Promotion and Tenure Process

Promotion of Faculty:
Section 2.2.6 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 the areas of experience, academic preparation, and knowledge in the teaching field, quality in teaching, academic advisement/career counseling, service, and intellectual contributions. As faculty advance in rank, faculty members are expected to achieve increasing success both by progressively mastering and by progressively improving in these areas. The consistently sustained performance of faculty responsibilities—as described in TAMU-CC Faculty Handbook 12.01.99.C1.01 and TAMU-CC Rules Section 12.01.99.C1.01—is requisite for all promotions.

Consideration for Promotion:
Unless otherwise requested in writing, a faculty member is 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 2.2.6 and TAMU-CC Rules Section 12.01.99.C1.01. If not promoted, the faculty member remains eligible for subsequent consideration. In order to be reconsidered for promotion after the first year of eligibility, a faculty member must reinitiate the process by sending a letter requesting consideration to the Dean. This letter must be received by the Dean during the spring semester prior to the academic year in which the faculty member desires consideration.

Consideration for Tenure:
Tenure is defined in Rule 12.01.99.C1.01 of the University Rules 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 Instructor 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. A faculty member who has requested to be considered for tenure is notified, by the Dean, that the faculty member is included in the list of candidates for tenure. Before the evaluation process begins, the candidate for tenure provides written documentation describing the candidate’s performance and accomplishments. Criteria considered for promotion relating to teaching, scholarship, and service are also the standards used in tenure evaluations.
The faculty member who is eligible for promotion and/or tenure initiates the consideration process during either the spring or summer term preceding the academic year in which the faculty wishes to be considered for promotion and/or tenure. The faculty member notifies the Dean and the relevant Chair/Director and requests inclusion in the list of candidates to be presented by the Dean to the College of Nursing and Health Sciences Promotion and Tenure Committee. **August 31 is the absolute last day to submit promotion/tenure requests to the Dean's office.** Requests are to be formal, typed letters addressed to the Dean (e-mail and faxed documents will not be accepted). 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 Nursing and Health Sciences Promotion and Tenure Policy must be submitted to the Dean's office by the close of business on October 1 in the relevant fall semester. Documentation must follow the guidelines as set forth in Documentation Guidelines.
Procedures and Criteria for Evaluating Faculty Performance and Development

Faculty shall be evaluated annually for performance, development, and merit salary increases. The annual evaluation process provides evidence for recommendations on merit salary increases, promotion, and tenure recommendations. All College and Departmental/School policies and procedures shall be consistent with University policies and procedures. The Dean of the College is responsible for assuring that all eligible faculty are evaluated. However, the evaluation process is the function of the Chairperson/Director of the Department/School with which the faculty member is associated.

At the beginning of each academic year, continuing full-time faculty will be asked to identify goals and objectives for the coming year. New full-time faculty will be asked to identify goals and objectives for the coming year (or portion of the academic year if assuming duties within the year). The goals and objectives documents will be placed in the faculty member’s personnel files in the Dean’s office within the first six weeks of the assumption of duties. The format for documenting goals and objectives is found in Appendix A.

At the end of each academic year, full-time faculty will be evaluated based on the criteria in University Handbook 2.2.1 with specific reference to the College-level criteria in Appendix A: Goals and Objectives. Prior to the meeting with the Department/School Chair/Director, faculty will be asked to review the year’s goals and objectives from the beginning of the year and his/her self-evaluation from the end of the year will be used as elements in the annual evaluation which will be produced by the Department Chair/Dean. The Faculty member will be given a copy of the annual evaluation and will have 10 working days to reply to the evaluation in writing. The evaluation and response will be discussed and signed by the faculty member and Chairperson forwarded to the Dean for signature and placement in the faculty member’s personnel file in the Dean’s office within 30 days after the end of the academic year.

Evaluations of faculty by the Chairpersons of the Departments shall be reviewed by the Dean of the College. When the faculty member requests, there shall be a meeting between the faculty member, the Department Chair, and the Dean. Following such a meeting, the Dean’s written review and comments will be placed in the personnel file and a copy will be given to the faculty member.
Criteria Used in Evaluating Performance and Development

The annual performance and development evaluation of faculty, used for promotion tenure, and merit pay, is based upon Faculty Handbook Policy 2.2.4, Merit Pay; Policy 2.1.2, Faculty Responsibilities; Policy 2.5.1.1, Descriptions of Teaching, Service, and Scholarship; Policy 2.1.3, Tenure; and, the five major performance criteria which are: Academic Preparation, Experience, Teaching, Service, and Scholarship found in University Rule 12.01.99.C1.01. The College of Nursing and Health Sciences recognizes that teaching and the instructional process are of primary importance to the College and University and, as such must count at least one-half of the total possible weight of the evaluative criteria when teaching comprises at least one-half of the faculty member's assignment.

The College of Nursing and Health Sciences subdivides Teaching into three sub-areas, which are (a) Knowledge in the Teaching Field, (b) Quality of Teaching, and (c) Academic Advisement and Career Counseling. This, the five areas mentioned in University Policy 2.1.3 become:

1. Academic Preparation
2. Experience
3. Teaching
   A. Knowledge in the Teaching Field
   B. Quality of Teaching
   C. Academic Advisement and Career Counseling
4. Service
5. Scholarship

In addition, the College of Nursing and Health Sciences Has established specific items of evidence.
College of Nursing and Health Sciences Promotion and Tenure Committee

A Promotion and Tenure Committee shall be established in the College of Nursing and Health Sciences. The role of the committee shall be to make recommendations to the Dean of the College concerning the promotion of faculty and granting of tenure. The committee shall be composed of five full-time faculty members with at least one-half time teaching assignments. Committee members shall be tenured faculty holding the rank of associate professor or above. Each committee member shall be elected to one two-year term with three new members being elected each May prior to assuming duties at the beginning of the subsequent fall term. The Chairperson of the committee for the academic year shall be chosen by the committee from among the three members who are in their second year of service on the committee.

If a committee member will be under consideration for promotion or tenure during a particular academic year, he/she may not participate in the committee deliberations during that academic year. The committee member must request that an alternate be elected from their College.

Faculty Responsibilities:

In the case of promotion, the faculty member will request that he/she be considered for promotion during the academic year in which he/she believes the appropriate educational experience, teaching, service, and scholarship standards will be met. The individual faculty member’s responsibilities in the promotion and tenure process can be found in University Rule 12.01.99.C1 and Faculty Handbook 2.2.2.

Documentation Available to the Committee:

At the initial meeting of the Promotion and Tenure Committee in the fall the Dean shall present the list of names to be considered by the committee for that academic year. The Promotion and Tenure Committee shall have available for consideration the following documentation supplied by the Office of the Dean or the faculty candidate:

1. Office of the Dean:
   A. Copies of all annual faculty evaluations.
   B. Copies of prior service records.
   C. The Personnel file of the candidate.

2. Faculty candidate:
   A. Curriculum vitae.
   B. Letters from peers and Department Chair.
C. Evidence to support achievement of the criteria for promotion and/or tenure (refer to Appendices C-E).

Material should be organized into a concise packet (Documentation Guidelines) which provides the evidence for promotion and tenure as stated in University Rule 12.01.99.C1 and Faculty Handbook Policy 2.2.1. The faculty member should carefully organize this material with the understanding that the committee is evaluating quality, not quantity.

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

The 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 their recommendation. The format for this report is found in Appendix B. The report shall be signed by each member of the committee and shall be sent to the Dean by December 1.

**Role of the Office of the Dean:**

After receiving the written recommendations of the committee, the Dean shall meet with the committee to discuss the rationale for the committee’s recommendations. It shall be the responsibility of the Dean to inform the faculty member, in writing, of the rationale for the recommendations for both the Promotion and Tenure Committee and the Dean. The Dean shall forward these recommendations to the Provost. The deadline for recommendations to the Provost for promotion and tenure is February 1.
Appendix A
GOALS AND OBJECTIVES FORMAT
FOR THE ACADEMIC YEAR_____

Name: ____________________________________ Date: ______________

I. ACADEMIC PREPARATION:

   A. Changes or progress:

II. EXPERIENCE:

   A. In full-time university teaching or related experience:

III. TEACHING:

   A. Knowledge in the teaching field:

      1. Broad field:
      2. Specialization(s):
      3. Areas of interdisciplinary capability:
      4. Undergraduate courses qualified to teach:
      5. Graduate courses qualified to teach:
      6. Courses outside of field qualified to teach:
      7. Description of efforts to improve knowledge in course area and
to keep current in area of specialization:

   B. Quality of Teaching:

      1. Teaching goals:
      2. Description of innovations, variations, special projects, etc. to be
         utilized to improve teaching:
      3. Other comments on teaching:

   C. Academic Advisement and Career Counseling:

      1. Freshman advising:
      2. Advising within a major:
      3. Cross-discipline and pre-professional advising:
      4. Mentorship, career advising and internships:
      5. Graduate Committee memberships and graduate advising:
IV. SERVICE:
   A. College and University:
      1. Significant contributions you plan to make during the next year:
      2. Extra-curricular responsibilities: (e.g. Faculty Senate, Student Organization, Sponsor, Outreach):
      3. Recruitment activities:
   B. Community:
      1. Professional contributions and activities:
      2. Membership or leadership in organizations and advisory boards:
      3. Other:
   C. To the State and Nation:
      1. Presentations at State meetings during the next year:
      2. Presentations at National meetings during the next year:
   D. To the Profession:
      1. Leadership and participation in professional organizations:
      2. Development activities for the profession:
      3. Paid or pro bono consultation and activities:

V. SCHOLARSHIP:
   A. Planned research and writing activities:
   B. Presentations planned for professional conferences and meetings:
   C. Attendance at State and National Meeting:
   D. Other Comments:

Faculty Member______________________________ Date _____________

Space for faculty member to comment if he/she so desires:

Chairperson______________________________ Date ______________

Dean _________________________________ Date ______________