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12.02.99.R0.01 Implementing Faculty Tenure and Promotion

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Procedure Statement

Texas A&M University-Commerce will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity.

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 ELIGIBILITY FOR TENURE

- 1.1 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 generally should be an employee of A&M -Commerce who holds academic rank as assistant professor, associate professor, or professor.
- 1.2 Faculty members who hold joint appointments with other state, federal, or 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.
- 1.3 Administrative personnel, such as Department Head/or equivalent and Academic Dean/Director of School, 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. The members of university administration holding tenure in an academic department shall be subjected to the Post-Tenure Review (PTR) process within six years after returning to a full-time faculty position (see PTR procedure).

- 1.4 Upon the recommendation of the Department head or equivalent and the corresponding Academic Dean or Director of School, and with the approval of the Provost and the President, up to three years of exemplary service in a tenure-track faculty line at a four-year, regionally accredited academic institution may be counted toward the required years of probationary tenure period if such credit towards the “tenure clock” is agreed upon at the time of employment and specified in the original employment appointment letter.
- 1.5 Faculty on tenure-track appointments shall make an application for tenure at the beginning of their sixth academic year on the “tenure clock” at Texas A&M University – Commerce.
- 1.6 A faculty member may apply for early promotion and tenure consideration, but individuals seeking early consideration shall be expected to demonstrate significantly higher levels of achievement in Teaching / Contributions to Student Learning; Research, Scholarly, and Creative Activities; and Service than the minimum standard for tenure. If a faculty member is denied tenure a second time, the faculty member will not be allowed another opportunity for application.

2 TENURE POLICY

- 2.1 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.R0.01, Section 1.5.
- 2.2 Tenure is obtained only by the affirmative action of the Board of Regents.
- 2.3 Faculty members awarded tenure at other institutions in A&M System or any other institution have no claim to tenure at A&M-Commerce.
- 2.4 Except when otherwise specified in the initial appointment letter, or a mutually agreed upon revision thereof, a tenured faculty member is guaranteed nine months of full-time employment or the equivalent. (See 12.01.99.R0.01, Section 1.4)

3 TENURE SYSTEM COMPONENTS

- 3.1 The probationary period for a tenure-track faculty member shall not exceed seven years of full-time service, beginning with appointment to the rank of instructor or a higher tenure-eligible rank. Under extenuating circumstances, the probationary period at A&M-Commerce may be extended with the written concurrence of the faculty member involved, the Department Head or equivalent, Academic Dean/Director of School, and the Provost. The probationary period may include appropriate full-time service at other institutions of higher education. If a faculty member has served a term of probationary

service at one or more institutions, the probationary period at A&M -Commerce may be for fewer than seven years. In such cases, however, the person's total probationary period in the academic profession may be extended beyond seven years. The seventh year will be the first year of the tenure appointment or the year of a terminal appointment.

3.2 In most circumstances, assistant professors at A&M-Commerce will be evaluated for promotion to associate professor and for tenure concurrently and will not be awarded one without the other. Exceptions to this rule must be justified.

3.3 Persons whose initial appointment to the A&M-Commerce faculty is at the rank of associate professor or professor and who are assigned administrative duties at the Department Head or higher are eligible for tenure upon appointment.

3.4 Faculty Review:

3.4.1 Each department shall review the performance of all faculty members on an annual basis. Each faculty member shall be advised in writing of the results of this review. The purpose of regular reviews 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 exemplary performance.

3.4.2 For faculty subject to a probationary period of seven years at A&M -Commerce, third-year, fourth year, and fifth year reviews are mandatory as parts of the “pre-tenure process.” This evaluation will 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 should mimic the tenure review process as closely as possible; the pre-tenure reviews would include dossier items contributed by the candidate and internal letters of recommendation, and would be reviewed at the department and College/School levels by appropriate faculty committees as well as the Department Head or equivalent, Academic Dean/Director of School and Deans’ Council.

4 TENURE AND PROMOTION CRITERIA

4.1 Categories of Performance:

4.1.1 Teaching/Contribution 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 / program learning outcomes and using the results to enhance student learning, publication of instructional materials, and supervision of graduate students.

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 shall be given to peer-reviewed publications / intellectual contributions in the realm of the Scholarship

of Teaching and Student Learning / 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.

4.1.2 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, the local community, and the public at large to the extent that these external service activities further the mission of the University.

4.1.3 Note: Although professional conduct conducive to a collegial work environment is not considered a separate criterion for tenure and promotion it, never the less, is implied within each of the categories of Teaching/Contribution to Student Learning, RSCA, and Service.

4.2 Department/College/School Criteria:

4.2.1 The faculty and administrators of each Department/College/School shall jointly develop and disseminate to their faculty members written guidelines describing the evaluation criteria employed in the unit.

4.2.2 Both the guidelines and the evaluation process itself shall pay due regard to the difficulties inherent in quantifying academic performance. (See § 3) The guidelines shall be periodically reviewed and approved by the Provost. In those units in which the goals and objectives of departments or academic disciplines with such departments differ significantly, departments should also have written evaluation guidelines. Continuity in performance criteria and in the application thereof is essential. Therefore, criteria should be changed only after careful and thorough joint deliberation by faculty members and administrators in the unit. Any changes effect only new probationary faculty and are not retroactive.

4.2.3 The written guidelines shall include:

4.2.3.1 Criteria that are employed to judge the level of performance of faculty in each category of performance.

4.2.3.2 The standard level of performance required in each category of performance in order to be awarded tenure.

4.2.3.3 The standard level of performance required in each category of performance for appointment or promotion to each rank.

4.2.3.4 A description of the procedures employed in evaluation of faculty for tenure and promotion.

4.2.4 University, College/School, and department guidelines shall be given to all faculty members as appropriate. New faculty members shall receive the

guidelines along with a statement of any special conditions or expectations related to their employment when they join the A&M-Commerce faculty. Such guidelines shall support the adequate evaluation and reward of a faculty member's interdisciplinary responsibilities.

4.3 University Criteria:

In addition to the criteria developed in the Department/College/School, the minimum requirements to be met by individuals being considered for tenure or promotion are:

4.3.1 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 the receipt of a terminal degree.

4.3.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of A&M –Commerce.

4.3.3 Associate Professor:

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

4.3.3.1 A distinguished level of accomplishment as measured against the contributions of others in the field;

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

4.3.3.3 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

4.3.3.4 Evidence indicating a commitment to maintaining the level of competence in teaching, RSCA, and service research expected of a tenured faculty member.

4.3.4 Professor:

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

4.3.4.1 Continuing accomplishment in teaching;

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

4.3.4.3 Evidence of valuable professional service. Normally a minimum of five years of service at the regional, national, or international level.

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

4.3.4.5 Normally a minimum of five years at the rank of Associate Professor.

5 TENURE AND PROMOTION EVALUATION

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

5.2 Submission of materials for tenure and promotion evaluation shall include a cover letter/statement 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.

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 that are not subject to peer review generally should 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 shall 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 §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 PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR OR PROFESSOR

6.1 Departmental Promotion and Tenure 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. No additions, deletions or corrections may be made to a faculty member's Promotion and Tenure Portfolio by the faculty member under review after the official copy of the portfolio has been submitted to the Department Head or equivalent. For separate schools, the school's Associate Director shall serve the function of Department Head/Director.

- 6.1.2 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 shall serve as the Departmental Tenure and Promotion Committee and evaluate the candidate's academic accomplishments. (See § 6.9.4)
- 6.1.3 Tenured faculty members with significant administrative appointments may serve on the departmental or college/school 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, shall not have more than one vote during the tenure and promotion process.
- 6.1.4 In conducting tenure and/or promotion reviews, Department Heads or equivalent shall draw upon the advice and counsel of the tenured faculty as well as other appropriate sources. When the review has been completed, the Department Heads or equivalent will transmit their tenure and/or promotion recommendations and those of the faculty committee to the Academic Dean/Director of School of the college/school for review.
- 6.1.5 The Department Head or equivalent shall 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 room 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 shall provide each tenured faculty member in the department with an evaluation form for each faculty member being considered for promotion and/or tenure. Each committee member shall discuss the accomplishments of each candidate and his/her impact on the fulfillment of the mission of the University and, after discussion, independently rate the performance of each candidate in each category based upon the established departmental standards for Teaching/Contribution to Student Learning, RSCA, and Service. Note: Note: Although professional conduct conducive to a collegial work environment is not considered a separate criterion for tenure and promotion it, never the less, is implied within each of the categories of faculty performance: Teaching/Contribution to Student Learning, RSCA, and Service.
- 6.1.7 If the department / 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 resembles that of the candidate for tenure to attend the meeting to assure a minimum of three tenured faculty members. 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 disciplinary 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 yes or no vote on tenure shall complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure to the next level of the process.
- 6.1.9 The Department Head or equivalent shall include a form that summarizes the departmental committee's rating of the candidate for each evaluation category in the Promotion and Tenure Portfolio of each candidate.
- 6.1.10 The Department Head or equivalent shall submit the Promotion and Tenure Portfolio of each applicant for promotion and/or tenure to the Academic Dean/Director of School regardless of the positive or negative recommendation. (See § 6.9.5)
- 1.1.1 The Department Head or equivalent shall write a letter of recommendation, addressed to the Academic Dean/Director of School, for each candidate to the College/ School Promotion and Tenure Committee. The letter of recommendation for each candidate shall summarize the evaluations of Teaching/Contribution to Student Learning, RSCA, and Service provided by the tenured departmental faculty and shall contain the Department Head or equivalent independent evaluation of the candidate's performance in each evaluation category and considering that, even though professional conduct conducive to a collegial work environment is not considered a separate criterion for tenure and promotion it, never the less, is implied within each of the categories of faculty performance.. The letter shall also include a statement on the candidate's impact on the fulfillment of the mission of the University.
- 1.1.2 The Department Head or equivalent shall include this letter of recommendation in Section I of the candidate's Promotion and Tenure Portfolio regardless of positive or negative recommendation that may be included.
- 1.2 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 promotion and tenure 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.
- 1.3 College/School Promotion and Tenure Process
- 1.3.1 In conducting tenure and/or promotion reviews, the Academic Dean/Director of School shall draw upon the advice and counsel of a College/School-wide tenure and promotion committee (see 6.6.5).
- 1.3.2 The Academic Dean/Director of School shall convene the first meeting of the College/School Promotion and Tenure 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 Academic Dean/Director of School shall leave the room and shall not participate

in the deliberations of the committee unless asked to provide specific information to the committee. (See § 6.9.6)

- 1.3.3 The College/School Promotion and Tenure Committee shall review the Promotion and Tenure 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 shall vote on the eligibility of each candidate and the committee chair shall record the results of the vote.
- 1.3.4 The review of candidates shall be based on the approved departmental criteria in Teaching/Contributions to Student Learning, RSCA, and Service. Note: Although collegiality is not considered a separate criterion for tenure and promotion it, never the less, is implied within each of the categories of Teaching/Contributions to Student Learning, RSCA, and Service.
- 1.3.5 The Academic Dean/Director of School shall provide each faculty member on the committee with an evaluation form for each faculty member being considered for promotion and/or tenure. Each committee member shall discuss the accomplishments of each candidate and, after discussion, independently rate the performance of each candidate in each category. The rating terminology described in the Annual Review of Faculty Performance shall be used in rating the contributions of each candidate for tenure and/or promotion.
- 1.3.6 A yes or no vote on tenure shall complete the voting process. A candidate must receive a majority of affirmative votes to be recommended for tenure. Upon the completion of its review of the candidate's portfolio, the committee's recommendation shall be forwarded to the next level of the process.
- 1.3.7 The College/School Promotion and Tenure Committee shall tabulate the votes for each candidate and shall use the results of the vote to make a recommendation to the Academic Dean/Director of School. The committee chair shall present the recommendation of the committee to the Academic Dean/Director of School in written form. The written recommendation shall summarize the rationale for the committee's recommendation. 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.
- 1.3.8 The Academic Dean/Director of School shall provide for each candidate a letter that records the vote of the College/School Promotion and Tenure Committee for and against tenure and/or promotion. This letter must include the Academic Dean/Director of School's recommendation for or against promotion. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio. A copy of this letter shall be sent to the candidate.
- 1.3.9 If the Academic Dean/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/Director of School shall inform the Department Head or equivalent and faculty member of the reasons for the recommendation. The department may then resubmit the case for further

consideration. Any reconsideration, however, must be based upon either (a) new evidence that is not already contained within the dossier, or (b) substantial and entirely new arguments that were not made in the first presentation. If the case is resubmitted, it shall be reviewed by the Academic Dean/Director of School and the College/School-wide tenure and promotion committee before a final recommendation concerning tenure and/or promotion is forwarded to the Provost.

1.3.10 The Academic Dean/Director of School will present his or her recommendation and the College/School's recommendation to the Provost for review by the Deans Council. 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.

1.4 College/School Tenure and Promotion Advisory Committee

1.4.1 Each College/School will have a Tenure and Promotion Advisory Committee. The committees function each year to review all requests for tenure and promotion. The committee structure and election process is described below.

1.4.2 Members will be elected by a vote of tenured and tenure-track faculty in each College/School for a three year staggered term. Only full-time tenured faculty holding the rank of associate professor or above, are eligible to serve. Not eligible are Department Head or equivalent, assistant Academic Dean/Director of Schools, and Academic Dean/Director of School. Each College/School may have up to but no more than seven members. Membership on the Tenure and Promotion Advisory Committee will be determined by policy set by each College/School. In addition, each College/School will elect two alternates. No faculty member who is being considered for promotion in rank shall, at that time, be eligible to serve on the College/School Promotion and Tenure Advisory Committee.

1.4.3 Academic Dean/Director of School of the respective College/Schools will conduct an annual election of committee members. 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 the first alternate. If a second vacancy occurs, such vacancy will be filled by the second alternate. After election results are known, a meeting shall be convened by the Academic Dean/Director of School. At the meeting, committee members will elect a chair.

1.4.4 Members will be elected at-large from their respective College/Schools, except that no department shall have more than one representative on the committee at any time. If a candidate is being considered for tenure and/or promotion whose department has no representative on the committee, the Department Head or equivalent, in consultation with the candidate, will appoint a nonvoting 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/School. A Department Head or equivalent is not eligible to serve as the nonvoting representative.

- 1.4.5 A member of the College/School Tenure and Promotion Advisory Committee is eligible to serve no more than two consecutive three-year terms.

1.5 University Promotion and Tenure Process

- 1.5.1 The University Promotion and Tenure Committee is the Deans Council which shall consist of the Dean of the College of Science and Engineering; the Dean of the College of Humanities, Social Sciences, and Arts; the Dean of the College of Education and Human Services; the Dean of College of Business; the Dean of the Graduate School; and the Director School of Agriculture. The Provost shall serve as nonvoting chair of the committee.
- 1.5.2 The Provost shall call the first meeting of the University Promotion and Tenure Committee and shall carefully review the committee charges and procedures with its members.
- 1.5.3 The Provost shall make all faculty Promotion and Tenure Portfolios available to all members of the University Promotion and Tenure Committee, but the paper copies of portfolios shall not leave the confines of the Provost's office suite.
- 1.5.4 After thoroughly reviewing all Promotion and Tenure Portfolios, the University Promotion and Tenure Committee shall meet to discuss the credentials and eligibility of each candidate.
- 1.5.5 The University Promotion and Tenure Committee must carefully consider the professional performance of each candidate in the evaluation each performance category: Teaching/ Contribution to Student Learning, RSCA, and Service. For promotion and/or tenure, the committee must judge a faculty member's contributions and impact on the fulfillment of the mission of the University and vote yes or no on promotion and tenure. (See § 6.9.7)
- 1.5.6 The review of candidates shall be based on the approved and published departmental criteria in Teaching/Contributions to Student Learning, RSCA, and Service. Note: Although collegiality is not considered a separate criterion for tenure and promotion it, never the less, is implied within each of the categories of faculty performance: Teaching/Contributions to Student Learning, RSCA, and Service.
- 1.5.7 The Provost shall provide 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 shall be placed in Section I of a candidate's Promotion and Tenure Portfolio.

1.6 Administrative Promotion and Tenure Process

- 1.6.1 The Provost shall review all Promotion and Tenure Portfolios and shall render an individual recommendation on each candidate for promotion and/or tenure. The recommendation shall be included in Section I of the candidate's portfolio.

- 1.6.2 In addition to a thorough review of each candidate's academic credentials and impact on the fulfillment of the mission of the University, the Provost shall carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each promotion and/or tenure 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.
 - 1.6.3 The Provost shall provide for each candidate a letter that includes the Provost's recommendation for or against promotion and/or tenure. This letter may record and summarize in general terms the Provost's rationale for the recommendation. This letter shall be placed in Section I of a candidate's Promotion and Tenure Portfolio.
 - 1.6.4 The Provost shall forward all Promotion and Tenure Portfolios to the President. (See § 6.8.8)
 - 1.6.5 The President shall review all portfolios and shall submit recommendations to the A&M System Chancellor. The President shall inform the Provost of his or her recommendations to the Chancellor. (See § 6.8.9)
 - 1.6.6 Within ten business days of receipt of the President's recommendations to the Chancellor, the Provost shall notify each candidate regarding the recommendation that shall be made to the Chancellor. (See § 6.8.10)
 - 1.6.7 The Chancellor and the Board of Regents shall make the final determinations concerning promotion and/or tenure. (See § 6.8.11)
 - 1.6.8 Faculty members who are not successful in their quest for tenure are not eligible for appointment as Professional Track faculty.
- 1.7 Notification Process for Tenure and Promotion to the Rank of Associate Professor and Professor
 - 1.7.1 A faculty member shall be advised of the recommendation for or against tenure and/or promotion at each level of review within five business days of such review. In the event of a negative tenure and/or promotion decision, the faculty member is entitled, upon a written request submitted within five business days of receipt of a negative tenure / promotion decision, to a written statement of the reasons that contributed to the decision.
 - 1.7.2 The official decision by the Board of Regents regarding the granting of tenure to and/or the promotion of a faculty member shall 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.
- 1.8 The Schedule for the Promotion and Tenure review process shall 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.

- 1.8.1 In the spring semester the Provost shall hold an open meeting to answer questions regarding promotion and tenure processes.
- 1.8.2 April 15. The Provost office shall notify Academic Deans/Director of Schools of the names of faculty who are eligible for tenure consideration.
- 1.8.3 May 1. The Academic Dean/Director of School shall notify all faculty candidates for tenure and promotion regarding their need to prepare Promotion and Tenure Portfolios, as appropriate.
- 1.8.4 September 15. Candidates for promotion and/or tenure shall submit their complete Promotion and Tenure Portfolios to their Department Head or equivalent on or before this deadline.
- 1.8.5 October 15. The Department Head or equivalent shall submit the summary of the departmental evaluations and his/her recommendations to the Academic Dean/Director of School. Within five business days of such submission, the Department Head or equivalent also shall provide a copy of that recommendation to each candidate. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate shall be provided a written statement offering general reasons for such a negative decision.
- 1.8.6 November 15. The Academic Dean/Director of School shall submit the recommendations of the College/School Promotion and Tenure Committee along with his/her recommendation to the Provost. Within five business days of such submission, the Academic Dean/Director of School also shall provide each candidate a copy of that recommendation. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate shall be provided a written statement offering general reasons for such a negative decision.
- 1.8.7 December 15 or before. The University Promotion and Tenure Committee, which is the Deans Council convenes to consider the credential 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 promotion of each candidate.
- 1.8.8 January 10. On or before this date, the Provost shall forward his/her recommendations to the President on all final tenure and/or promotion decisions. The Provost shall also provide each candidate a letter that includes the Provost's recommendation for or against promotion and/or tenure. Upon written request submitted within five business days of receipt of a negative recommendation, each candidate shall be provided a written statement offering general reasons for such a negative decision.

1.8.9 February 10. The President shall inform the Provost of his/her recommendations to the Chancellor.

1.8.10 February 20. On or before this date, the Provost shall inform each candidate of the President's recommendation to the Chancellor. Upon written request submitted within five business days of receipt of a negative recommendation, the Provost shall respond to such request with a written statement offering general reasons for such a negative decision.

1.8.11 The Provost shall provide each candidate who receives a negative recommendation a written statement offering general reasons for such a recommendation.

1.8.12 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 final decision for promotion and/or tenure is rendered by the Board of Regents, the President shall notify each candidate of the Board's decision.

1.8.13 Failure of any party to provide notice or take the actions indicated above within the prescribed time limits shall not constitute tenure or promotion by default.

2 WITHDRAWAL OF APPLICATION FOR TENURE AND / OR PROMOTION

2.1 Candidates for tenure or promotion may withdraw from consideration after submitting their Portfolio but before consideration and voting by the tenured members of the corresponding Department / School.

2.2 To withdraw from consideration for promotion and/or tenure, a candidate must submit a written and signed declaration of that decision to the Provost. The statement shall become part of the faculty member's file in the Office of Academic Affairs.

2.3 Faculty members under consideration for tenure who withdraw during the final year of their probationary period shall be provided a letter of non-reappointment that complies with the criteria in University Procedure 12.01.99.R0.01.

3 APPEAL PROCESS FOR PROMOTION AND/OR TENURE

3.1 Any candidate for promotion and/or tenure may appeal a negative decision if the negative decision is reached at any level in the university promotion and tenure process. There is no appeal of a decision by the Board of Regents.

3.2 After receiving notice of a negative decision, a candidate may appeal the decision by submitting a letter of appeal. Unless a candidate withdraws from consideration for promotion and/or tenure (see § 7), a candidate for promotion and/or tenure shall receive consideration at all levels of the university promotion and tenure process.

3.3 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 decision.

- 3.4 As appropriate, based on the source of the negative decision, the letter of appeal must be addressed to the Department Head or equivalent (for negative decisions at the departmental level) or the Academic Dean/Director of School (for negative decisions at the College/School level) who shall review the applicant's portfolio and meet with the candidate to discuss the appeal. A decision shall be rendered on the matter and the candidate shall be informed of the decision by letter within five business days of the meeting with the candidate. A copy of the decision letter shall be placed in the applicant's portfolio.
- 3.5 If a Department Head or equivalent or an Academic Dean/Director of School decides that the decision at his/her level of responsibility is incorrect, he/she must forward a written explanation for their decision to the next level of review. The letter must be incorporated into the candidate's Promotion and Tenure Portfolio (see § 6.9).
- 3.6 If the candidate is not satisfied with the decision of the University Promotion and Tenure Committee (Deans Council), the candidate may appeal to the Provost. The Provost shall review the applicant's portfolio and meet with the applicant to discuss the appeal. The Provost shall render a decision on the appeal and shall inform the applicant of his/her decision by letter within five business days of the meeting with the candidate.
- 3.7 If the candidate is not satisfied with the recommendation of the Provost, the candidate may appeal through advisory committee as stated in the University Procedure 32.01.01.R0.01. The President shall render a final decision on the appeal and shall inform the applicant of his/her decision by letter, within five business days of the decision..
- 3.8 There are no other avenues for appeal in the university

Related Statutes, Policies, or Requirements

System Policy 12.01

System Policy 12.02 Institutional Procedures for Implementing Tenure

University Procedure 12.01.99.R0.01

Contact Office

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