

Tenure and Promotion Evaluation

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Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

Categories of performance for tenure-track faculty include teaching/contributions to student learning; research, scholarly, and creative activities (RSCA); and service. See Procedures [12.02.99.R0.03](#) and [12.99.99.R0.13](#) for detailed descriptions of these categories of performance. Although professional conduct conducive to a collegial work environment is not considered a separate criterion for tenure and promotion, nevertheless it is implied within each of the categories of teaching/contributions to student learning, RSCA, and service.

Eligible faculty members are evaluated for tenure and/or 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.

A faculty member may apply for early promotion and tenure consideration, but he or she must demonstrate significantly higher levels of achievement in teaching/contributions to student learning, RSCA, and service than the minimum standard for tenure. If a faculty member is denied tenure a second time, he or she will not be allowed another opportunity for application.

Individuals whose initial appointment to the Texas A&M University-Commerce faculty is at the rank of associate professor or professor and who are assigned administrative duties at the department head level or higher are eligible for tenure upon appointment, contingent on approval by the A&M System Board of Regents.

Tenure and Promotion Criteria

DEPARTMENT, COLLEGE, AND SCHOOL CRITERIA: The faculty and administrators of each department, college, or school must jointly develop written guidelines describing the evaluation criteria employed in the unit. Continuity in performance criteria and in their application is essential. Therefore, criteria should be changed only after careful and thorough joint deliberation by faculty and administrators in the unit. Any changes affect new probationary faculty only and are not retroactive. However, faculty members who have already begun their probationary period when guidelines are changed may elect to be considered for tenure under the new approved guidelines by including a written request to this effect in their application for tenure portfolio.

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The written guidelines must include: (a) criteria employed to judge the level of performance of faculty in each category of performance, (b) the standard level of performance required in each category of performance in order to be awarded tenure, (c) the standard level of performance required in each category of performance for promotion or appointment to each rank, and (d) a description of the procedures employed in evaluation of faculty for tenure and promotion.

UNIVERSITY CRITERIA: University criteria describe the minimum requirements a faculty member must meet to be considered for tenure or promotion, in addition to the department, college, or school criteria:

Assistant Professor: Faculty members holding a tenure-accruing appointment with the rank of Instructor may be promoted to the rank of assistant professor upon the receipt of the terminal degree. In exceptional cases, a proven track record of professional accomplishments may substitute for the receipt of a terminal degree. Faculty members are expected to conduct themselves professionally in a manner conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce.

Associate Professor: To achieve the rank of associate professor, the faculty member must demonstrate: (a) a distinguished level of accomplishment as measured against the contributions of others in the field; (b) professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce; (c) an area of specialization germane to the programs of A&M-Commerce, one not currently represented on the tenured faculty, or one that provides desired reinforcement in an area of priority; and (d) evidence indicating a commitment to maintaining the level of competence in teaching/contributions to student learning, RSCA, and service expected of a tenured faculty member.

Professor: To achieve the rank of professor, the faculty member must demonstrate exemplary accomplishments in the following: (a) continuing accomplishment in teaching/contributions to student learning; (b) continuing accomplishment and some measure of national or international recognition in research or other form(s) of creative activity; (c) evidence of valuable professional service, normally a minimum of 5 years of service at the regional, national, or international level; (d) professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce; and (e) normally a minimum of five (5) years at the rank of associate professor.

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Faculty are evaluated for tenure and promotion using the categories of performance described above. Candidates for tenure and/or promotion should submit a Tenure and Promotion Portfolio that includes detailed information on teaching/contributions to student learning, RSCA, and service. Submission of materials must include a cover letter,

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statement, or reflective essay detailing the impact of the candidate's teaching/contributions to student learning, RSCA, and service upon the fulfillment of the university's mission. The [Service Report Form](#) provides the guidelines for information required in the Portfolio.

The heart of the tenure and promotion process is judgment, by peer review, of the candidate's level of accomplishment and potential relative to disciplinary norms and standards. Accomplishments that are not subject to peer review generally should not be a major consideration in tenure and promotion evaluations.

In evaluating a faculty member considered for tenure, the appropriate faculty committees and academic administrators give adequate consideration to the faculty member's professional performance. Adequate consideration of a tenure case (a) consists of a conscientious review, (b) seeks out and considers all available evidence bearing on the relevant performance of the faculty member, and (c) assumes that the various academic units follow their approved procedural guidelines during the tenure and promotion review process.

Review Process for Tenure and Promotion

DEPARTMENTAL TENURE AND PROMOTION PROCESS: The faculty member considered for tenure and/or promotion will work with the department head or equivalent or designated committee to develop a complete Tenure and Promotion Portfolio. The candidate must present the Portfolio to the department head or equivalent by the prescribed deadline. The department head or equivalent must make the portfolio available for review by all tenured departmental faculty, who serve as the Departmental Tenure and Promotion Committee and evaluate the candidate's academic accomplishments. Tenured faculty members with significant administrative appointments may serve on the departmental or college/school Tenure and Promotion Committee, provided they have continued to be actively engaged in the activities of the department, college, or school. However, these tenured faculty members will not have more than one vote during the tenure and promotion process.

The department head or equivalent forwards his or her recommendations, along with a summary of the departmental committee's ratings to the academic dean or director of school. (For detailed information on the department-level promotion and tenure evaluation process, and the process for faculty members with joint appointments, see [12.02.99.R0.03](#), Sections **6.1** and **6.2**).

COLLEGE OR SCHOOL TENURE AND PROMOTION PROCESS: In conducting tenure and/or promotion reviews, the academic dean or director of school draws upon the advice and counsel of the College or School Tenure and Promotion Advisory Committee. The college or school committee reviews each candidate's portfolio and provides the academic dean or director of school with a summary of the committee's recommendation. The academic dean or director of school provides for each candidate a letter that records the vote of the College or School Promotion and Tenure Advisory Committee for or against tenure and/or promotion as well as the academic dean or director of school's recommendation. This letter

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is placed in Section I of a candidate's portfolio and a copy is sent to the candidate. If the academic dean or director of school recommends against tenure and/or promotion and that recommendation is contrary to the department head or equivalent's recommendation, the academic dean or director of school informs the department head or equivalent and the faculty member of the reasons for the recommendation. The department may then resubmit the case for further consideration.

The academic dean or director of school presents his or her recommendation and the college or school committee's recommendation to the provost for review by the Deans Council. (For detailed information on the college promotion and tenure process see [12.02.99.R0.03](#), Section 6.3. For a detailed description of the structure and election process of the College or School Tenure and Promotion Advisory Committee, see Section 6.4).

UNIVERSITY TENURE AND PROMOTION PROCESS: The University Promotion and Tenure Committee reviews all Tenure and Promotion Portfolios. This committee consists of the deans of the College of Humanities, Social Sciences, and Arts; the College of Education and Human Services; the College of Business; the College of Science and Engineering; the dean of Graduate Studies; and the director of the School of Agriculture. The provost serves as nonvoting chair of the committee. The review of candidates is based on the approved and published departmental criteria in teaching/contributions to student learning, RSCA, and service.

The provost provides for each candidate a letter that includes the committee's recommendation for or against promotion and/or tenure. This letter should record the committee's vote and should summarize in general terms the committee's rationale for the vote. This letter is placed in Section I of the candidate's portfolio.

ADMINISTRATIVE TENURE AND PROMOTION PROCESS: The provost reviews all Tenure and Promotion Portfolios and renders an individual recommendation on each candidate for or against promotion and/or tenure. The recommendation is included in Section I of the candidate's portfolio; a copy is provided to the candidate.

The provost forwards all Tenure and Promotion Portfolios, including the provost's recommendation letter for or against tenure or promotion, to the president, who then reviews all portfolios and submits recommendations to the A&M System chancellor. The president informs the provost of his or her recommendations to the chancellor. Within ten (10) business days of receipt of the president's recommendations to the chancellor, the provost notifies each candidate regarding the recommendation made to the chancellor. The chancellor and the Board of Regents make the final determinations concerning promotion and/or tenure. Faculty members who are not successful in their quest for tenure are not eligible for appointment as Professional Track faculty. (For detailed information on the administrative Tenure and Promotion Process see [12.02.99.R0.03](#), Section 6.6).

Notification Process for Tenure and Promotion

A faculty member must be advised of the recommendation for or against tenure and/or promotion at each level of review within five (5) business days of the review. In the event

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of a negative tenure and/or promotion decision, the faculty member is entitled, upon a written request submitted within five (5) business days of receipt of the negative decision, to a written statement of the reasons that contributed to the decision.

The official decision by the Board of Regents regarding the granting of tenure to and/or the promotion of a faculty member must be conveyed in writing to the faculty member as soon as possible after the Board of Regents has officially acted on the university's tenure and/or promotion recommendation.

Schedule for the Tenure and Promotion Review Process

Spring semester: The provost holds an open meeting to answer questions regarding tenure and promotion processes.

April 15: The provost's office notifies academic deans and directors of schools of the names of faculty who are eligible for tenure consideration.

May 1. The academic dean or director of school notifies all faculty candidates for tenure and promotion regarding their need to prepare Tenure and Promotion Portfolios, as appropriate.

September 15. Candidates for promotion and/or tenure must submit their complete Tenure and Promotion Portfolios to their department head or equivalent on or before this deadline.

October 15. The department head or equivalent submits his or her recommendation and the summary of the departmental evaluations to the academic dean or director of school. Within five (5) business days of each submission, the department head or equivalent must also provide a copy of that recommendation to each candidate.

November 15. The academic dean or director of school submits his or her recommendation and the recommendations of the College or School Tenure and Promotion Advisory Committee to the provost. Within five (5) business days of each submission, the academic dean or director of school must also provide a copy of that recommendation to each candidate.

December 15 or before. The University Promotion and Tenure Committee, which is the Deans Council, convenes to consider the credentials and eligibility of each candidate for tenure and/or promotion. Each member of the Deans Council except the provost, who is a non-voting member, votes on the tenure and/or promotion of each candidate.

January 10. On or before this date, the provost forwards his or her recommendations to the president on all final tenure and/or promotion decisions. The provost must also provide each candidate a letter that includes the provost's recommendation for or against tenure and/or promotion.

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February 10. The president informs the provost of his or her recommendations to the chancellor.

February 20. On or before this date, the provost informs each candidate of the president's recommendation to the chancellor.

March. The Board of Regents of the A&M University System usually considers promotion and tenure recommendations at the March Board of Regents meeting. As soon as the Board of Regents renders its final decision for promotion and/or tenure, the president notifies each candidate of the Board's decision.

The schedule will conform as closely as possible to the above dates. If any of the above dates falls on a day in which the university is closed, the date will be moved to the following business day in which the university is open.

Withdrawal of Application for Tenure and/or Promotion

A candidate may withdraw from consideration for tenure and/or promotion after submitting his or her portfolio but before consideration and voting by the tenured faculty members of the corresponding department or school. To withdraw from consideration, a candidate must submit a written and signed declaration of that decision to the provost. The statement becomes part of the faculty member's file in the Office of Academic Affairs.

A faculty member who withdraws his or her application for early consideration for tenure must reapply for tenure no later than the sixth year of his or her probationary period.

A faculty member under consideration for tenure who withdraws during the sixth year of his or her probationary period must be provided a letter of non-reappointment that complies with the criteria in A&M-Commerce Rule [12.01.99.R1](#) *Academic Freedom and Responsibility*.