Promotion

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Responsible University Administrator:
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Evaluation of Tenure-track and Tenured Faculty for Promotion
Tenure-track faculty members are evaluated for tenure and promotion during the 6th year of the probationary period. In most circumstances, assistant professors at Texas A&M University-Commerce are evaluated for tenure and for promotion to associate professor concurrently, and will not be awarded one without the other. Tenured faculty holding the rank of associate professor may seek promotion to the rank of professor, typically after at least five years as an associate professor.

Categories of performance for tenure-track faculty and tenured faculty being evaluated for promotion include teaching/contributions to student learning; research, scholarship and creative activities (RSCA); and service. Professional conduct conducive to a collegial work environment is not considered a separate criterion for promotion; nevertheless it is implied within each of the categories of teaching/contributions to student learning, RSCA, and service. College or school, and university criteria, as well as the evaluation and review process for tenure track and tenured faculty seeking promotion are described in A&M-Commerce Procedure 12.02.99.R0.03, and in the Tenure and Promotion Evaluation summary in this handbook.

Evaluation of Non-Tenure Track Faculty for Promotion
Non-tenure track faculty members may be promoted to the next rank upon fulfillment of the following requirements: (a) a minimum of five years’ experience at their current rank; (b) consistent evidence in excellence in teaching/contributions to student learning, RSCA, and service that have been a part of the faculty member’s responsibility; (c) quality of supervision of program/curriculum development and/or other activities; and (d) evidence of continued professional development and professional activities such as presentations at professional conferences, committee involvement in the university or in professional organizations.
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Procedures for Promotion of Non-Tenure Track Faculty
A candidate seeking promotion submits a dossier that includes: (a) a statement (typically not to exceed three pages providing a context for review) on goals, philosophies, strategies, and emphases in carrying out his or her professional responsibilities in the areas of assigned work; (b) a current curriculum vitae; and (c) evidence of quality performance in the areas of assigned responsibility including, but not limited to, teaching/contributions to student learning, RSCA, service, professional leadership, and/or program development.

For the purpose of evaluating performance of non-tenure track faculty for promotion to the next rank, the department head or equivalent appoints a departmental committee. He or she does so in consultation with the academic dean/director of school and departmental faculty, as appropriate. The committee consists of three or four faculty members, and one non-tenure track faculty member at one rank higher than the rank being sought, in the candidate’s own or related department.

The departmental committee reviews the candidate’s dossier of teaching, leadership, service, and professional activities, and other credentials; the committee votes on promotion, and forwards the vote and recommendation to the department head or equivalent. The recommendation is based on the candidate’s job description and appropriate performance expectations.

Upon reviewing the committee’s recommendation for promotion, the department head or equivalent makes his or her own recommendation. The department head or equivalent’s letter makes reference to, and includes as an attachment, a job description for the candidate. The department head or equivalent forwards the department committee’s and his or her own recommendations to the academic dean/director of school.

The academic dean/director of school reviews the recommendations and makes his or her own recommendation. The dean/director of school will inform the department head or equivalent and the faculty member of approval or denial of the request for promotion. If the academic dean/director of school does not concur with the departmental recommendation, he or she will inform the department head or equivalent of the reasons for disapproval.

The department head or equivalent forwards the departmental committee’s and his or her recommendation to academic dean/director of school, who will review the recommendations and make his or her own recommendation to the provost and vice president for academic affairs, who makes the final decision in consultation with the president.