“To be awarded tenure at A&M-Commerce, a faculty member must display excellence in teaching and a strong commitment to the intellectual growth of students, a high level of achievement in scholarly and/or creative contributions to the academic discipline as evidenced by external (outside of the department) peer evaluations, a record of quality service to the university, the profession and community, and an attitude of professionalism and collegiality that contributes to the professional reputation of the faculty member as well as the university.”

Texas A&M University Commerce Procedure 12.01.99.R0.01
Academic Freedom, Tenure, Promotion, and Post Tenure Review, Section 1.1.4

The minimum criteria listed in this document for promotion and tenure was established by consensus of the tenured faculty and department head in the Department of Engineering & Technology. The Department Tenure & Promotion Committee will utilize these criteria to make recommendations for tenure and promotion. Meeting the minimal department guidelines does not guarantee a candidate will receive a recommendation for or will be awarded tenure or a promotion.

I. TENURE

A. Teaching

Teaching is an integral part of the mission of the university, college, and Department of Engineering & Technology. Utilizing student learning outcome assessments, student evaluations, curriculum development, course evaluations, professional development related to teaching, peer observation, or other forms of evidence, a candidate should demonstrate:

- The ability to develop course curricula that addresses and fulfills the program outcomes.
- A professional commitment to effective teaching and student development.
- A continuous improvement in pedagogy.
- Effective course management and student interaction skills.

B. Research, Scholarship, and Creative Activities

For the university to realize its goal to “…discover and disseminate knowledge…”, faculty must be actively engaged in research, scholarship and creative activities (RSCA). A candidate should not only demonstrate past productivity in RSCA but also the capacity to continue scholarly productivity. The minimum criteria for RSCA includes:
• Over the required probationary period, the candidate must publish a minimum of four (4) peer-reviewed journal articles, of which at least two (2) must be as sole or primary author. Extramural funding may be considered in lieu of up to one (1) of the required (co-authored) publications.

• Principle Investigator (PI) or a substantially contributing Co-PI of a significant externally funded grant(s) within the teaching/related discipline or evidence of a primary role in the continued effort to secure significant external research grants. Significance is not solely defined by funding levels. It is the responsibility of the candidate to demonstrate significance. Feedback from reviewers for unfunded proposals shall be provided, if available, and may be considered as evidence of scholarly productivity.

• Evidence of active participation in a minimum of two (2) professional conferences related to the teaching discipline, over the required probationary period. Active participation includes, but is not limited to, publication in peer-reviewed conference proceedings, invited presentations, reviewer, chairing a conference section, or serving in a leadership role.

C. Service

Faculty are expected to provide beneficial service to the profession, university, college, department, and/or community. The minimum expectation for service includes:

• Demonstrate a commitment to their professional discipline through active participation. This includes, but is not limited to, membership in professional associations, leadership roles in professional organizations, professional accreditation site visit team member, professional licenses, or industry certifications.

• Service on university, college, and/or departmental committees. Service at all levels is desirable and encouraged.

• Active participation in student advising, recruitment, or extra-curricular activities.

• Active participation in departmental outreach activities.

II. PROMOTION

A. Promotion to Associate Professor

The promotion to the rank of Associate Professor is linked to the award of tenure. (University Procedure 12.01.99.R0.01, Academic Freedom, Tenure, Promotion, and Post Tenure Review, Section 1.3.9). The minimum criteria for promotion to Associate Professor are the same as defined in Section I, Tenure.
B. **Promotion to Professor**

The minimum criteria for promotion to Professor is defined in University procedure 12.01.99.R0.01, Academic Freedom, Tenure, Promotion, and Post Tenure Review, Section 3.4.4.3. A candidate should provide convincing evidence of the following:

- Continuing accomplishment in teaching.
- Continuing accomplishment and some measure of national recognition in research or another form of creative activity.
- Evidence of valuable professional service.

Promotion to the rank of Professor will be considered after at least three years as a tenured Associate Professor.

C. **Promotion to Associate Professional Track Faculty**

Appointment to this rank ordinarily requires the appropriate terminal degree. It also requires significant experience related to the position responsibilities. Individuals holding the rank of Assistant Professional Track Faculty are eligible to be considered for promotion to the rank of Associate Professional Track Faculty after at least five years as an Assistant Professional Track Faculty. Evaluation of faculty and their promotion to Associate rank will be based on A&M-Commerce Procedure 12.01.99.R0.06.

The evaluation criteria from A&M-Commerce Procedure 12.01.99.R0.06, Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty, includes:

- A minimum of five years experience (*Procedure 12.01.99.R0.06 states 5 years as an Assistant Professional Track faculty. The department considers the years of experience in a tenure-track Assistant Professor appointment at A&M-Commerce to count towards this requirement*) [3.a.1]

- Consistent evidence of excellence in teaching [3.a.2]

- Quality of supervision of program/curriculum development and other activities [3.a.3]

- Evidence of continued professional development and professional activities such as presentations at professional conferences, committee involvement in the university or in professional organizations [3.a.4]

- Evidence of quality performance in the areas of assigned responsibility including, but is not limited to teaching, service, professional leadership, program development, and/or scholarship [3.b.c]
D. Promotion to Senior Academic Professional Track Faculty

Appointment to this rank ordinarily requires the appropriate terminal degree and a record of sustained excellent performance in all areas of appointment. Individuals holding the rank of Associate Professional Track Faculty are eligible to be considered for promotion to the rank of Senior Professional Track Faculty after at least five years as an Associate Professional Track Faculty. Evaluation of faculty and their promotion to senior rank will be based on A&M-Commerce Procedure 12.01.99.R0.06.

The evaluation criteria from A&M-Commerce Procedure 12.01.99.R0.06, Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty, includes:

- A minimum of five years experience as an Associate Professional Track Faculty [3.a.1]
- Consistent evidence of excellence in teaching [3.a.2]
- Quality of supervision of program/curriculum development and other activities [3.a.3]
- Evidence of continued professional development and professional activities such as presentations at professional conferences, committee involvement in the university or in professional organizations [3.a.4]
- Evidence of quality performance in the areas of assigned responsibility including, but not limited to teaching, service, professional leadership, program development, and/or scholarship [3.b.c]

III. POST TENURE REVIEW

The general criteria and process for Post Tenure Review (PTR) is defined in University Procedure 12.01.99.R0.01, Academic Freedom, Tenure, Promotion, and Post Tenure Review, Section 3.4.4.3. A candidate shall provide convincing evidence of the following:

- Excellence in teaching.
- Excellence in research or another form of creative activity.
- Excellence in professional service.

It is the expectation that tenured faculty remain actively engaged in all three areas.