

12.02.99.R0.03 Implementing Faculty Tenure and Promotion

Approved ??????

Next Scheduled Review: ??????



Procedure Statement

The quality of a university's teaching, scholarship/creative activities, and service depends upon the quality and expertise of the faculty. Therefore, it is in the best interest of Texas A&M University-Commerce to establish useful guidelines and responsibilities regarding the tenure and promotion process.

Reason for Procedure

This procedure implements the requirements of System Policy 12.02 for the development of the tenure process and establishes the criteria by which faculty will be evaluated with respect to tenure and promotion decisions.

Procedures and Responsibilities

1. TENURE POLICY

- 1.1 Tenure means the entitlement of a faculty member to continue in the academic position held unless dismissed for good cause. Tenure is based on the need to protect academic freedom and is irrevocable except as specified in University Procedure 12.01.99.R1.
- 1.2 Tenure is obtained only by the affirmative action of the Board of Regents.
- 1.3 Except when otherwise specified in the original appointment letter, or a mutually agreed upon revision thereof, a tenured faculty member is guaranteed nine months annually of full-time employment or the equivalent. (See University Procedure 12.01.99.R1)

2. ELIGIBILITY FOR TENURE

2.1 The granting of tenure shall follow procedures specified in the System Policies 12.01 and 12.02. To be eligible to receive tenure, a faculty member must be an employee of A&M-Commerce who holds academic rank of assistant professor or associate professor.

2.2 Faculty on tenure-track appointments must make an application for tenure by the beginning of their sixth academic year on their tenure probationary period at A&M-Commerce.

2.3 Up to two years of credit, three years in exceptional cases, may be granted toward the required probationary tenure period based upon the recommendation of the Department Head or equivalent, recommendation of the corresponding Academic Dean/Director of School, and approval of the Provost and President. The years credited must be based upon an appointment in a tenure-track faculty line at a four-year regionally accredited academic institution. The number of years credited toward tenure must be negotiated and agreed upon at the time of employment and specified in the original employment appointment letter. Publications, grants, and other creative works from the credited years, which will be considered during the tenure and promotion review at A&M-Commerce, shall be specified in the original employment appointment letter.

Tenured associate professors or full professors from a four-year, regionally accredited academic institution, including institutions in the A&M System, may be recommended for tenure at the time of appointment, pending Board of Regents approval. Under exceptional circumstances, depending upon their qualifications and experience, tenure-track assistant professors from a four-year, regionally accredited academic institution may be recommended for tenure at the time of their appointment, pending Board of Regents approval.

2.4 A faculty member may apply for early tenure and promotion consideration, provided the tenure-track faculty member has successfully completed the fourth-year tenure and promotion review and has a minimum of two (2) consecutive years of employment at A&M-Commerce. Individuals seeking early tenure and promotion consideration must demonstrate significantly higher levels in Teaching/Contributions to Student Learning; Research, Scholarly, and Creative Activities; and Service for tenure. If a faculty member is denied early tenure, the faculty member will not be allowed another opportunity for application and must be provided a letter of non-reappointment that complies with the criteria in University Procedure 12.01.99.R1.

2.5 Administrative personnel, such as a Department Head, Academic Dean/Director of School, or the equivalent, who hold academic rank in addition to their administrative titles, retain their tenured status as faculty members, but administrative positions per se are not subject to tenure and are at-will appointments.

- 2.6 Faculty members who hold joint appointments with other state, federal, private agencies or with two or more parts of the A&M System may or may not be entitled to tenure, depending upon the nature of their duties and the terms of the written agreement of their appointments.

3. TENURE SYSTEM COMPONENTS

- 3.1 The probationary period for a tenure-track faculty member shall not exceed six years of full-time service, beginning with appointment to the rank of assistant professor or a higher tenure-track eligible rank. The seventh year, including up to two years credit towards the probationary tenure period if applicable, will be the first year of the tenure appointment if tenure is granted or the year of a terminal appointment if tenure is denied.
- 3.2 Under extenuating circumstances, including but not limited to maternity/paternity leave, tenure-track faculty may request a one-year extension of their tenure probationary period. Written requests for such extension must be submitted to their Department Head and Director/Dean. Recommendations by the Department Head and Academic Dean/Director of School should be submitted within two weeks of the original receipt of the written extension request by the faculty member to be considered for approval by the Provost.
- 3.3 An assistant professor at A&M-Commerce will be evaluated for promotion to associate professor and tenure concurrently and will not be awarded one without the other.
- 3.4 Persons whose initial appointment to A&M-Commerce faculty is at the rank of associate professor, or professor, are eligible for tenure upon appointment. Eligibility is dependent upon the individual's qualifications and experience. If tenure is not awarded upon appointment, the individual is subject to the criterion in section 2 of this procedure. Tenure is contingent to approval by The Texas A&M University System Board of Regents.
- 3.5 Tenure reviews shall be conducted for all tenure-track faculty during probationary years, culminating in year six with a formal tenure and promotion review. In years one, two, three, and five, tenure review will be conducted as part of the annual performance evaluation. Section 4, Evaluation of Progress Toward Tenure, of the annual performance evaluation form, shall be used to document the evaluation of a faculty member's progress toward tenure. The purpose of the regular tenure review is to provide a candid evaluation of the individual's achievements so that both the individual and A&M-Commerce may benefit by improved performance or by the encouragement to continue satisfactory and/or exemplary performance.

The fourth-year tenure review is designed to familiarize the faculty member with the tenure process and ensure that the faculty member understands the expectations of those entities that will ultimately be responsible for the tenure decision. This review shall follow the full tenure review process as closely as possible. The fourth-year pre-

tenure review requires a candidate to provide all materials specified by their department tenure and promotion guidelines, including a full dossier, and shall be reviewed with recommendations by the Department Tenure & Promotion Committee (all tenured faculty), the College/School Tenure & Promotion Committee, the Department Head or equivalent, Academic Dean/Director of School, Deans Council, and Provost. Based upon the recommendations, the President shall make the final probationary reappointment.

3.6 Submissions and evaluations of the tenure and promotion process is completed through a virtual process operated through the learning and management system of the university and Division of Academic Affairs. Inadvertent user error should be identified as quickly as possible, and should be addressed to do no harm to the candidate.

4. TENURE AND PROMOTION CRITERIA

4.1 Categories of Performance

- 4.1.1 Teaching/Contributions to Student Learning: This category includes, among other elements, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; measurement of the extent to which students meet course objectives or program learning outcomes and using the results to enhance student learning, student evaluations, peer-reviewed teaching evaluations, publication of instructional materials, and supervision of graduate students.
- 4.1.2 Research, Scholarship, and Creative Activities (RSCA): Creation and dissemination of new knowledge or other creative activities. For most disciplines, this category consists of research and publication, grants and contracts. Consistent with the mission of the University, due consideration must be given to peer-reviewed publications or intellectual contributions in the realm of the Scholarship of Teaching and Student Learning and Success. For some disciplines, however, this category of professional performance may include other forms of peer-reviewed creative activity. Technology, fiction, poetry, painting, music, and sculpture are examples.
- 4.1.3 Service: This includes service to the institution, to students, colleagues, department, college, and the University, as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, and the public at large to the extent that these external service activities further the mission of the University.
- 4.1.4 Professional Conduct: Although professional conduct conducive to a productive work environment is not considered a separate criterion for tenure and promotion it, nevertheless, is implied within each of the categories of Teaching and Contributions to Student Learning, RSCA,

and Service (see System Policy 12.01) and therefore, will be considered as part of the evaluation process.

4.2 Department, College, and School Criteria

- 4.2.1 The faculty and administrators of each department, college, and/or school must jointly develop written tenure and promotion guidelines describing the evaluation criteria employed in the unit. The Department Head or Academic Dean/Director of School must disseminate these guidelines to their faculty members upon appointment or hire. The guidelines shall be published on the University website.
- 4.2.2 Both the tenure and promotion guidelines, and the evaluation process itself, must pay due regard to the difficulties inherent in quantifying academic performance. In colleges or units in which the goals and objectives of departments or academic disciplines within such departments differ significantly, departments should have written evaluation guidelines. Colleges/Departments must review the criteria at least every 5 years. Criteria should be changed only after careful and thorough joint deliberation by tenured faculty members and administrators in the College. Any changes affect new probationary faculty only and are not retroactive, except as provided in section 4.2.3 below.
- 4.2.3 Faculty who are affected by changes in the department or college/school tenure and promotion guidelines during their probationary period 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.
- 4.2.4 The written tenure and promotion guidelines must include:
 - 4.2.4.1 Criteria that are employed to judge the level of performance of faculty in each category of performance.
 - 4.2.4.2 The standard level of performance required in each category of performance in order to be awarded tenure.
 - 4.2.4.3 The standard level of performance required in each category of performance for appointment or promotion to each rank.
 - 4.2.4.4 A description of the procedures employed in evaluation of faculty for tenure and promotion.
 - 4.2.4.5 A description of what constitutes significantly exceeds expectations in going up for early tenure.

- 4.2.5 New faculty members must receive the guidelines, along with a statement of any special conditions or expectations related to their employment, at the time of their appointment at A&M-Commerce. Such guidelines must support the adequate evaluation and reward of a faculty member's interdisciplinary responsibilities.
- 4.2.6 Programs, departments, schools and colleges may not identify criteria that do not align with the university's criteria.

4.3 University Criteria

In addition to the criteria developed in the department, college, or school, the minimum requirements to be met by individuals being considered for tenure or promotion are:

4.3.1 Assistant Professor:

- 4.3.1.1 A level of accomplishment as measured against the contributions of others in the field, as defined by the department's or unit's tenure and promotion guidelines;
- 4.3.1.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce; and
- 4.3.1.3 In rare circumstances, faculty members holding a non-tenure appointment may be converted to the rank of Assistant Professor upon the receipt of the terminal degree (See University Procedure 12.02.99.R0.01).

4.3.2 Associate Professor:

To achieve the rank of associate professor, the faculty member must demonstrate:

- 4.3.2.1 A level of accomplishment as measured against the contributions of others in the field, as defined by the department's or unit's tenure and promotion guidelines;
- 4.3.2.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce;
- 4.3.2.3 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

4.3.2.4 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.

4.3.3 Professor:

To achieve the rank of professor, the faculty member must demonstrate accomplishments in the following:

4.3.3.1 Continuing accomplishment in teaching/contributions to student learning;

4.3.3.2 Continuing accomplishment and some measure of national or international recognition in research or other form(s) of creative activity;

4.3.3.3 In addition to university service, evidence of valuable professional service at the regional, national, or international level;

4.3.3.4 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M-Commerce; and

4.3.3.5 A minimum of three years at the rank of Associate Professor before submitting application.

5. TENURE AND PROMOTION EVALUATION

5.1 Categories of Performance (See section 4.1). Faculty should submit detailed information on Teaching/Contribution to Student Learning, RSCA, and Service.

5.2 Submission of materials for tenure and promotion evaluation through the identified virtual process (see 3.6) must include a cover letter summarizing candidate's Teaching/ contributions to student learning, RSCA, and service in support of the fulfillment of the university's mission. Submission packet should follow the Tenure/Promotion/Evaluation Report form found at:

https://inside.tamuc.edu/aboutus/administrativeOffices/academicAffairs/resources.aspx?swcfpc=1&_ga=2.235934593.1854415350.1668717613-1817538929.1633027754

5.3 In most cases, the judgments of professionals in the faculty member's field provide the best and most reliable basis for making sound decisions about tenure and promotion. Consequently, the level of accomplishment and potential relative to disciplinary norms and standards, as judged by peer review, should be the heart of the tenure and promotion process. Accomplishments not subject to peer review should generally not be a major consideration in tenure and promotion evaluations.

5.4 In evaluating a faculty member being considered for tenure, the appropriate faculty committees and academic administrators must give adequate consideration to the faculty member's professional performance. Adequate consideration of a tenure case entails a conscientious review, seeks out and considers all available evidence bearing on the relevant performance of the faculty member, and assumes that the various academic units follow their approved procedural guidelines during the tenure and promotion review process (See section 4.3). Such consideration should be based upon adequate deliberation over the evidence in light of relevant written standards and exclusive of improper standards. An improper standard is any criterion not related to the professional performance of the faculty member. The evaluation of a tenure case should constitute a bona fide exercise of professional academic judgment.

6. REVIEW PROCESS FOR TENURE AND/OR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR

6.1 Departmental Tenure and Promotion Process

6.1.1 The faculty member considered for tenure and/or promotion will work with the Department Head or equivalent or designated committee to develop a complete portfolio/dossier. No additions, deletions or corrections may be made to a faculty member's Tenure and Promotion portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the Department Head or equivalent. For schools outside of a college, the school's Associate Director shall serve in the role of the Department Head.

6.1.3 Prior to the portfolio submission, the faculty member shall, together with the Department Head, develop a list of 5-10 qualified external reviewers of the tenure and promotion portfolio. External reviewers must be individuals who do not have a personal relationship with the candidate and are not employed by the university. The Department Head will solicit external reviews and provide reviewers with the faculty member's curriculum vitae, Faculty Performance Report, examples of scholarship, and the department guidelines for tenure and promotion. External reviewer letters will be addressed to the Department Head, who will add the letters in the faculty member's portfolio as they are received. A minimum of 3 letters from qualified external reviewers should be expected and a part of the portfolio, except in the rarest circumstances. The portfolio must be presented to the Department Head, or equivalent, by the prescribed deadline and the Department Head, or equivalent, must make the portfolio available for review by all tenured departmental faculty who serve as the Department Tenure and Promotion Committee and evaluate the candidate's academic accomplishments. (See section 8.4)

6.1.4 Tenured faculty members with significant administrative appointments may serve only on the departmental Tenure and Promotion Committee provided that they have continued to be actively engaged in the activities of department,

college, or school. These tenured faculty members, however, will not have more than one vote during the tenure and promotion process.

- 6.1.5 The Department Head or equivalent must convene the committee, supervise the election of a chair from the membership, and carefully review the committee charge and procedures with its members. After reviewing the committee's charge, the Department Head, or equivalent, shall leave the meeting and shall not participate in the deliberations of the committee unless asked by the committee to explain aspects of past annual performance reviews.
- 6.1.6 The Department Head or equivalent must provide each tenured faculty member in the department with a university tenure and promotion ballot for each faculty member being considered for tenure and/or promotion. Committee members must carefully review the professional performance of each candidate by the criteria defined in sections 4.1, 4.2, and 4.3 and his/her impact in support of the fulfillment of the mission of the University. After discussion, each committee member must independently rate the performance of each candidate in these categories. Completed ballots should contain cited evidence from the submitted materials to support a Yes/No vote for all areas of evaluation.
- 6.1.7 If the department or school has less than three tenured faculty members, the Department Head, or equivalent, shall designate additional tenured faculty from other departments whose academic specialization closely aligns with that of the candidate for tenure. A minimum of three tenured faculty members shall serve on the committee. If the department of the candidate for tenure contains no tenured faculty, non-tenured faculty members are also included in the process. However, non-tenured members will serve to provide expert information on academic discipline or field standards and departmental expectations, but they do not vote nor do they complete advisory opinion forms. Non-tenured faculty do not have to be present for the entire meeting, if the Department Head, or equivalent, deems it advisable for them to be absent for some portion of the discussion.
- 6.1.8 A vote on tenure and/or promotion completes the voting process. Votes must be anonymous, and be either a Yes or No vote. Abstain votes are not allowed. Members with a conflict of interest must recuse themselves (e.g. a relative of the candidate; a graduate or post-doc advisor; member of the college tenure and promotion committee). Recusal should not be used for a committee member who does not wish to participate. Absent should be used for a member with a justified absence (professional travel, illness, faculty development leave). Absent should not be used for a committee member who does not wish to participate or review the dossier. Proxy votes are not allowed. All votes across should add to make up the total eligible. The vote of the committee must be included in the summary, as formatted in the table below:

	Yes	No	Absent	Recused	Total Eligible
Votes					

6.1.9 The Chair of the Department Tenure and Promotion Committee must include a form/memo that summarizes the committee's discussion and evaluation of the candidate for each category in the Tenure and Promotion portfolio of each candidate, along with the identified table above (see 6.1.8). An affirmative vote of a majority of the committee members present for a vote is identified when there are more Yes votes than the total of No votes. The summary report is submitted to the Department Head, along with the completed ballots and justification of the vote.

6.1.10 The Department Head, or equivalent, must write a letter of recommendation, addressed to the Academic Dean/Director of School, for each candidate to be reviewed by the College/School Tenure and Promotion Committee. The letter of recommendation for each candidate must summarize the evaluations of Teaching/Contributions to Student Learning, RSCA, and Service provided by the tenured departmental or school faculty and must contain the Department Head's or equivalent's independent evaluation of the candidate's professional performance by the criteria defined in sections 4.1, 4.2, and 4.3. The letter must also include the cumulative number of Yes and No votes of the department committee in the table (see 6.1.8), along with a statement on the candidate's impact in support of the fulfillment of the mission of the University.

6.1.11 The Department Head or equivalent must include this letter of recommendation in the candidate's Tenure and Promotion portfolio regardless of positive or negative recommendation. A copy of the Department Head's, or equivalent's, letter of recommendation is to be provided to the candidate.

6.1.12 The Department Head or equivalent must submit the Tenure and Promotion portfolio, which includes the Department's tenured faculty members' ballots and any external recommendation letters, of each applicant for tenure and/or promotion to the Academic Dean/Director of School, regardless of the positive or negative recommendation. The full portfolio, including the external recommendation letters and excluding Department's tenured faculty members' ballots, shall be available for review by all subsequent levels of review. (See section 8.5)

6.1.13 If the promotion candidate is the Department Head or equivalent, the Academic Dean/Director of School will fulfill all of the responsibilities of the Department Head or equivalent. A proxy Department Head or equivalent is not required. The recommendation letter from the Academic Dean/Director of School shall note indicate the reason a Department Head or equivalent letter is not included.

6.2 If the faculty member being considered has a joint appointment, funded in two or more departments, the department in which the faculty member is administratively located (ad loc) has the responsibility to ensure that the review process is conducted in accordance with the regular tenure and promotion procedures of the relevant departments. If the departments are in the same college/school, the ad loc department is responsible for forwarding the appropriate documents to the Academic Dean/Director of School's office. If different college/schools are involved, then each department is responsible for forwarding the appropriate documents to its Academic Dean/Director of School's office.

6.3 College/School Tenure and Promotion Process

6.3.1 In conducting tenure and/or promotion reviews, the Academic Dean/Director of School must draw upon the advice and counsel of a College/School Tenure and Promotion Committee (See section 6.4).

6.3.2 The Academic Dean/Director of School must convene the first meeting of the College/School Tenure and Promotion Committee, supervise the election of a chair from the membership, and carefully review the committee's charge and procedures with its members. After reviewing the committee's charge, the Academic Dean/Director of School must leave the meeting and will not participate in the deliberations of the committee unless asked to provide specific information to the committee. (See section 6.8)

6.3.3 The College/School Tenure and Promotion Committee must review the Tenure and Promotion portfolios of each candidate. After thorough discussion of the strengths and weaknesses of each candidate and his/her impact on the fulfillment of the mission of the University, each member of the College/School Tenure and Promotion Committee must vote on the eligibility of each candidate and the committee chair must record the results of the vote.

6.3.4 The review of candidates' professional performance must be based on the approved departmental criteria as defined in sections 4.1, 4.2, and 4.3

6.3.5 The Academic Dean/Director of School must provide each faculty member on the committee with a ballot for each faculty member being considered for promotion and/or tenure. Committee members must discuss the accomplishments of each candidate and, after discussion; each committee member must independently rate the performance of each candidate in each category. Annual Review of Faculty Performance must be considered in rating the contributions of each candidate for tenure and/or promotion.

6.3.6 A vote on tenure and/or promotion completes the voting process. Votes must be anonymous, and be either a Yes or No vote. Abstain votes are not allowed. Members with a conflict of interest must recuse themselves (e.g. a relative of the candidate; a graduate or post-doc advisor). Recusal should not be used for

a committee member who does not wish to participate. Absent should be used for a member with a justified absence (professional travel, illness, faculty development leave). Absent should not be used for a committee member who does not wish to participate or review the dossier. All votes across should add to make up the total eligible. The vote of the committee must be included in the summary, as formatted in a table (see 6.1.8). Committee members on both the department and college tenure and promotion committees should cast their vote at the college level, recuse at the department committee level but participate at the Department T&P Committee. Proxy votes are not allowed. The exception occurs when a department only has one tenured faculty member. In this case, the faculty member must cast their vote at the department level and recuse at the college level.

- 6.3.7 The College/School Tenure and Promotion Committee chair tabulates the votes for each candidate and uses the results of the vote to make a recommendation to the Academic Dean/Director of School. The committee chair must present the recommendation of the committee to the Academic Dean/Director of School in written form. The written recommendation must summarize the rationale for the committee's recommendation and include the cumulative number of votes of the committee in table form (see 6.1.8). The Academic Dean/Director of School may call the committee together to obtain more information about the perceptions of the committee regarding one or more of the candidates.
- 6.3.8 The Academic Dean/Director of School must provide for each candidate a letter that records the vote of the College/School Tenure and Promotion Committee for and against tenure and/or promotion. This letter must include the Academic Dean/Director of School's recommendation for or against tenure and/or promotion. The Dean's letter must fully explain the rationale for the recommendation. This letter must be placed in the candidate's Tenure and Promotion portfolio. A copy of this letter shall be sent to the candidate and Department Head or equivalent (See section 8.6).
- 6.3.9 The Academic Dean/Director of School will present his/her recommendation, the College/School's recommendation, and the Department's recommendation to the Provost for review by the University Tenure and Promotion Committee (See section 8.7). This review and recommendation process will continue through the President of the University and the Chancellor of the System to the Board of Regents, which holds sole authority to confer tenure.

6.4 College/School Tenure and Promotion Committee

- 6.4.1 Each College/School will have a Tenure and Promotion Committee to review all requests for tenure and/or promotion, as well as fourth-year reviews. The committee structure and election process are described below.

- 6.4.2 The Academic Dean/Director of School of the respective college or school will conduct an annual election of committee members. Members will be elected by a vote of tenured and tenure-track faculty in each College/School for a limited term of no more than three years. Only full-time tenured faculty are eligible to serve. Department Heads or equivalent, Assistant or Associate Academic Deans or Assistant or Associate Director of Schools, and Academic Dean/Director of Schools are not eligible to serve. Each College/School may have one committee member per department. Membership on the Tenure and Promotion Committee will be determined by policy set by each College/School. In addition, each College/School will elect alternates as needed to replace committee who must resign from the committee during the year. No faculty member who is being considered for promotion in rank will be eligible to serve on the College/School Tenure and Promotion Committee. If they are on the committee, an alternate member will be selected from the department to complete the year.
- 6.4.3 Election results will be available prior to September 30. In the case of a permanent vacancy due to an unexpired term or a temporary vacancy for some other reason, such vacancy will be filled by an elected replacement. After the election, results are shared with the college or school.
- 6.4.4 If a candidate is being considered for tenure and/or promotion whose department has no representative on the committee, the Dean, in consultation with the Department Head or equivalent, and candidate, will appoint a non-voting representative to the committee from the candidate's department. If no one in the department meets the criteria for appointment, the selection will be made from qualified faculty members within the college or school. A Department Head or equivalent is not eligible to serve as the non-voting representative.
- 6.4.5 A member of the College/School Tenure and Promotion Committee shall not serve consecutive three-year terms, unless the department does not have any other eligible faculty.

6.5 University Tenure and Promotion Process

- 6.5.1 The University Tenure and Promotion Committee is comprised of the Academic Deans from the Deans Council, Dean of Honors College, and the Dean of the Graduate School. The Provost serves as non-voting chair of the committee.
- 6.5.2 The Provost calls the meeting of the University Tenure and Promotion Committee and reviews the committee charges and procedures.
- 6.5.3 The Provost's Office shall make available sections of the faculty Tenure and Promotion portfolios to all members of the University Tenure and Promotion Committee.

6.5.4 The University Tenure and Promotion committee reviews the provided sections of tenure and promotion portfolios and discusses the credentials and eligibility of each candidate. The committee must carefully consider the professional accomplishments of each candidate by the criteria defined in sections 4.1, 4.2, and 4.3 approved and published by the department or school. The committee votes yes or no on tenure and/or promotion. A Dean should be recused from voting at the University Tenure and Promotion committee level for any faculty member from their college for whom the Dean submitted a recommendation letter during the review process.

6.6 Administrative Tenure and Promotion Process

6.6.1 The Provost must review the tenure and promotion portfolios and considering the recommendations from department, college, and university levels, render an individual recommendation on each candidate for tenure and/or promotion.

6.6.2 In addition to a thorough review of each candidate's academic credentials and impact in support of the fulfillment of the mission of the University, the Provost must carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each tenure and/or promotion decision. In making the recommendation to the President, the Provost may recommend against promotion and/or tenure on the basis of future academic needs and/or availability of resources. If tenure denial is given due to financial exigency, a committee must be formed to review (See System Policy 12.01).

6.6.3 The Provost shall provide for each candidate a letter that includes the Provost's recommendation for or against tenure and/or promotion. This letter may record and summarize in general terms the Provost's rationale for the recommendation. This letter shall be placed in the candidate's Tenure and Promotion portfolio and a copy sent to the Dean, Department Head or equivalent, and the candidate.

6.6.4 The Provost shall forward all Tenure and Promotion portfolios, including the Provost's recommendation letter for or against tenure or promotion, to the President. (See section 8.8)

6.6.5 The President reviews all portfolios and submits recommendations to the A&M System Chancellor. The President must inform the Provost of his or her recommendations to the Chancellor. (See section 8.9)

6.6.6 Within ten business days of receipt of the President's recommendations to the Chancellor, the Provost must notify each candidate regarding the recommendation made to the Chancellor. (See section 8.10)

- 6.6.7 The Chancellor and the Board of Regents make the final determinations concerning tenure and/or promotion. (See section 8.11)

6.7 Notification Process for Tenure and/or Promotion to the Rank of Associate Professor

- 6.7.1 A faculty member must be advised of the recommendation for or against tenure and/or promotion at each level of review within five business days of each respective deadline enumerated in section 8. In the event of a negative tenure and/or promotion recommendation, it must be accompanied by reasons.
- 6.7.2 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.

7. REVIEW PROCESS FOR PROMOTION TO THE RANK OF PROFESSOR

7.1 Departmental/College Promotion Process

- 7.1.1 The faculty member considered for promotion will work with the Department Head or equivalent or designated committee to develop a complete portfolio/dossier. No additions, deletions or corrections may be made to a faculty member's Promotion portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the Department Head or equivalent. For schools outside of a college, the school's Associate Director shall serve in the role of the Department Head.
- 7.1.3 An Ad-Hoc Full Professor Committee shall be formed consisting of three full-time tenured faculty at the level of Professor, one of whom shall be appointed by the Academic Dean/Director of Schools, one by the Department Head, and one by the faculty member submitting the portfolio. The committee may include faculty from one's own department or from other departments.
- 7.1.4 The Department Head will invite input from all full professors from the faculty member's department in the form of a written evaluation. All full professors from the faculty member's department may complete a written evaluation citing evidence from the portfolio for the Ad-Hoc Full Professor Committee's consideration. The Department Head will include all written evaluations received from the department's full professors in the portfolio.
- 7.1.5 The Ad-Hoc Full Professor Committee must review the Promotion portfolio of the candidate. The review of candidates' professional performance must be based on the approved departmental criteria as defined in sections 4.1, 4.2, and 4.3. After thorough discussion of the strengths and weaknesses of the candidate and his/her impact on the fulfillment of the mission of the University, each member of the College/School Ad-Hoc Full Professor

Committee must vote on the eligibility of the candidate and the committee chair must record the results of the vote. A vote on promotion completes the voting process. Votes must be anonymous, and be either a Yes or No vote. Abstain votes are not allowed. Members with a conflict of interest must recuse themselves (e.g. a relative of the candidate; a graduate or post-doc advisor). Recusal should not be used for a committee member who does not wish to participate. Absent should be used for a member with a justified absence (professional travel, illness, faculty development leave). Absent should not be used for a committee member who does not wish to participate or review the dossier. Proxy votes are not allowed. All votes across should add to make up the total eligible. The vote of the committee must be included in the summary, as formatted in the table (see 6.1.8). The Ad-Hoc Full Professor Committee shall specifically outline its findings in writing and provide a copy to the Department Head. The Department Head will forward the committee's recommendations to the Academic Dean along with the Department Head's own recommendation. This letter must be placed in the candidate's Promotion portfolio. A copy of this letter shall be sent to the candidate.

- 7.1.6 The Academic Dean/Director of School will present his/her recommendation, the College/School's Ad-Hoc Full Professor Council/Committee recommendation to the Provost for review by the University Tenure and Promotion Committee. This review and recommendation process will continue through the President of the University and the Chancellor of the System to the Board of Regents, which holds sole authority to confer promotion.

7.2 University Promotion Process

- 7.2.3 The University Tenure and Promotion Committee is comprised of the Academic Deans from the Deans Council, Dean of Honors College, and the Dean of the Graduate School. The Provost serves as non-voting chair of the committee.
- 7.2.4 The Provost calls the meeting of the University Tenure and Promotion Committee and reviews the committee charges and procedures.
- 7.2.5 The Provost's Office shall make available sections of the faculty Tenure and Promotion portfolios to all members of the University Tenure and Promotion Committee.
- 7.2.6 The University Tenure and Promotion committee reviews the provided sections of promotion portfolios and discusses the credentials and eligibility of each candidate. The committee must carefully consider the professional accomplishments of each candidate by the criteria defined in sections 4.1, 4.2, and 4.3 approved and published by the department or school. The committee must vote either yes or no on promotion; recusal is an option only in one case: A Dean should recuse from voting at the University Tenure and Promotion

committee level for any faculty member from their college for whom the Dean submitted a recommendation letter during the review process.

7.3 Administrative Promotion Process

- 7.3.3 The Provost must review the promotion portfolios and consider the recommendations from the department/college and university levels, and render an individual recommendation on each candidate for promotion.
- 7.3.4 In addition to a thorough review of each candidate's academic credentials and impact in support of the fulfillment of the mission of the University, the Provost must carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each promotion decision. In making the recommendation to the President, the Provost may recommend against promotion on the basis of future academic needs and/or availability of resources. If promotion denial is given due to financial exigency, a committee must be formed to review (See System Policy 12.01).
- 7.3.5 The Provost shall provide for each candidate a letter that includes the Provost's recommendation for or against promotion. This letter may record and summarize in general terms the Provost's rationale for the recommendation. This letter shall be placed in the candidate's Promotion portfolio and a copy sent to the Dean, Department Head or equivalent, and the candidate.
- 7.3.6 The Provost shall forward all Promotion portfolios, including the Provost's recommendation letter for or against promotion, to the President. (See section 8.8)
- 7.3.7 The President reviews all portfolios and submits recommendations to the A&M System Chancellor. The President must inform the Provost of his or her recommendations to the Chancellor. (See section 8.9)
- 7.3.8 Within ten business days of receipt of the President's recommendations to the Chancellor, the Provost must notify each candidate regarding the recommendation made to the Chancellor. (See section 8.10)
- 7.3.9 The Chancellor and the Board of Regents make the final determinations concerning promotion. (See section 8.11)

7.4 Notification Process for Promotion to the Rank of Professor

- 7.4.3 A faculty member must be advised of the recommendation for or against promotion at each level of review within five business days of each respective deadline enumerated in section XX. In the event of a negative promotion recommendation must be accompanied by reasons supporting that recommendation.

- 7.4.4 The official decision by the Board of Regents regarding the granting of 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 promotion recommendation.

8. SCHEDULE FOR TENURE AND PROMOTION REVIEW PROCESS

- 8.1 The Schedule for the Tenure and Promotion review process must conform as closely as possible to the following dates. If any of the following 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.
- 8.2 April 1. The Provost's office notifies Academic Deans/Director of Schools of the names of faculty who are eligible for tenure and/or promotion consideration.
- 8.3 April 15. The Academic Dean/Director of School notifies all faculty candidates for tenure and promotion regarding their need to prepare Tenure and Promotion portfolios, as appropriate. The Department Head meets with faculty candidates to develop the list of external reviewers and discuss preparation of materials to send to external reviewers.
- 8.4 May 1. The Department Head solicits external reviewers and provides the faculty member's curriculum vitae, Faculty Performance Report, sample of scholarship, and the department guidelines for promotion and tenure.
- 8.5 September 15. Candidates for tenure and/or promotion must submit their complete Tenure and Promotion portfolios to their Department Head or equivalent on or before this deadline.
- 8.6 October 15. The Department Head or equivalent must submit the summary of the departmental evaluations and his/her recommendations to the Academic Dean/Director of School and a copy of the recommendation to the candidate. General reasons for a negative recommendation should be included in the recommendation letter provided to the candidate.
- 8.7 November 15. The Academic Dean/Director of School must submit the recommendations of the College/School Tenure and Promotion Committee and the College/School Ad-Hoc Full Professor Council/Committee, along with his/her recommendation to the Provost. Within five business days of such submission, the Academic Dean/Director of School also must provide each candidate a copy of that recommendation. General reasons for a negative recommendation should be included in the recommendation letter provided to the candidate.
- 8.8 December 15 or before. The University Tenure and Promotion Committee, convenes to consider the credentials and eligibility of each candidate for tenure and/or promotion. Each member of the University Tenure and Promotion Committee with the exception of

the Dean of any faculty member from their college for whom the Dean submitted a recommendation letter during the review process and the Provost, who is a non-voting member, votes on the tenure and/or promotion of each candidate.

- 8.9 January 10. On or before this date, the Provost must forward his/her recommendations to the President on all final tenure and/or promotion recommendations. The Provost must also provide each candidate a letter that includes the Provost's recommendation for or against tenure and/or promotion. General reasons for a negative recommendation should be included in the recommendation letter provided to the candidate.
- 8.10 February 10. The President informs the Provost of his/her recommendations to the Chancellor.
- 8.11 February 20. On or before this date, the Provost informs each candidate of the President's recommendation to the Chancellor. General reasons for a negative recommendation shall be provided.
- 8.12 Spring. The Board of Regents usually considers tenure and/or promotion recommendations at the Spring Board of Regents meeting. As soon as the final decision for tenure and/or tenure is rendered by the Board of Regents, the President notifies each candidate of the Board's decision.
- 8.13 Failure of any party to provide notice or take the actions indicated above within the prescribed time limits does not constitute tenure or promotion by default.

9 WITHDRAWAL OF APPLICATION FOR TENURE AND/OR PROMOTION

- 9.1 Candidates for early tenure and/or promotion may withdraw from consideration after submitting their portfolio, but before the Provost's Office issues the ballots to the Department/School and voting by the tenured members of the corresponding Department/School commences. To withdraw from consideration for tenure and/or promotion, 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.
- 9.2 Candidates under consideration for tenure, who withdraw after submitting their portfolio for consideration during the sixth year of their probationary period, must be provided a letter of non-reappointment that complies with the criteria in University Procedure 12.01.99.R1.
- 9.3 Candidates who withdraw their application for early consideration for tenure must reapply again for tenure no later than their sixth year of their probationary period.
- 9.4 Candidates under consideration for full professor may withdraw their portfolio prior to the Ad-Hoc Full Professor Committee vote.

10 APPEAL PROCESS FOR TENURE AND/OR PROMOTION

- 10.1 Any candidate for tenure and/or promotion may only appeal a final negative recommendation at the Provost's level.
- 10.2 After receiving notice of a negative recommendation for tenure and/or promotion from the Provost, a candidate may appeal by submitting a letter of appeal to the Provost.
- 10.3 The letter of appeal, which may not exceed three pages in length, must describe the basis for the appeal and must be submitted within five business days of the date on the notice of a negative recommendation.
- 10.4 There are no other avenues for appeal in the University.
- 10.5 There is no appeal of a decision by the Board of Regents.

Related Statutes, Policies, or Requirements

System Policy [12.01, Academic Freedom, Responsibility and Tenure](#)

System Policy [12.02, Institutional Procedures for Implementing Tenure](#)

University Procedure [12.01.99.R1 Academic Freedom and Responsibility](#)

University Procedure [12.06.99.R0.02 Post-Tenure Review for Faculty](#)

University Procedure [32.01.01.R0.01 Grievance and Appeal Process for Faculty Members](#)

University Procedure [12.99.99.R0.13 Annual Evaluation of Faculty](#)

Contact Office

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