The College of Science, Engineering & Agriculture (CoSEA) Guidelines for Tenure and Promotion is one of three (3) College and University documents governing the granting of tenure and promotion for CoSEA faculty. The other documents are the guidelines established by each individual department within the college and the university procedures for Academic Freedom, Tenure, Promotion and Post Tenure Review-Procedure 12.01.99.R0.01 (Revision January 2, 2012).

Each newly employed tenure-track faculty member in the college should receive from their respective department head copies of these three documents upon their initial employment. Faculty members should save these documents and refer to them regularly for guidance as they work toward tenure and/or promotion.

The College and University considers the probationary period allotted to each tenure-track faculty member as an essential time for assessing whether the faculty member works well within their respective academic unit and whether the faculty member demonstrates a sustainable ability to continue a strong record of teaching effectiveness, research and scholarly activities, and service to the University, College, Department, Community, and Profession. Tenure-track faculty members are to receive, minimally, annual updates (these are in addition to the required annual faculty merit evaluations) from their department head that provides the faculty member constructive information on their progress toward tenure and/or promotion. This is in addition to the prescribed annual reviews provided for in the University Procedure. It is the hope that each tenure-track faculty member will receive continuous, constructive and valuable information that will afford them every opportunity to successfully achieve tenure and/or promotion at Texas A&M University-Commerce. It is expected that through the diligent application of the tenure and promotion guidelines and procedures, the College and the University will experience a growing reputation for academic excellence and national prominence. Furthermore, it is expected that each tenure and promotion decision will result in a progressively higher quality faculty and a faculty that is dedicated to the mission and strategic goals of the institution.
DEPARTMENTAL GUIDELINES

Each department within the College of Science, Engineering & Agriculture will have a current guideline and procedure for the review of faculty tenure applications and the review of promotions in academic rank applications. These documents should be reviewed by the departmental faculty and the department head at least once in every six years to ensure relevancy and validity. The development of the departmental documents must be consistent with University Procedures.

Each department is to have a Departmental Tenure & Promotion Committee that consists of all tenured faculty in the department. Refer to the University Procedures if a department has less than three tenured faculty members and for more specific guidelines on the departmental committee function and operation.

COLLEGE GUIDELINES

The College of Science, Engineering & Agriculture conducts its own tenure and promotion review and deliberations that are consistent with the University Procedures. This process is not a mere formality, but is done to comply with University Procedures and to ensure that the College successfully retains high quality faculty that are innovative, creative, and productive in their teaching, research and scholarly activity, and service endeavors.

The College of Science, Engineering & Agriculture has a College Tenure and Promotion Advisory Committee elected by a vote of tenured and tenure-track faculty members in the college. The number of college committee members shall not exceed seven (maximum one representative for each department in the college) and the members will serve a three-year staggered term. Refer to the University Procedure for more specific guidelines on the college committee membership, function and operation.

The CoSEA Tenure & Promotion Committee will review the college Guidelines for Tenure &Promotion at least once in every six years.

PROMOTION and TENURE PORTFOLIO

Candidates for tenure and/or promotion must create a portfolio following the Service Report Form found in Appendix I of the University Procedure. The portfolio shall contain supporting evidence of the faculty member’s teaching effectiveness, research and scholarship, and service to the University, College, Department, Community and Profession. It is the candidate’s responsibility to provide sufficient evidence of his/her contribution in any multi-author
publication, grant and contract. Supplemental information may also be included in the portfolio if deemed necessary by the candidate to support his/her activities related to tenure and/or promotion while at Texas A&M University-Commerce. In addition the candidate will supply the departmental guidelines with his/her portfolio.

**STANDARDS for TENURE**

A favorable tenure decision at the college level requires minimally that the candidate have:

- A demonstrated record of effectiveness in facilitating student learning while at Texas A&M University-Commerce.
- A record of peer-evaluated publication which has contributed to the discipline or field of study, to the candidate’s intellectual development and to the quality of his/her academic unit while at Texas A&M University-Commerce.
- A supportable record of service while at Texas A&M University-Commerce.

The candidate must meet all departmental requirements for tenure and/or promotion along with any College and University requirements.

A favorable vote from the department committee, a favorable recommendation from the department head, and a favorable vote/recommendation from the college committee does not guarantee to the candidate that the ultimate recommendation for tenure and/or promotion will be upheld at higher administrative levels at the university or at the Texas A&M University Board of Regents.

**STANDARDS for PROMOTION IN ACADEMIC RANK**

The candidate must meet all published departmental guidelines and must meet all published university guidelines to be considered for promotion in academic rank.