

# Tenure and Promotion Evaluation

**A&M-Commerce Procedure:** 12.02.99.R0.03

**Approved:** July 27, 2016

**Next Scheduled Review:** July 27, 2021

**A&M-Commerce Procedure:** 12.99.99.R0.13

**Approved:** February 1, 2016

**Next Scheduled Review:** February 1, 2021

**Responsible University Office:**

Office of the Provost and Vice President for Academic Affairs

**Responsible University Administrator:**

Provost and Vice President for Academic Affairs

Categories of performance for tenure-track faculty include teaching/contributions to student learning; research, scholarly, and creative activities (RSCA); and service. See Procedures [12.02.99.R0.03](#) and [12.99.99.R0.13](#) for detailed descriptions of these categories of performance. Although professional conduct conducive to a collegial work environment is not considered a separate criterion for tenure and promotion, nevertheless it is implied within each of the categories of teaching/contributions to student learning, RSCA, and service.

Eligible faculty members are evaluated for tenure and/or promotion during the 6<sup>th</sup> year of the probationary period. In most circumstances, assistant professors at Texas A&M University-Commerce are evaluated for tenure and for promotion to associate professor concurrently, and will not be awarded one without the other.

A faculty member may apply for early promotion and tenure consideration, but he or she must demonstrate significantly higher levels of achievement in teaching/contributions to student learning, RSCA, and service than the minimum standard for tenure. If a faculty member is denied tenure a second time, he or she will not be allowed another opportunity for application.

Individuals whose initial appointment to the Texas A&M University-Commerce faculty is at the rank of associate professor or professor and who are assigned administrative duties at the department head level or higher are eligible for tenure upon appointment, contingent on approval by the A&M System Board of Regents.

For details on tenure and promotion criteria, please see university [Procedure 12.02.99.R0.03](#).

## Tenure and Promotion Evaluation

Faculty are evaluated for tenure and promotion using the categories of performance described above. Candidates for tenure and/or promotion should submit a Tenure and

Promotion Portfolio that includes detailed information on teaching/contributions to student learning, RSCA, and service. Submission of materials must include a cover letter, statement, or 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. The [Faculty Performance Report](#) provides the guidelines for information required in the Portfolio.

The heart of the tenure and promotion process is judgment, by peer review, of the candidate's level of accomplishment and potential relative to disciplinary norms and standards. Accomplishments that are not subject to peer review generally should not be a major consideration in tenure and promotion evaluations.

In evaluating a faculty member considered for tenure, the appropriate faculty committees and academic administrators give adequate consideration to the faculty member's professional performance. Adequate consideration of a tenure case (a) consists of a conscientious review, (b) seeks out and considers all available evidence bearing on the relevant performance of the faculty member, and (c) assumes that the various academic units follow their approved procedural guidelines during the tenure and promotion review process.

#### **Review Process for Tenure and Promotion**

Each faculty member seeking review for tenure and promotion will work with their department head or equivalent to develop a complete Tenure and Promotion Portfolio. The candidate's portfolio will be evaluated at the department, college, and university levels before being considered by the System Board of Regents.

For more details on the process for review of a candidate's portfolio, please see university [Procedure 12.02.99.R0.03](#).

#### **Notification Process for Tenure and Promotion**

A faculty member must be advised of the recommendation for or against tenure and/or promotion at each level of review within five (5) business days of the review. In the event of a negative tenure and/or promotion decision, the faculty member is entitled, upon a written request submitted within five (5) business days of receipt of the negative decision, to a written statement of the reasons that contributed to the decision.

The official decision by the Board of Regents regarding the granting of tenure to and/or the promotion of a faculty member must be conveyed in writing to the faculty member as soon as possible after the Board of Regents has officially acted on the university's tenure and/or promotion recommendation.

#### **Schedule for the Tenure and Promotion Review Process**

Spring semester: The provost holds an open meeting to answer questions regarding tenure

and promotion processes.

April 15: The provost's office notifies academic deans and directors of schools of the names of faculty who are eligible for tenure consideration.

May 1. The academic dean or director of school notifies all faculty candidates for tenure and promotion regarding their need to prepare Tenure and Promotion Portfolios, as appropriate.

September 15. Candidates for promotion and/or tenure must submit their complete Tenure and Promotion Portfolios to their department head or equivalent on or before this deadline.

October 15. The department head or equivalent submits his or her recommendation and the summary of the departmental evaluations to the academic dean or director of school. Within five (5) business days of each submission, the department head or equivalent must also provide a copy of that recommendation to each candidate.

November 15. The academic dean or director of school submits his or her recommendation and the recommendations of the College or School Tenure and Promotion Advisory Committee to the provost. Within five (5) business days of each submission, the academic dean or director of school must also provide a copy of that recommendation to each candidate.

December 15 or before. The University Promotion and Tenure Committee, which is the Deans Council, convenes to consider the credentials 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/or promotion of each candidate.

January 10. On or before this date, the provost forwards his or her recommendations to the president on all final tenure and/or promotion decisions. The provost must also provide each candidate a letter that includes the provost's recommendation for or against tenure and/or promotion.

February 10. The president informs the provost of his or her recommendations to the chancellor.

February 20. On or before this date, the provost informs each candidate of the president's recommendation to the chancellor.

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 Board of Regents renders its final decision for promotion and/or tenure, the president notifies

each candidate of the Board's decision.

The schedule will conform as closely as possible to the above dates. If any of the above 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.

**Withdrawal of Application for Tenure and/or Promotion**

A candidate may withdraw from consideration for tenure and/or promotion after submitting his or her portfolio but before consideration and voting by the tenured faculty members of the corresponding department or school. To withdraw from consideration, a candidate must submit a written and signed declaration of that decision to the provost. The statement becomes part of the faculty member's file in the Office of Academic Affairs.

A faculty member who withdraws his or her application for early consideration for tenure must reapply for tenure no later than the sixth year of his or her probationary period. A faculty member under consideration for tenure who withdraws during the sixth year of his or her probationary period must be provided a letter of non-reappointment that complies with the criteria in A&M-Commerce Rule [12.01.99.R1](#) *Academic Freedom and Responsibility*.