Promotion and Tenure Policy

Promotion of Faculty

Section 12.01.99.C1.01 of the University Rules of Texas A&M University- Corpus Christi 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 advisement/career counseling, service, and scholarship. As faculty members advance in rank, they are expected to achieve increasing success by progressively mastering and improving in these areas. The consistently sustained performance of faculty responsibilities is required for all promotions.

Candidates for promotion are evaluated by their department colleagues, department chair, College Promotion and Tenure Committee, and dean within the College of Education. If a recommendation goes forward from the college, they will also be evaluated by the University Promotion and Tenure Committee.

College Promotion and Tenure Committee

The College of Education Promotion and Tenure Committee is a standing committee comprised of one elected representative from each of the six departments in the College. Selection is done at the department level by vote of the tenure track faculty in each department. Members of the Promotion and Tenure Committee serve two-year staggered terms and may succeed themselves beyond the initial two-year term. To be eligible for membership on the Committee, an individual must be tenured, full-time, at the rank of associate professor or higher, with a teaching load of 50% or higher. Individuals serving as department chairs, assistant or associate deans, or during the year in which they are candidates themselves for promotion and/or tenure, are prohibited from serving on the Committee. If a department does not have a faculty member who is eligible to serve on the Committee, the position will remain vacant. A candidate for promotion and/or tenure from a department not represented on the Committee has the option to have the vacant position filled by an at-large election of eligible faculties in the College. That position will be for one year only. The Chair of the Committee is elected by the members of the Committee. The Committee follows Robert’s Rules of Order except that the chair has a vote.

Consideration for Promotion

Unless otherwise requested in writing, a faculty member shall be eligible for consideration for promotion during the academic year in which all education and experience standards for a given rank are met as specified in section 12.01.99.C1.01 of the University Rules. 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.
Procedure

The eligible faculty member initiates the promotion process by sending a letter of request for consideration for promotion to the Dean. The Dean must receive the request before the end of the spring semester prior to the academic year in which the faculty member desires consideration. The Dean then assures the faculty member’s eligibility as to University standards for education and experience. Once approved for consideration, the faculty member’s name is added to the College list of candidates for promotion. This list is sent by the Dean to the College Promotion and Tenure committee with a copy going to the general faculty.

Any faculty member who has initiated the promotion process and believes that his/her name was incorrectly omitted from the Dean’s promotion eligibility list may request that her/his name be added to the list. The request must be in writing and must include justification and supporting documentation and be submitted to the College of Education Promotion and Tenure Committee. If the College of Education Promotion and Tenure Committee recommends against consideration for Promotion, the faculty member may appeal to the Dean.

Department Review - A candidate seeking promotion, tenure, or both in the College of Education will be reviewed by (1) all tenured and tenure track faculty in the candidate’s home department, (2) the chair of the department, (3) the College Promotion and Tenure Committee, and (4) the Dean. The reviews will occur in the order given. All evaluators, including the chair, will limit their vote to one time. That means the chair of the department will only vote as chair and not as a member of the department. The department’s faculty representative on the College Promotion and Tenure committee will only vote at that level and not as a member of the department. The candidate will not vote at any level and is excused from all discussions of his or her candidacy at every level. Once the candidate submits his or her materials for promotion, tenure, or both for review, the materials will be made accessible to the review committees, department chair, and Dean.

The candidate’s materials should speak to his or her success in teaching, scholarship, and service. Reviewers of the materials should measure the candidate’s accomplishments using the requirements of the College of Education’s Promotion and Tenure Policy as a standard.

The department chair is responsible for calling the initial meeting of all departmental tenure and tenure track faculty for the review of the candidate. At this meeting, faculty will select a review committee chair. Once the chair is selected, the department chair will leave the meeting and have no further contact with the departmental review committee, except as requested by its membership. After considering the candidate’s documents, each member of the departmental committee will vote to recommend or not recommend promotion, tenure or both. The results of that vote, including reasons for support or nonsupport, will be prepared and forwarded to the candidate, the department chair, the College of Education Promotion and Tenure Committee, and the Dean.

A candidate may choose to withdraw his or her papers at any point in the promotion and tenure process—including after the department review. If the candidate does withdraw the department recommendations will not be forwarded.

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The College of Education’s Promotion and Tenure Committee evaluates each candidate on the basis of the three components: (1) teaching, (2) scholarship, and (3) service.

The College of Education Promotion and Tenure Committee will use annual evaluation data in the decision making process. Also, the College of Education Promotion and Tenure Committee may request the candidate for promotion to meet with the Committee to discuss aspects of the candidate’s record which the Committee feels requires further explanation. The candidate, likewise, may request to meet with the Committee. All written material becomes part of the faculty member’s personnel record that is maintained in the Dean’s office. The candidate shall be apprised of the subject matter of the need for clarification at least one week before the scheduled meeting with the Committee. The discussion must relate to the criteria by which the candidate is evaluated in the areas of: (1) academic preparation, (2) experience, (3) teaching, (4) scholarship, and (5) service.

Recommendation to promote or to not promote a candidate, based upon a majority vote of the Committee, is made in writing by the College of Education Promotion and Tenure Committee and submitted to the Dean of the College of Education. This recommendation will be provided by the last class day of the Fall semester. The recommendation must specifically describe how the candidate does or does not satisfy the standards for promotion. In addition, the candidate’s department chair will provide to the Dean a separate written recommendation concerning promotion. The Dean is responsible to make recommendations concerning promotion to the Provost after considering the recommendation of the committee and reviewing the documentation submitted by the candidate. The Dean shall review the recommendations of the committee with the candidate prior to making a recommendation to the Provost. Following the Dean’s consultation with the candidate, the Dean makes a written recommendation to promote or not promote to Provost. The candidate is provided with copies of the written recommendations made by the Committee, the department chair, and the Dean.

**Documentation for Consideration for Third Year Review and Promotion, Tenure, or Both**

All candidates who are being considered for their third year review or promotion, tenure, or both must present the following documentation by September 1 of the academic year in which they wish to be considered:

1) A current Curriculum Vita using APA format. (See attached form)

2) A Summary of Documentation, not to exceed two pages for each of the three components: teaching, scholarship, and service. The summary should include a review of the evidence that the College of Education Promotion and Tenure Policy requirements in each of the three areas have been met. References to actual documentation in an accompanying packet should be indexed.

3) Documentation of Evidence. Documents selected by the candidate as evidence of accomplishment in each of the three components, teaching, scholarship, and service, should be organized in separate packets, one for each of the three. Any documents

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included as evidence should be complete unless books, book chapters or other bulky materials that will not fit in a packet. Materials of this type should be represented by full citation on a single sheet of paper-one for each example-with a reference to location. The actual examples may be included separately in a box or expanding file. All documents included in the Documentation of Evidence should be presented in the order of relevance to requirements. In other words, the candidate should emphasize his or her most important accomplishments focusing on those that are most recent.

The following format should be followed:

**Teaching:**
- Courses Taught
- Course Syllabi
- Curriculum Development
- Development Activities
- Course Evaluations
- Awards/Recognition
- Other

**Scholarship:**
- Peer Refereed Articles (divided into two areas: national/international and regional/state local)
- Additional Articles/Manuscripts (examples)
- Books (examples)
- Awards/Recognition
- Conference Presentation, Juried: International, National, Regional, State and Local
- Conference Presentations, Invited: International, National, Regional, State and Local
- Grants: Internal and External
- Other

**Service:**
- National/International
- State/Regional
- Community
- University
- College
- Departmental
- Awards/Recognition
- Other
Criteria for Promotion from Assistant Professor to Associate Professor

Experience:

Five years experience in full-time university teaching including three academic years at the rank of assistant professors or related academic experience is required. A minimum of three complete academic years at the rank of assistant professor at TAMU-CC is required for actual promotion. The year in which a candidate is being considered by the Promotion and Tenure Committee counts toward the years of experience. In very special cases where a candidate exhibits extraordinary performance, the candidate may request consideration for early promotion.

Academic Preparation:

The candidate must hold the earned doctorate from an accredited school in the appropriate teaching field.

Knowledge in the Teaching Field:

The candidate must have a broad knowledge of the field; an in-depth knowledge of one or more parts of the field; and the ability, experience, and expertise to teach both graduate and undergraduate courses.

Portfolio of Performance for Promotion from Assistant Professor to Associate Professor Level

Candidates for promotion to the associate Professor level must engage in a variety of teaching, service, and intellectual contribution activities. Candidates are evaluated on a total portfolio of these three endeavors. The College recognizes that not all teaching loads require equal effort because of differences in class size, number of preparations, and type of course preparations. Service efforts also vary depending on level of effort, type of committees, and visibility of effort. The College of Education Promotion and Tenure Committee consider these variances when evaluating individual candidates. The discussion below of teaching, service, and intellectual contributions describes the expectation for performance.

Quality in Teaching:

The candidate must be a teacher of proven effectiveness; must demonstrate a continuing interest in improving as a teacher and a developing knowledge of university level pedagogy; and must show evidence of instructional innovation and/or new course development. Quality in teaching is evaluated by a teaching portfolio consisting of: (1) Teaching assignments by semester, (2) Teaching load, (3) Student evaluation, and (4) summaries of innovations implements in courses. Academic Advisement and Career Counseling is considered a part of the faculty’s total teaching responsibility. The candidate is familiar with degree requirements and other matters related to academic advisement, career development and opportunities, and placement.

Revised 5/17/2006
Service:

Service as a member and in leadership positions on College and University committees is required. Participation and leadership in professional and community service such as consulting activities will also be considered insofar as they serve the mission of the College, the University’s purposes, or the candidate’s academic discipline. Program development activities and College and University-level consulting activities are also recognized as part of a candidate’s record of service.

Scholarship:

Scholarship is accrued in the areas of applied scholarship, instructional development, and basic scholarship. Scholarship is accumulated through a combination of the following: (1) publication in peer reviewed and non-peer reviewed professional, pedagogical, or scholarly journals, (2) conference papers or presentations including those in proceedings, (3) published case studies, (4) instructor manuals, (5) instructional videos and software, (6) books or chapters in books, (7) monographs, (8) funded grants and funded research proposals, and (9) significant contributions to funded grants or research proposals.

Scholarship described in the following paragraphs is requirements to be satisfied to be eligible for promotion to Associate Professor. The intent is to encourage faculty to be productive in developing skills to produce intellectual contributions.

The candidate must demonstrate competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate’s discipline and to the mission of the college. The candidate must demonstrate a record of participation, competence, and productivity in their field. The faculty member’s work must be peer reviewed or otherwise publicly evaluated.

The faculty member must have numerous intellectual contributions. To be eligible for promotion to the Associate Professor level, the candidate must have at least seven intellectual contributions with a minimum of three publications at least one of which is peer reviewed or a nationally recognized non-refereed publication. The candidate must show significant contribution to at least one of these publications through either sole or first authorship.

The Office of the Dean is responsible for maintaining the faculty member’s personnel file and providing access to that file to the College of Education Promotion and Tenure Committee and to the chair of the department. The faculty member has a right to see and comment on all items in the file that are provided to those involved in the promotion review process. The Dean is responsible for independently assessing the promotion candidate’s record of performance and for reviewing the promotion recommendations made by the College of Education Promotion and Tenure Committee.

Revised 5/17/2006
Criteria for Promotion from Associate Professor to Professor

Experience:

Eight years experience in full-time university teaching including five academic years at the rank of associate professor is required. A minimum of three complete academic years at the rank of associate professor at TAMU-CC is requires for actual promotion. The year in which a candidate is being considered by the Promotion and Tenure Committee counts toward the years of experience. In very special case where a candidate exhibits extraordinary performance, the candidate may request consideration for early promotion.

Academic Preparation:

The candidate must hold the earned doctorate from an accredited school appropriate to the teaching area.

Knowledge in the Teaching Field:

Has a broad knowledge of the teaching field and has developed expertise in one or more aspects of the field.

Portfolio of Performance for Promotion from Associate Professor to Full Professor

Candidates for promotion to the professor level must engage in a variety of teaching, service, and intellectual contribution activities. Candidates are evaluated on a total portfolio of these three endeavors. The College recognizes that not all teaching loads require equal effort because of differences in class size, number of preparations, and type of course preparations. Services efforts also vary depending on level of effort, type of committees, and visibility of efforts. The College of Education Promotion and Tenure Committee consider these variances when evaluation individual candidates. The discussion below of teaching, service, and intellectual contributions describes the expectation for performance.

Quality in Teaching:

The candidate has demonstrated maturity and skill in teaching and curricular development; exhibits a proven record of teaching excellence and continued demonstration of interest in improving pedagogical skills; and shows an interest in instructional innovations. Quality in teaching is evaluated by a teaching portfolio consisting of: (1) Teaching assignments by semester, (2) teaching load, (3) Student evaluations, and (4) summaries of innovations implemented in courses. Academic Advisement and Career Counseling is considered a part of the faculty’s total teaching responsibility. The candidate is thoroughly familiar with degree requirements and other matters related to academic advisement, career development and opportunities, and placement.
Service:

The candidate has assumed a position of leadership in the College of Education and the University on committees and special projects. Participation and leadership in professional and community service is considered insofar as they serve the mission of the College, the University’s purposes, or the candidate’s academic discipline.

Scholarship:

The variety of intellectual contributions for promotion to Full Professor is analogous to the categories discussed in requirements for promotion to Associate Professor. Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. Intellectual contributions are accumulated through a combination of the following: (1) publication in peer review and non-peer reviewed professional, pedagogical, or scholarship journals, (2) conference papers or presentations including those in proceedings, (3) published case studies, (4) instructor manuals, (5) instructional videos and software, (6) books or chapters in books, (7) monographs, (8) funded grants and funded research proposals, and (9) significant contributions to funded grants or research proposals.

The intellectual contributions described in the following paragraphs are requirements to be satisfied to be eligible for promotion to Full Professor. The intent is to encourage faculty to be productive in developing skills to produce intellectual contributions.

The candidate has been recognized for achievements in scholarship or creative activities by professional peers for activities related to the candidate’s discipline and the mission of the College. Candidates must demonstrate a pattern of productivity in scholarly activity.

The faculty member must accumulate at least ten intellectual contributions since promotion to Associate Professor. Three of the contributions must be refereed or nationally recognized non-referred publications, which are published in recognized academic, professional, or pedagogical journals. The candidate must show significant contribution to at least two of these publications through either sole or first authorship.

Tenure

Definition of Tenure

Tenure is defined in 12.01.99.C2 of the University Rules Texas A&M University-Corpus Christi.

Consideration for Tenure

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 TAMUCC. Up to three years of service at

Revised 5/17/2006
other institutions may be considered as part of the probationary period if agreed to in writing at the time of the faculty member’s initial tenure track appointment. A minimum of three complete academic years in a tenure track position at TAMUCC is required for the actual granting of tenure. The year in which a candidate is being considered by the Promotion and Tenure Committee counts as one of the required years of experience. Normally a faculty member is considered for tenure during the sixth year of service in a tenure track position at TAMUCC. A faculty member requesting consideration for tenure is notified, by the Dean, as to eligibility at least 30 days prior to the beginning of the evaluation process. The candidate for tenure provides written documentation describing his or her performance and accomplishments. In preparing this documentation, the candidate should consider the criteria for promotion relating to teaching, scholarship and service; they are also the standards used for tenure evaluation.

**Third Year Review**

During the third year of employment, every tenure track faculty member will be reviewed by his or her department. The candidate will compile a portfolio of accomplishments in teaching, scholarship, and service following the College of education guidelines for Documentation for Consideration for Promotion, Third Year Review and/or Tenure provided in the College of Education Handbook. Formative in nature, the review will be conducted by a third year review committee comprised of tenured faculty in the candidate’s department and at least one member of the College of Education’s Promotion and Tenure Committee. The third year review committee will examine a candidate’s portfolio and write a formal report evaluating his or her progress toward tenure. This report will be shared with the candidate with copies provided for the department chair and dean. It will be placed in the candidate’s file for consideration when the candidate submits his or her papers for tenure.

**College Tenure Committee**

Candidates for Tenure are evaluated by the College of Education Promotion and Tenure Committee. The composition of the committee is presented in the College of Education promotion policies.

**Procedure**

The faculty member who is eligible for tenure initiates the tenure process by sending a letter requesting consideration for tenure to the Dean. This letter must be received by the Dean by the end of the Spring semester prior to the academic year in which the faculty member is requesting tenure consideration. The Dean verifies that the faculty member satisfies the University standards for education and experience. The dean of the College will send a single list of eligible tenure candidates to the College Promotion and Tenure Committee with a copy going to the general faculty.

Any faculty member who has initiated the tenure process and believes that his/her name was incorrectly omitted from the Dean’s tenure eligibility list may request that his/her name be
The request must be in writing and must include justification and supporting documentation and be submitted to the College of Education Promotion and Tenure Committee. If the College of Education Promotion and Tenure Committee recommends against consideration of tenure, the faculty member may appeal to the Dean.

The College of Education Promotion and Tenure Committee evaluates the candidates on the basis of quality of teaching with attention given to course development, effective teaching, and instructional innovations; intellectual contributions in the areas of applied scholarship, instructional development, and/or basic scholarship; and university, professional, and community service. Candidates should organize documentation to support their substantiation of these areas.

The College of Education Promotion and Tenure Committee may request the candidate to meet with the committee to discuss specific concerns of the committee. The subject matter for the requested discussion must be given to the candidate at least one week prior to the requested meeting date.

The Office of the Dean is responsible for maintaining the faculty member’s personnel file and providing access to that file to the College of Education Promotion and Tenure Committee and to the Chair of the department. The faculty member has a right to see and comment on all items in the file that are provided to those involved in the tenure review process. The Dean is responsible for independently assessing the tenure candidate’s record of performance and for reviewing the tenure recommendations of the College of Education Promotion and Tenure Committee.

Recommendation to grant or to not grant tenure based upon a majority vote of the Committee, is made in writing by the College of Education Promotion and Tenure Committee and submitted to the Dean of the College of Education. The recommendation must specifically describe how the candidate does or does not satisfy the standards for tenure. In addition, the candidate’s Department Chair will provide to the Dean a separate written recommendation concerning tenure. Following the Dean’s consultation with the candidate, the Dean makes a written recommendation to grant or not grant tenure to the Provost. The candidate is provided with copies of the written recommendations made by the Committee, the Department Chair and the Dean.

**Criteria for Tenure**

Considerations for Tenure are based on the same criteria in the areas of teaching, scholarship, and service that are applicable to the candidate for promotion to the Associate Professor level.

**Documentation**

The format for documenting activities for tenure is identical to the required documentation methodology for promotion to the Associate Professor level.