College [S&T] Promotion and Tenure Process

Promotion of Faculty

Section 2.2.1 of the Texas A&M University-Corpus Christi Faculty Handbook provides faculty rank descriptors. This section further indicates that appointment to an academic rank is based on past and anticipated success in performance, accomplishments, and leadership in teaching, research and professional service. Faculty members progressing from one rank to the next are expected to achieve increasing success both by progressively mastering and by progressively improving in these areas. Consistently sustained development, performance of faculty responsibilities, and contribution to the university and the profession—as described in TAMU-CC Faculty Handbook 2.2.1 and TAMU-CC Policy and Procedures Manual 2.5.1.0—is requisite for all promotions. The merit of a faculty member’s professional achievements, rather than meeting the minimal required time in rank and residence, is the basic standard for all recommendations of promotion.

Unless otherwise requested in writing, a faculty member is eligible to be considered for promotion during the academic year in which all of the education and experience standards for a given rank are met as specified in TAMU-CC Faculty Handbook 2.2.1 and TAMU-CC Policy and Procedures Manual 2.5.1.2.

Tenure of Faculty

Tenure is defined in Policy 2.5.1.4 of the TAMU-CC Policy and Procedures Manual and in Section 2.2.2 of the Texas A&M University-Corpus Christi Faculty Handbook.

As defined by University policy, beginning with appointment to the rank of full-time Assistant Professor or a higher rank, the tenure probationary period for a tenure track faculty member will not exceed seven years of full-time service at Texas A&M University-Corpus Christi. Up to three years of service at other institutions may be considered as part of the probationary period if agreed to at the time of the faculty member’s initial tenure track appointment. Normally a faculty member is considered for tenure during the sixth year in service in a tenure track position at the University, but faculty members who believe their teaching, scholarship and service record merits early tenure may apply during the fifth year of service at the university. Criteria considered for promotion relating to teaching, scholarship, and service are also the standards used in tenure evaluations.

Procedures for Initiating Promotion and/or Tenure

The faculty member who is eligible for promotion and/or tenure initiates the consideration process by notifying the Dean and her/his Chair. Requests are to be formal, typed letters addressed to the Dean (e-mail and faxed documents will not be accepted).
and copied to the Chair. The Dean will present a list of candidates to the College of Science and Technology Promotion and Tenure Committee. A copy of this list is also sent to the Department Chair, who then presents it to the Department Promotion and Tenure Committee. **May 1 is the absolute last day** to submit promotion/tenure requests to the Dean’s office. The Dean’s office verifies that each faculty member on the promotion/tenure list satisfies the University standards for education, experience, and length of service.

Supporting documentation as specified in Documentation Guidelines of the College of Science and Technology Promotion and Tenure Policy must be submitted to the Dean’s office by the close of business on September 1st in the relevant Fall semester. Documentation must follow the guidelines as set forth in Appendix C, Documentation Guidelines.

**Department Promotion and Tenure Committees**

A Promotion and Tenure Committee is established by the Chair in each department in the College of Science and Technology consisting of all tenured faculty, excluding the Department Chair, at or above the rank to which promotion or tenure is being requested. The constitution of the committee membership will therefore vary with the rank being sought by the candidates.

The role of this Committee is to make recommendations to the Department Chair, and to the College Promotion and Tenure Committee. The vote should be reported, and no abstentions are allowed. Explanatory text should be provided using the form provided in Appendix A of this Handbook. If a true conflict of interest arises as determined by the Chair or the Dean, that member should not serve on the committee for the year in which the conflict exists.

If there are insufficient numbers of faculty in a rank in a department to meet the university minimum of five committee members, the Chair will solicit nominations by the department of other faculty within the college at the appropriate rank. At least half of the needed members will be elected by the department from this pool. The others will be appointed from the college by the Dean who will not be limited to faculty nominations. Any faculty member on post-tenure review status is excluded from serving.

The Chair will be selected from among the committee members and will be elected by the committee members. The Chair should have served before on the committee. The chair will establish the meeting schedule, coordinate the solicitation of external review letters and the review of candidate documents, and oversee the creation and submission of the committee report to the Department Chair and College Promotion and Tenure Committee.

**External Review**
The Department Promotion and Tenure Committee and the Department Chair are the primary evaluators of faculty teaching, scholarship and service contributions. Independent external review is a critical source of supplemental evaluation allowing an assessment of the prominence of a candidate’s scholarship as viewed by his or her professional peers. The portfolio of all faculty being considered for promotion and tenure must include external review letters.

A minimum of four, but no more than ten, external review letters will be included in the graduate candidate’s portfolio. External reviewers will be selected by the Department Promotion and Tenure Committee, Department Chair and Dean, with half coming from a list nominated by the candidate and half from a list of reviewers nominated by the Department Promotion and Tenure Committee, the Department Chair, and the Dean. The candidate may submit a list of unacceptable reviewers.

Outside reviewers must be established scholars of appropriate rank in the candidate’s field of study or a closely related area. Letters will be requested by the chair of the Department Promotion and Tenure Committee through the Dean’s office. The chair of the Department Promotion and Tenure Committee will ensure that adequate time is allowed for letter writers to review the candidate’s curriculum vitae and respond. The committee chair will notify the candidate when letters are requested and received.

Outside reviewers will be asked to specifically comment on the candidate’s scholarly work and the significance of the contributions to the discipline. Materials submitted for review will include the candidate’s curriculum vitae and samples of significant published works. The committee in consultation with the candidate will prepare a cover letter addressing the review criteria and the candidate’s working environment. The chair of the Department Promotion and Tenure Committee will prepare a list of the external reviewers identifying their positions, home institutions, qualifications relevant to the review, a summary of positive and negative comments and their recommendations on tenure and promotion. The summary and all outside review letters received from accepted reviewers will be included in the portfolio. Letters are treated as confidential and may not be shared with the candidate. The candidate will be provided with a redacted summary of the external review without identifying individuals. All external review letters will be removed from the portfolio before it is returned to the candidate at the end of the process.

Response of the Department Promotion and Tenure Committee

The Department Promotion and Tenure Committee shall provide a written report to the College Promotion and Tenure Committee through the Department Chair expressing the recommendation of the committee. The report shall contain the rationale used for reaching its recommendation. The format for this report is found in Appendix A. The report shall be signed by each member of the committee and shall be sent to the Department Chair by November 1.
Role of the Department Chair

The role of the Department Chair is to review the Department Promotion and Tenure Committee report, forward it to the College Promotion and Tenure Committee and the Dean, and provide a separate evaluation of the candidate to the College Promotion and Tenure Committee and the Dean.

College Promotion and Tenure Committee

A Promotion and Tenure Committee is established in the College of Science and Technology. The role of the committee is to make recommendations to the Dean of the College concerning the promotion of faculty and granting of tenure.

The College committee will consist of five full-time tenured faculty members. Four members of the College committee will be elected to two-year staggered terms. Each department will elect one full professor to the college committee by vote of the tenure-line faculty. One committee member will be appointed by the Dean for a one-year term. Department Chairs and the Associate Dean shall not serve on the committee. The Chairperson of the committee shall be chosen by the committee. Committee members will assume their duties September 1 of the year in which they are elected.

The role of the College Promotion and Tenure Committee is to provide a recommendation. The vote should be reported, and no abstentions are allowed. Explanatory text should be provided using the form provided in Appendix B of this Handbook. If a true conflict of interest arises, that member should not serve on the committee for the year in which the conflict exists and another person should be elected/appointed to fill that empty position for the remainder of his/her two-year term.

Documentation Available to the Committees and Department Chair

The Department Promotion and Tenure Committee and Department Chair shall have available for consideration the following documentation supplied by the Office of the Dean:

1. Curriculum Vitae

2. Other documentation specified in Appendix C.

3. Evidence to support achievement of the criteria for promotion and/or tenure (refer to Appendices D-G).
4. Copies of all annual faculty goals and objective documents and annual evaluations.

5. Letters from external reviewers.

6. Other documentation pertinent to a faculty member’s evaluation as determined by the Dean.

The College Promotion and Tenure Committee shall have available for consideration the same documentation supplied by the Office of the Dean and the faculty candidate. In addition the Department Chair will provide the committee:

1. The Response of the Department Promotion and Tenure Committee

2. The Response of the Department Chair.

**Response of the College Promotion and Tenure Committee**

The College Promotion and Tenure Committee shall provide a written report to the Dean expressing the recommendation of the committee. The report shall contain the rationale used for reaching its recommendation. The format for this report is found in Appendix A. The report shall be signed by each member of the committee and shall be sent to the Dean by the last class day of the fall semester.

**Role of the Office of the Dean**

After receiving the written recommendations of the College committee, the Department committee, and the Chair, the Dean shall meet with the committee to discuss the rationale for the committee’s recommendations. If the Dean’s decision is positive, the Dean shall forward his or her recommendations to the Provost. The deadline for recommendations to the Provost for promotion and tenure is February 1. The Dean shall inform the faculty member, in writing, of the recommendations from each level of the evaluation process, including his or her decision.

**Mid-Term Review**

Each untenured tenure-line faculty member shall receive a comprehensive Mid-Term Review by the relevant Department Promotion and Tenure Committee, Department Chair and Dean. In most cases, untenured faculty will be eligible for the Mid-Term Review in the third year of employment in the tenure-line position, in preparation for consideration for tenure in the sixth year of service. In special cases as negotiated, untenured tenure-line faculty may be eligible for consideration for tenure earlier than the sixth year of service and may request a Mid-Term Review earlier than the third year of employment.
Mid-term review should be completed at least one year before an application for promotion and tenure.

Similar in scope and magnitude to the tenure review, the purpose of the Mid-Term Review is formative rather than summative; that is, it is designed to guide the candidate in the general tenure process and to offer suggestions to help the applicant strengthen his or her later application for tenure. Each reviewing party will identify the candidate’s strengths and weaknesses and make recommendations in writing to assist the candidate in achieving the academic stature required for tenure in the department.

The Department Chair will identify faculty members eligible for Mid-Term Review (normally beginning their third year) and notify the candidate, the Dean and the Department Promotion and Tenure Committee by September 1. The Dean’s office verifies that each faculty member on the Mid-Term Review list satisfies the college standards for education, experience, and length of service for this review.

Supporting documentation for Mid-Term Review must include a complete curriculum vitae and documentation of teaching effectiveness. Additional documentation (e.g. copies of publications, course syllabi) may be included but must fit in a two-inch thick binder. All materials must be submitted to the Dean’s office by the close of business on the first Monday in March of that spring semester.

**Response of the Department Promotion and Tenure Committee, Department Chair and Dean**

The Department Promotion and Tenure Committee shall provide by April 15 a written report signed by each member of the committee to the Dean expressing the recommendation of the committee, with copies to the candidate and the Department Chair. The Department Chair shall review the candidate’s portfolio and the committee report and submit an independent report to the candidate and the Dean by May 1. The Dean shall review the candidate’s portfolio and the reports from the committee and Department Chair and prepare an independent evaluation. The Dean’s evaluation will be submitted to the Department Chair. One copy of each report shall be placed in the candidate’s official file in the Dean’s office and one copy shall be given to the candidate. The candidate may then meet with the Department Promotion and Tenure Committee, Department Chair and/or Dean to discuss the recommendations.