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## Rule Summary

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The quality of a university's teaching/contributions to student learning, research, scholarship, and creative activities (RSCA), and service depends upon the quality and expertise of the faculty. Therefore, it is in the best interest of East Texas A&M University to establish useful guidelines and responsibilities regarding the tenure and promotion process.

This rule implements the requirements of System Regulation *12.01.01, Institutional Rules for Implementing Tenure*, and supplements System Policy *12.01, Academic Freedom, Responsibility and Tenure* for the development of the tenure process and establishes the criteria by which faculty will be evaluated with respect to tenure and promotion decisions.

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## Procedures and Responsibilities

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### 1 TENURE

- 1.1 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 System Policy 12.01 in addition to University Rule 12.01.99.R1.
- 1.2 Tenure is obtained only by the affirmative action of the Board of Regents. All other levels of review serve only as recommendations.
- 1.3 Except when otherwise specified in the original appointment letter or a mutually agreed upon revision thereof, a tenured faculty member is guaranteed nine months of full-time employment or the equivalent annually. (See University Rule 12.01.99.R1)

### 2 ELIGIBILITY FOR TENURE

- 2.1 The granting of tenure must follow procedures specified in System Policy *12.01* and System Regulation *12.01.01*. To be eligible to be considered for tenure, a faculty member must be an employee of the university and hold the academic rank of assistant professor, associate professor, or full professor.
- 2.2 Faculty on tenure-track appointments must be reviewed for tenure by the beginning of the sixth academic year of their tenure probationary period at the university. At the beginning of each academic year, the dean, in consultation with the department heads,

must provide the Provost Office with a written notice of all faculty members in the college who are at the beginning of the fifth year.

- 2.3 Up to two years of credit, three years in exceptional cases, may be granted toward the required probationary tenure period based upon the recommendation of the department head, recommendation of the dean, and approval of the provost and president. The years credited must be based upon an appointment in a tenure-track faculty line at a four-year regionally accredited academic institution. The number of years credited toward tenure must be negotiated and agreed upon at the time of employment and specified in the original appointment letter. Publications, grants, and other creative works from the credited years, which will be considered during the tenure and promotion review at the university, must be specified in the original appointment letter.

Tenured professors at any rank from a four-year, regionally accredited academic institution, including institutions in The Texas A&M University System (A&M System), may be recommended for tenure at the time of appointment, pending Board of Regents approval. Under exceptional circumstances, depending upon their qualifications and experience, tenure-track assistant professors from a four-year, regionally accredited academic institution may be recommended for tenure at the time of their appointment, pending Board of Regents approval.

- 2.4 A faculty member may apply for early tenure and promotion consideration, provided the tenure-track faculty member has successfully completed the fourth-year tenure and promotion review and has a minimum of two consecutive years of employment at the university. Individuals seeking early tenure and promotion consideration must demonstrate significantly higher levels in Teaching/Contributions to Student Learning, RSCA, and Service for tenure, as defined by college guidelines. If a faculty member is denied early tenure, the faculty member will not be allowed another opportunity for application and must be provided with a letter of non-reappointment that complies with the criteria in University Rule *12.01.99.R1*.
- 2.5 Administrative personnel, such as a department head or dean 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 and are at-will appointments. The provost provides the tenure and promotion recommendations to the president in the case of external administrative hires at or above the dean level or equivalent.
- 2.6 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 appointment letter.

### 3 TENURE COMPONENTS

- 3.1 The probationary period for a tenure-track faculty member must not exceed six years of full-time service, beginning with an appointment to the rank of assistant professor or a higher tenure-track eligible rank. The seventh year, including up to two or three years credit towards the probationary tenure period if applicable, will be the first year of the tenure appointment, if tenure is granted, or the year of a terminal appointment if tenure is denied.

- 3.2 Under extenuating circumstances, including but not limited to maternity/paternity leave, or to pursue special opportunities, tenure-track faculty may request a one-year extension of their tenure probationary period. A written request for such extension must be submitted to their department head and dean. A written recommendation by the department head and dean should be submitted within two weeks of the original receipt of the written extension request by the faculty member to be considered for approval by the provost.
- 3.3 An assistant professor at the university will be evaluated concurrently for promotion to associate professor and tenure and will not be awarded one without the other.
- 3.4 Individuals whose initial appointment to the university faculty is at the rank of associate professor or professor are eligible for tenure upon appointment. Eligibility is dependent upon the individual's qualifications and experience. If tenure is not awarded upon appointment, the individual is subject to the criterion in section 2 of this rule.
- 3.5 Tenure reviews must be conducted for all tenure-track faculty during probationary years, culminating in year six with a formal tenure and promotion review. In years one, two, three, and five, tenure review will be conducted by the Department Tenure & Promotion (T&P) Committee (all tenured department faculty, with a faculty chair), with attention to the accumulated progression towards tenure and promotion. A summary letter from the chair of the Department T&P Committee serves as documentation of progress toward tenure and promotion, as reviewed each year. Annual performance reviews by the department head are also an important part of the tenure review process. As part of the annual performance evaluation, the department head will provide their review of progress toward tenure. Section 4, Evaluation of Progress Toward Tenure, of the annual performance evaluation form must be used to document the evaluation by the department head of the faculty member's progress toward tenure. The purpose of the tenure review by both the department head annual review and the Department T&P Committee is to provide a candid evaluation of the individual's achievements so that the individual may benefit by identification of areas for improved performance or by the encouragement to continue satisfactory and/or exemplary performance. The yearly review by both the department head and the Department T&P Committee is designed to provide faculty members with clear expectations of those entities that will ultimately be responsible for tenure recommendations. Should there be a discrepancy between the annual review and the Department T&P Committee, it is the responsibility of the candidate to seek clarification. If it is determined at any time throughout the review that a tenure-track faculty is not showing progress towards meeting institutional expectations for tenure, action is taken to non-renew the appointment of the individual.
- 3.6 The fourth-year pre-tenure review is a formal review designed to familiarize faculty members with the broader aspects of the tenure process, and this review must follow the full tenure review process as closely as possible within the college (with the exclusion of the requirement for external letters). At the beginning of each academic year, the dean, in consultation with the department head, must provide the Provost Office with a written notice of faculty members who are at the beginning of their third year. The fourth-year pre-tenure review requires a candidate to provide all materials specified by their department and college tenure and promotion guidelines, including a full dossier, and must be reviewed with recommendations by the Department T&P Committee, the College T&P Committee, the department head, dean, University T&P Committee, and

provost. Based upon a review of the recommendations, the president must make their decision to either reappoint or non-renew the appointment if it is determined that the tenure-track faculty member is not progressing adequately toward the requirements for tenure.

- 3.7 Submissions and evaluations of the tenure and promotion process are completed through a virtual process operated through the learning and management system of the university and Division of Academic Affairs. Inadvertent user errors should be identified as quickly as possible and should be addressed to do no harm to the candidate.

#### 4 TENURE AND PROMOTION CRITERIA

- 4.1 Guidelines for the granting of tenure and promotion include: (See System Policy 12.06)

- 4.1.1 Teaching effectiveness;
- 4.1.2 Research, creative activities, and other scholarly endeavors;
- 4.1.3 Student advising, counseling, and other student services;
- 4.1.4 Committee and administrative service to university;
- 4.1.5 Service to profession, community, state or nation;
- 4.1.6 Professional growth;
- 4.1.7 Quality of patient care, where applicable; and
- 4.1.8 Patents or commercialization of research, where applicable.

#### 4.2 Categories of Performance

- 4.2.1 Teaching/Contributions to Student Learning: This 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 or program learning outcomes and using the results to enhance student learning; student evaluations; peer-reviewed teaching evaluations; publication of instructional materials; and supervision of graduate students. See also Regulation 12.01.01 § 6 relying on System Policy 12.06.
- 4.2.2 Research, Scholarship, and Creative Activities (RSCA): This includes the 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 must be given to peer-reviewed publications or intellectual contributions in the realm of the Scholarship of Teaching and Student Learning and 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.

- 4.2.3 Service: This includes service to the institution, to students, colleagues, department, the college, and the university, as well as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, and the public at large to the extent that these external service activities further the mission of the university.
- 4.2.4 Professional Conduct: Although professional conduct conducive to a productive work environment is not considered a separate criterion for tenure and promotion, it, nevertheless, is implied within each of the categories of Teaching/Contributions to Student Learning, RSCA, and Service (see System Policy *12.01*) and therefore, will be considered as part of the evaluation process.
- 4.2.5 Each college must have clearly delineated criteria and procedures for the tenure and promotion process, as well as promotion to full professor. Guidelines identifying expectations at the departmental level should be included. College criteria and procedures must be reviewed at least every five years. Criteria should be changed only after careful and thorough joint deliberation by tenured faculty members and administrators in the college and must receive final approval from the dean of the college and the provost.
- 4.2.6 Programs, departments, and colleges may not identify criteria that do not align with the university's criteria.
- 4.2.7 New faculty members must receive the university, college and department guidelines, along with a written statement of any special conditions or expectations related to their employment, at the time of their appointment at the university including criteria for evaluation that apply to their shared activities, and appropriate consideration is given to those activities. Such guidelines must support the adequate evaluation and reward of a faculty member's interdisciplinary responsibilities.

#### 4.3 University Criteria for Promotion

##### 4.3.1 Associate Professor

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

- 4.3.1.1 A level of accomplishment as measured against the contributions of others in the field, as defined by the college or department tenure and promotion guidelines;
- 4.3.1.2 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of the university.

##### 4.3.2 Professor

To achieve the rank of professor, the faculty member must demonstrate the following:

- 4.3.2.1 Continuing accomplishment in teaching/contributions to student learning;
- 4.3.2.2 Continuing accomplishment and some measure of national recognition in research or other form(s) of creative activity;
- 4.3.2.3 In addition to university service, evidence of valuable professional service at the regional or national level;
- 4.3.2.4 Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of the university.
- 4.3.2.5 A minimum of five years at the rank of associate professor before applying.

## 5 TENURE AND PROMOTION EVALUATION

- 5.1 Categories of Performance (See section 4.1). Faculty should submit detailed information on Teaching/Contribution to Student Learning, RSCA, and Service.
- 5.2 Submission of materials for tenure and promotion evaluation through the identified virtual process (see section 3.6) must include a statement including the candidate's 1) teaching philosophy and summary of contributions to student learning, 2) RSCA agenda and summary of RSCA accomplishments, and 3) philosophy of service in support of 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 not subject to peer review should generally not be a major consideration in tenure and promotion evaluations.
- 5.4 In evaluating a faculty member being considered for tenure and promotion, faculty committees and academic administrators must give adequate consideration to the faculty member's professional performance. Adequate consideration of a tenure and promotion case entails a conscientious review, considers all available evidence bearing on the relevant performance of the faculty member, and requires that the various academic units follow their approved procedural guidelines during the tenure and promotion review process (See section 4.3). Such consideration should be based upon adequate deliberation over the evidence in light of relevant written standards. 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

### 6.1 Departmental Tenure and Promotion Process

- 6.1.1 The faculty member considered for tenure and promotion will work with the department head to develop a complete dossier. No additions, deletions or

corrections may be made to a faculty member's Tenure and Promotion dossier by the faculty member under review after the identified date set by the college.

- 6.1.2 Prior to the dossier submission, a list of five to six qualified external reviewers for the tenure and promotion dossier should be generated, with the expectation that a minimum of three will agree to provide letters. The majority of those selected should be from peer institutions or departmental peers. External reviewers should be individuals in the faculty member's field of research or scholarship, with half of the list being identified by the department T&P Committee and the other half identified by the candidate. External reviewers must be individuals who do not have a personal relationship with the candidate (e.g., spouse or relative, dissertation advisor, etc.) and are not employed by the university. External reviewers should not have collaborated with the faculty member more recently than five years previous.
- 6.1.3 The department head will solicit external reviews from the list generated. After receiving confirmation of willingness to serve, the reviewers are provided with the faculty member's curriculum vitae, Faculty Performance Report, examples of scholarship and the college and department guidelines for tenure and promotion. It must be clear in the instructions provided that external reviewers are expected to make their recommendation based on the guidelines provided by the college and department. Completed external reviewer letters will be addressed to the department head, who will add the letters to the faculty member's dossier as they are received, in line with identified deadlines. A minimum of three letters from qualified external reviewers must be included as a part of the dossier. It is the responsibility of the department head to ensure the minimum number of external letters are included in the dossier prior to the final deadline.
- 6.1.4 The candidate should not have any contact with external reviewers throughout the tenure and promotion process.
- 6.1.5 The dossier must be presented to the department head by the prescribed college deadline, and the department head must make the dossier available for review by all tenured departmental faculty who serve on the Department T&P Committee and evaluate the candidate's academic accomplishments.
- 6.1.6 Each department must have a Department T&P Committee, which includes all department-tenured faculty. Each spring, the committee should select a member to serve as the chair for the upcoming year's review of promotion and tenure candidates.
- 6.1.7 Tenured faculty members with administrative appointments of less than .5 FTE may serve only on the Department T&P Committee. These tenured faculty members, however, will not have more than one vote during the tenure and promotion process.
- 6.1.8 The department head will not participate in or be part of the Department T&P Committee. The faculty chair must convene the committee and carefully review the committee's charge and procedures with its members.

- 6.1.9 The chair of the Department T&P Committee must provide each tenured faculty member in the department with a tenure and promotion ballot for each faculty member being considered for tenure and promotion. Committee members must carefully review the professional performance of each candidate according to the criteria defined in sections 4.1, 4.2, and 4.3 and their impact in support of the fulfillment of the mission of the university. After discussion, each committee member must independently rate the performance of each candidate in these categories. Completed ballots should contain cited evidence from the submitted materials, in line with department, college, and university T&P policy and procedure to support a Yes/No vote for all areas of evaluation.
- 6.1.10 If the department has less than three tenured faculty members, the department head must designate additional tenured faculty from other departments whose academic specialization closely aligns with that of the candidate for tenure. A minimum of three tenured faculty members must make up the Department T&P Committee.
- 6.1.11 In cases where the department head is the candidate in the tenure and promotion process, the dean, or a designated individual by the dean, will fulfill all the responsibilities of the department head role. A proxy department head is not required. The recommendation letter from the dean must note the reason for this approach.
- 6.1.12 A vote on tenure and promotion completes the voting process. To protect the integrity of the process, votes must be anonymous and must be either a Yes or No vote. A vote to abstain is not an option. Members with a conflict of interest (e.g., a relative of the candidate, a graduate or post-doc advisor, or a member of the College T&P Committee) must recuse themselves in writing to the chair of the Department T&P Committee. Recusal should not be used for a committee member who does not wish to participate. Absent should only be used for a member with a justified absence (limited only to professional travel, illness, faculty development leave) and approved in writing by the department head. Absent should not be used for a committee member who does not wish to participate or review the dossier. Proxy votes are not allowed. All written votes and comments will be collected by the chair of the Department T&P Committee.
- 6.1.12.1 An affirmative vote of a majority of the committee members present for a vote is identified when there are more Yes votes than the total of No votes. Absent and Recused are not included in the tally.
- 6.1.12.2 The Chair of the Department T&P Committee must write a report to the department head that summarizes the committee's discussion, written ballot comments, and evaluation of the candidate for each category in the Tenure and Promotion dossier along with the identified table:

Yes	No	Absent/Recused	Total Eligible
XX	XX	XX	XX



- 6.1.12.3 The complete summary report, including the table, is submitted to the department head along with the anonymous ballots.
- 6.1.13 This summary report must also be included in the candidate's tenure and promotion dossier regardless of positive or negative recommendation. A copy of the department T&P Committee's summary report is to be provided to the candidate.
- 6.1.14 Following an independent review of the dossier for each department candidate, the department head must provide a letter of recommendation, addressed to the dean, for each candidate to be reviewed by the College T&P Committee. The letter of recommendation for each candidate must summarize the evaluations of Teaching/Contributions to Student Learning, RSCA, and service provided by the Department T&P Committee and must contain the department head's independent evaluation of the candidate's professional performance by the criteria defined in sections 4.1, 4.2, and 4.3. The letter must also include the cumulative number of Yes and No votes of the department committee in the table above, along with a statement on the candidate's impact in support of the fulfillment of the mission of the university
- 6.1.14.1 The department head or equivalent must include this letter of recommendation in the candidate's Tenure and Promotion dossier regardless of positive or negative recommendation. A copy of the department head's letter of recommendation is to be provided to the candidate.
- 6.1.14.2 The department head must submit the tenure and promotion dossier, which includes the Department's T&P Committee member's ballots and external recommendation letters, of each applicant for tenure and promotion to the dean, regardless of the positive or negative recommendation. The full dossier, including the external recommendation letters and the ballots from the Department T&P Committee, must be available for review by all subsequent levels of review.
- 6.1.15 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 tenure and promotion procedures of the relevant departments. If the departments are in the same college, the ad loc department is responsible for forwarding the appropriate documents to the dean's office. If different colleges are involved, each department is responsible for forwarding the appropriate documents to its dean.

## 6.2 College Tenure and Promotion Process

- 6.2.1 Each college will have a T&P Committee to review all requests for tenure and promotion, as well as fourth-year reviews.

- 6.2.2 The dean of the respective college will conduct an annual election of College T&P Committee members. Members will be elected by a vote of tenured and tenure-track faculty in each college for a limited term of no more than three years. Only full-time tenured faculty are eligible to serve. department heads, assistant or associate deans, and the dean are not eligible to serve. The college T&P committee must have a minimum of one committee member per department. Additional members may be included, as specified in the college T&P guidelines. In addition, each college will elect alternates as needed to replace members who must resign from the committee during the year. No faculty member being considered for promotion in rank will be eligible to serve on the College T&P Committee for that year.
- 6.2.3 Election results will be available prior to September 30th. 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 an elected replacement. After the election, results are shared with the college.
- 6.2.4 A member of the College T&P Committee must not serve consecutive three-year terms unless the department does not have any other eligible faculty.
- 6.2.5 The dean must convene the first meeting of the College T&P Committee, supervise the election of a chair from the membership, and carefully review the committee's charge and procedures with its members. After reviewing the committee's charge, the dean must leave the meeting and will not participate in the deliberations of the committee unless asked to provide specific information to the committee.
- 6.2.6 The College T&P Committee must review the tenure and promotion dossiers of each candidate. After a thorough discussion of the strengths and weaknesses of each candidate and his or her impact on the fulfillment of the mission of the university, each member of the College T&P Committee must vote on the eligibility of each candidate and the committee chair must record the results of the vote.
- 6.2.7 The review of candidates' professional performance must be based on the approved departmental criteria as defined in sections 4.1, 4.2, and 4.3.
- 6.2.8 The chair of the College T&P Committee must provide each faculty member on the committee with a ballot for each faculty member being considered for promotion and/or tenure. Committee members must discuss the accomplishments of each candidate, and after discussion, each committee member must independently rate the performance of each candidate in each category. The annual review of faculty performance must be considered when rating the contributions of each candidate for tenure and promotion.
- 6.2.9 A vote on tenure and promotion completes the voting process. To protect the integrity of the process, votes must be anonymous and must be either a Yes or No vote. A vote to abstain is not an option. Members with a conflict of interest (e.g., a relative of the candidate, a graduate or post-doc advisor) must recuse themselves in writing to the dean. Committee members on the college T&P Committees

should cast their vote at the college level, recusing themselves at the department committee level. Recusal should not be used for a committee member who does not wish to participate at the college level. The exception occurs when a department only has one tenured faculty member. In this case, the faculty member must cast their vote at the department level and recuse at the college level. Absent should only be used for a member with a justified absence (limited only to professional travel, illness, faculty development leave) in writing to the dean. Absent should not be used for a committee member who does not wish to participate or review the dossier. Proxy votes are not allowed. All written votes and comments will be collected by the chair of the college T&P Committee.

6.2.9.1 An affirmative vote of a majority of the committee members present for a vote is identified when there are more Yes votes than the total of No votes. Absent and Recused are not included in the tally.

6.2.9.2 The Chair of the College T&P Committee must write a report to the dean that summarizes the committee's discussion, written ballot comments, and evaluation of the candidate for each category in the Tenure and Promotion dossier, along with the identified table:

Yes	No	Absent/Recused	Total Eligible Votes
XX	XX	XX	XX

6.2.9.3 The completed summary report, including the table above, is submitted to the dean along with the anonymous ballots.

6.2.10 This summary report must also be included in the candidate's tenure and promotion dossier regardless of positive or negative recommendation. A copy of the College T&P Committee's summary report is to be provided to the candidate.

6.2.11 The College T&P Committee chair tabulates the votes for each candidate and uses the results of the vote to make a recommendation to the dean. The committee chair must present the recommendation of the committee to the dean, summarizing the rationale for the committee's recommendation and including the cumulative number of committee votes in table form. The dean may call the committee together to obtain more information about the committee's perceptions of one or more of the candidates.

6.2.12 The dean must independently review each dossier and make a recommendation of Yes or No. This written letter must include the dean's recommendation for or against tenure and promotion and must fully explain the rationale for the recommendation. This letter must be placed in the candidate's tenure and promotion dossier. A copy of this letter must be sent to the candidate and department head.

6.2.13 The dean will present their recommendation, the college's recommendation, and the department's recommendation to the provost for review by the University Tenure and Promotion Committee.

### 6.3 University Tenure and Promotion Process

- 6.3.1 The University Tenure and Promotion Committee is comprised of the members of deans council, with the provost serving as the chair of the committee.
- 6.3.2 The Provost's Office must make available sections of the faculty Tenure and Promotion dossiers to all members of the University Tenure and Promotion Committee.
- 6.3.3 The provost calls the meeting of the University Tenure and Promotion Committee and reviews the committee's charges and procedures.
- 6.3.4 The University Tenure and Promotion Committee reviews the provided sections of tenure and promotion dossiers and discusses the credentials and eligibility of each candidate. The committee must carefully consider the professional accomplishments of each candidate according to the criteria defined in sections 4.1, 4.2, and 4.3, which are approved and published by the department and college. Every committee member provides an individual written recommendation to the provost for each candidate; there is no formal voting process at the University Tenure and Promotion Committee level. A dean who submitted a recommendation letter during the review process should be recused from making a recommendation for any faculty member from their college.

### 6.4 Senior Administrative Tenure and Promotion Process

- 6.4.1 The provost must review the tenure and promotion dossiers, consider the recommendations from department, college and university levels, and render an individual recommendation for each candidate for tenure and promotion.
- 6.4.2 In addition to a thorough review of each candidate's academic credentials and impact in support of the fulfillment of the mission of the university, the provost must carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each tenure and promotion decision. In making the recommendation to the president, the provost may recommend against promotion and tenure based on future academic needs and/or availability of resources. If tenure is not recommended due to financial exigency, an appropriate committee be identified and formed to review it (See System Policy *12.01* and Regulation *12.01.01*).
- 6.4.3 The provost must provide each candidate with a letter that includes the provost's recommendation for or against tenure and promotion. This letter must be placed in the candidate's dossier, and a copy must be sent to the dean and department head.
- 6.4.4 The provost must forward all dossiers, including the provost's recommendation letter for or against tenure and promotion, to the president.
- 6.4.5 The president reviews all dossiers and submits recommendations to the A&M System chancellor. The president must inform the provost of their recommendations to the chancellor.

6.4.6 Within 10 business days of receipt of the president's recommendations to the chancellor, the provost must notify each candidate regarding the recommendation made to the chancellor.

6.4.7 The chancellor and the Board of Regents make the final determinations concerning tenure and promotion.

## 6.5 Notification Process for Tenure and Promotion to the Rank of Associate Professor

6.5.1 A faculty member must receive a copy of the recommendation letter for or against tenure and promotion at each level of review within five business days of each recommendation.

6.5.2 The official decision by the Board of Regents regarding the granting of tenure to and 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 promotion recommendation.

## 7 REVIEW PROCESS FOR PROMOTION TO THE RANK OF PROFESSOR

### 7.1 Departmental and College Promotion Process

7.1.1 The faculty member considered for promotion will work with the department head to develop a complete dossier. No additions, deletions or corrections may be made to a faculty member's promotion dossier by the faculty member under review after the official copy of the dossier has been submitted to the department head.

7.1.2 Prior to the dossier submission, a list of five to six qualified external reviewers for the tenure and promotion dossier should be generated, with the expectation that a minimum of three will agree to provide letters. The majority of those selected should be from peer institutions or departmental peers. External reviewers should be individuals in the faculty member's field of research or scholarship, with half of the list being identified by the department head and the other half identified by the candidate. External reviewers must be individuals who do not have a personal relationship with the candidate (e.g., spouse or relative, dissertation advisor, etc.) and are not employed by the university. External reviewers should not have collaborated with the faculty member more recently than five years previous.

7.1.3 The department head will solicit external reviews from the list generated. After receiving confirmation of willingness to serve, the reviewers are provided with the faculty member's curriculum vitae, Faculty Performance Report, examples of scholarship, and the college and department guidelines for promotion. It must be clear in the instructions provided that external reviewers are expected to make their recommendation based on the guidelines provided by the college and department. Completed external reviewer letters will be addressed to the department head, who will add the letters to the faculty member's dossier as they are received, in line with identified deadlines. A minimum of three letters from

qualified external reviewers must be included as a part of the dossier. It is the responsibility of the department head to ensure the minimum number of external letters are included in the dossier prior to the final deadline established by the college.

- 7.1.4 The candidate should not have any contact with external reviewers throughout the promotion review process.
- 7.1.5 The department head will invite input from all full professors from the faculty member's department in the form of a written evaluation. All full professors from the faculty member's department may complete a written evaluation citing evidence from the dossier. The department head will include all written evaluations received from the department's full professors in the dossier.
- 7.1.6 A College-level Ad-Hoc Full Professor Committee must be formed consisting of a minimum of three full-time tenured faculty at the level of professor, one of whom must be appointed by the dean, one by the department head, and one by the faculty member submitting the dossier. The committee may include faculty from one's own department or from other departments.
- 7.1.7 The College-level Ad-Hoc Full Professor Committee must review the candidate's tenure and promotion dossier. The review of candidates' professional performance must be based on the approved departmental criteria as defined in sections 4.1, 4.2, and 4.3. After a thorough discussion of the strengths and weaknesses of the candidate and their impact on the fulfillment of the mission of the university, each member of the College Ad-Hoc Full Professor Committee must vote on the eligibility of the candidate, and the committee chair must record the results of the vote. A vote on promotion completes the voting process. Votes must be anonymous and must be either a Yes or No vote. Abstaining votes are not allowed. Members with a conflict of interest (e.g., a relative of the candidate, a graduate or post-doc advisor) must recuse themselves in writing to the dean. Recusal should not be used for a committee member who does not wish to participate. Absent should be used for a member with a justified absence (limited only to professional travel, illness, faculty development leave) and approved in writing by the dean. Absent should not be used for a committee member who does not wish to participate or review the dossier. Proxy votes are not allowed. All votes across should be added to make up the total eligible. The vote of the committee must be included in the summary, as formatted in the table (see 6.1.12.2). The College Ad-Hoc Full Professor Committee must specifically outline its findings in writing and provide a copy to the dean. The dean will forward the committee's recommendations to the department head. The letter must be placed in the candidate's promotion dossier. A copy of this letter must be sent to the candidate.
- 7.1.8 The dean will conduct a review of the promotion dossier and provide a written decision regarding promotion. This letter must be placed in the candidate's promotion dossier, and a copy must be sent to the department head and the candidate. The dossier is then submitted to the provost for the University Tenure and Promotion Committee.

## 7.2 University Promotion Process

- 7.2.1 The University Tenure and Promotion Committee is comprised of the members of the deans council. The provost serves as the chair of the committee.
- 7.2.2 The Provost's Office must make available sections of the faculty promotion dossiers to all members of the University Tenure and Promotion Committee.
- 7.2.3 The provost calls the meeting of the University Tenure and Promotion Committee and reviews the committee's charges and procedures.
- 7.2.4 The University Tenure and Promotion Committee reviews the provided sections of the dossiers and discusses the credentials and eligibility of each candidate. The committee must carefully consider the professional accomplishments of each candidate according to the criteria defined in sections 4.1, 4.2, and 4.3, which are approved and published by the department. The committee provides individual recommendations to the provost. A dean who submitted a recommendation letter during the review process should be recused from making a recommendation for any faculty member from their college.

## 7.3 Senior Administrative Promotion Process

- 7.3.1 The provost must review the promotion dossiers, consider the recommendations from the department, college and university levels, and render an individual recommendation for each candidate for promotion.
- 7.3.2 In addition to a thorough review of each candidate's academic credentials and impact in support of the fulfillment of the mission of the university, the provost must carefully review future academic needs and the availability of financial resources as a part of the evaluation process regarding each promotion decision. In making the recommendation to the president, the provost may recommend against promotion based on future academic needs and/or availability of resources. If promotion denial is given due to financial exigency, a committee must be formed to review (See System Policy 12.01).
- 7.3.3 The provost must provide each candidate a letter including the provost's recommendation for or against promotion. This letter must be placed in the candidate's dossier, and a copy must be sent to the dean and department head.
- 7.3.4 The provost must forward all promotion dossiers, including the provost's recommendation letter for or against promotion, to the president. All ballots will be retained in the Provost's Office, following the standard retention policy and procedures.
- 7.3.5 The president reviews all dossiers and makes the final determinations concerning promotion. The president informs the provost of their decisions.
- 7.3.6 Within 10 business days of receipt of the president's decisions, the provost must notify each candidate regarding the outcome.

## 8 SCHEDULE FOR TENURE AND PROMOTION REVIEW PROCESS

- 8.1 At the beginning of each Spring Semester, the Provost's Office must provide a schedule of identified dates for the next Tenure and Promotion review process. All will conform as closely as possible to the identified dates.
- 8.2 Notice of non-reappointment, or of intention not to reappoint a non-tenured tenure track faculty member, should be given in writing in accordance with the following standards:
  - 8.2.1 Not later than March 1st of the first academic year of probationary service if the appointment expires at the end of that year or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
  - 8.2.2 Not later than December 15th of the second year of probationary service if the appointment expires at the end of that year or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; and
  - 8.2.3 At least 12 months before the expiration of a probationary appointment after two or more years with the university. (see System Policy 12.01 Sec 4.2)

## 9 WITHDRAWAL OF APPLICATION FOR TENURE AND PROMOTION OR PROMOTION TO PROFESSOR

- 9.1 Candidates for tenure and promotion may withdraw from consideration after submitting their dossier but before the Department T&P Committee meets to vote. To withdraw from consideration for tenure and promotion, 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.
- 9.2 Candidates under consideration for tenure and promotion during the sixth year (or seventh year if extension was previously granted, Sec 3.2) of their probationary period who withdraw must be provided with a letter of non-reappointment that complies with the criteria in University Rule *12.01.99.R1*.
- 9.3 Candidates under consideration for promotion to full professor may withdraw their dossier prior to the College-level Ad-Hoc Full Professor Committee vote.

## 10 APPEAL PROCESS FOR TENURE AND PROMOTION OR PROMOTION TO PROFESSOR

- 10.1 Any candidate for tenure and promotion may appeal a negative recommendation at the level of the dean by submitting a letter of appeal to the dean.
- 10.2 Any candidate for tenure and promotion may appeal a negative recommendation at the level of the provost by submitting a letter of appeal to the provost.



- 10.3 The letter of appeal must describe the basis for the appeal and must be submitted within five business days of the date on the notice of a negative recommendation. There are five business days to respond to the candidate. All documentation is added to the dossier.
- 10.4 There are no avenues for appeal other than at the dean and provost level.
- 10.5 There is no appeal of a decision by the Board of Regents.
- 10.6 No provisions of this rule preclude a faculty member from filing a complaint of discrimination under System Regulation *08.01.01, Civil Rights Compliance*.
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## **Related Statutes, Policies, or Requirements**

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System Regulation [\*08.01.01, Civil Rights Compliance\*](#)

System Policy [\*12.01, Academic Freedom, Responsibility and Tenure\*](#)

System Regulation [\*12.01.01, Institutional Rules for Implementing Tenure\*](#)

System Policy [\*12.06, Post-Tenure Review of Faculty and Teaching Effectiveness\*](#)

University Procedure [\*12.01.99.R1 Academic Freedom and Responsibility\*](#)

University Procedure [\*12.06.99.R0.02 Post-Tenure Review for Faculty\*](#)

University Procedure [\*12.99.99.R0.13 Annual Evaluation of Faculty\*](#)

University Procedure [\*32.01.01.R0.01 Grievance and Appeal Process for Faculty Members\*](#)

Suspends University Procedure *12.02.99.R0.03 Implementing Faculty Tenure and Promotion*

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## **Revision History**

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None

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## **Contact Office**

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Academic Affairs and Provost  
903.886.5410