.

January 21: The promotion documents including a letter of recommendation from the respective Sr. Associate Vice President will be forwarded to the Vice President for Agriculture by the Sr. Associate Vice President with the majority appointment. Only those applications approved by the Vice President for Agriculture will be forwarded to the Board of Trustees for consideration.

March 1: Vice President for Agriculture notifies candidates of recommendation.

May: Promotion recommendations are acted upon by the Board of Trustees.

May 20: Vice President for Agriculture sends letters to applicants informing them of the Board's decision. Promotion list is sent to appropriate Sr. Associate Vice President.

July 1: Promotions approved by the Board of Trustees become effective.