

**Texas A&M-Commerce  
College of Humanities, Social Sciences & Arts  
Expectations for Tenure and Promotion  
Revised 12/15/2022**

Faculty members serving in a probationary status on the tenure track are expected to be competent teachers, active in research, scholarship, and/or creative activities (RSCA), and engage in service during their probationary period and throughout their careers. The definition of the amount of activity required for tenure and promotion will be defined by individual departments or programs. The following document clarifies expectations in each of these areas.

During review of all tenure portfolios, decisions reached by members of the college Tenure and Review Committee shall be governed by department expectations; department requirements for tenure and promotion must be annually updated and must be aligned with college expectations.

Candidates shall complete the Tenure/Promotion/Evaluation Report as the narrative portion of tenure and promotion portfolios.

**Expectations for Tenure**

**Teaching**

Since a major percentage of the workload for probationary faculty members in the college is in teaching, the candidate must demonstrate proficiency in this area with no reservations from reviewers. Evidence of successful teaching may be demonstrated through items in the following (regardless of delivery method – F2F, online, blended):

1. Organization—Well developed course syllabi with clearly articulated course goals; course delivery applying appropriate modes of instruction for course type; pacing that allows for student engagement and understanding of the material; definition of skills, attitudes, and knowledge that will result from completion of the course
2. Assessment—Frequent and timely feedback of student work based on articulated course goals; use of grading rubrics where appropriate
3. Rigor—Activities are level appropriate for skill and knowledge development; consistent with departmental expectations
4. Presentation—Effective and clear communication in both oral and written form
5. Current—Demonstration of continual course development; use of appropriate technologies in promoting the learning environment
6. Mentoring—Supervision of theses/dissertation and other student projects
7. Learning—Attendance of a workshop or conference focused on teaching or pedagogy
8. Compliance—Compliance with System, University and College regulations governing teaching

Artifacts that should be presented to demonstrate teaching effectiveness may include:

1. Course syllabi and materials (may include assessment of student work and grading rubrics)
2. Artifacts of student work (especially those papers that result in presentation at professional meetings or are published)
3. Peer visitation reviews
4. Student feedback
  - a. Solicited—course evaluations (both numeric summaries and written comments)
  - b. Unsolicited—student letters, emails, notes

5. Information about theses/dissertations supervised
6. Charts of courses taught by term with enrollment figures for each course
7. Participation in teaching workshops and conferences
8. Development of existing/new courses and existing/new curricula
9. Other supporting evidence

### **Research, Scholarship, and/ or Creative Activities**

Candidates for tenure should demonstrate sustained activity throughout their probationary period. These activities shall demonstrate your engagement to expanding the scholarship or creative work of your field or discipline through dissemination in appropriate outlets. In some disciplines there will be an expectation for development of grant proposals for external funding.

The following lists shall serve as guidelines for development of disciplinary elaborations. Departments or programs that value other work will elaborate the value of that work in relation to these lists. Invited work is considered equivalent to peer-reviewed and extends to conference presentations and performances.

1. Peer-reviewed scholarly publications (journal articles, monographs and book chapters) will be the standard for many disciplines
2. Performance, exhibitions, installations, and workshops that meet criteria determined by department
3. Peer-reviewed conference presentations at international, national, regional and local conferences
4. Editorships of scholarly journals/publications or curating exhibitions
5. Other work

Evidence that should be presented for documenting this area includes, at a minimum, the following;

1. For all published material, the page of the work showing attribution and the first page of the text
2. For presentational conferences, the conferences program showing attribution and the first page of text/presentation

Departments and programs may ask for additional documentation.

Each entry listed should make a substantially unique contribution to knowledge.

Faculty members in all disciplines are encouraged and expected to submit RSCA work products to superior-quality venues. Quality will be assessed by departments' tenured faculty members based on explanations provided by the candidate. In all cases the minimum requirement must be met.

When a candidate for tenure and promotion does not meet criteria for superior quality venues, an increase in productivity may be accepted in lieu of top tier venues. The department's tenured faculty members and department head are responsible for determining the extent to which quantity substitutes for quality of RSCA.

In the case of interdisciplinary work, or work in a new sub-discipline, or work in a specialized sub-discipline, sometimes scholarship appears in a superior quality venue that does not conform to standard qualitative criteria. It is incumbent on the faculty member to explain and defend in writing the classification of the venue as high-ranking. Candidates are encouraged to use appropriate metrics in addition to qualitative arguments based on the standing of members of editorial boards and other authors published in the journal or by the press.

In addition, the department head will seek at least three letters from respected peers in the candidate's area from other campuses or organizations that can attest to the candidate's professional standing in RSCA. The process for requesting these letters is outlined in Appendix A.

### **Service**

Candidates are expected to engage in campus service primarily at the department level. For tenure, some participation at the college/university level or in professional academic organizations is encouraged but not obligatory.

Evidence that should be presented for documenting this area includes:

1. List of committee assignments and short narrative about the work of each committee
2. List of offices held in professional organizations; conferences or panels organized, with printed programs of conferences, or agendas of meeting if available
3. Administrative assignments for department or college
4. Other evidence

### **Promotion to Associate Professor**

In addition to the above comments, in the area of RSCA, the expectation is for the candidate to demonstrate substantial contributions to scholarship in the field or discipline for promotion to associate professor. The definition of a substantial amount of activity required for promotion to associate professor will be defined by individual departments or programs.

### **Early Tenure and Promotion to Associate Professor**

Per Section 2.4 of University Procedure 12.02.99.R0.03, "Implementing Faculty Tenure and Promotion," a faculty member is permitted to apply for early tenure and promotion after successful completion of the Third Year Review process.

During the semester prior to early application for tenure and promotion, the candidate shall meet with the department head. The meeting will assess the extent to which the candidate, per section 2.4 of University Procedure 12.02.99.R0.03, satisfies department, college and university expectations for tenure and promotion. The candidate may apply for early tenure and promotion once the department head's approval to apply has been secured.

The candidate intending to apply for early tenure and promotion should consult the dean prior to submitting the application.

Per Section 2.4 of University Procedure 12.02.99.R0.03, a faculty member may apply for tenure and promotion to associate professor once during their probationary appointment at A&M–Commerce. If the candidate applies early and is denied tenure and promotion, the candidate is not permitted another opportunity to apply for tenure and promotion.

### **Credit for Prior Accomplishments**

Per Section 4.1 of System Policy 12.01, “Academic Freedom, Responsibility and Tenure,” credit for prior service “must be agreed upon in writing at the time of employment.” Per Section 2.3 of University Procedure 12.02.99.R0.03, the candidate with credit for prior accomplishments may apply for early tenure and promotion only if (1) the candidate has completed the Third Year Review *and* (2) the candidate has completed two consecutive years of employment at A&M–Commerce.

Within the Tenure/Promotion/Evaluation Report, the candidate shall clearly indicate the accomplishments which account for credit for prior service.

## **Promotion to Professor**

### **Teaching**

For promotion to professor, the candidate shall demonstrate continuous activity and currency in development of courses, course activities, and pedagogical skills. These can be demonstrated in the same manner as stated above in expectations for tenure.

### **Research, Scholarship, and/or Creative Activities**

Candidates for promotion to professor shall demonstrate outstanding accomplishments in Research, Scholarship, and/or Creative Activities. Some departments or disciplines will expect significant funded grants in this area. The definition of outstanding accomplishments required for promotion to professor will be defined by the individual department or programs, but will be based on elaboration of the following list. Invited work is considered equivalent to peer-reviewed.

1. Peer-reviewed scholarly publications (journal articles, monographs, and book chapters) will be the standard for many disciplines
2. Performance, exhibitions, installations, and workshops that meet criteria determined by department
3. Peer-reviewed conference presentations at national/international conferences
4. Peer-reviewed conference presentations at regional conference
5. Editorships of scholarly journals/publication or curating exhibitions
6. Other work

Each entry listed should make a substantially unique contribution to knowledge.

In addition, the department head will seek at least three letters from respected peers in the candidate’s area from other campuses or organizations that can attest to the candidate’s professional standing in RSCA. The process for requesting these letters is outlined in Appendix A.

### **Service**

For promotion to professor, the expectations are for significant service to the department in the form of student advising, chairs of committees, leadership in recruitment efforts, and leadership in program planning and direction. Additionally, significant service to the university and/or profession is required. Examples of university service include participation in university committees, Faculty Senate, task forces, and other appropriate campus activities. Examples of service to the profession include leadership roles in professional academic organizations, reviewer or referee for academic publications, hosting and/or adjudicating regional and national conferences, and editorships of academic publications, among others.

### **Early Promotion to Full Professor**

Per Section 4.3.3.5 of University Procedure 12.02.99.R0.03, an associate professor may apply for promotion to full professor only after completion of three years' appointment at the rank of associate professor.

### **Appendix A:**

Candidates must supply to their Department Head in the semester prior to the one in which they apply for tenure and/or promotion, and at least three months before the deadline for submission of recommendations to the Dean, a list of at least five scholars who may be contacted to provide reference letters concerning the candidate's scholarship, comparing the candidate to other scholars or artists in the field. If the candidate doesn't turn in the list, the portfolio is incomplete and will not move forward in the T&P process.

These scholars generally should be tenured at an accredited university and otherwise not subject to a conflict of interest including having been a student or advisor of the candidate. Participation of the candidate and the proposed scholars in panels or workshops at conference does not preclude impartial evaluation. Refer to Department tenure and promotion guidelines for specifics.

The Department Head will provide the scholars a copy of the Department's T&P guidelines, a current vita, and a reasonable sample of publications. The Department Head will request at least three letters of evaluation from scholars on the list, specifying that they should assess the candidate's RSCA relative to A&M Commerce's academic standing. If the scholar requests anonymity, their name and affiliation will be redacted. The Department Head, at their discretion, may request letters from scholars outside the list provided by the faculty member. The scholars should be asked to briefly describe their connection to the candidate, if any, in the opening paragraph of their letter. If the required number of letters are not received by the deadline, the tenure and/or promotion process shall proceed, but the Department Head will note in his/her letter the circumstances that caused the absence of the letters.

Under no circumstance may letters solicited directly by the candidate replace the external letters.

The external letters of evaluation will be included in the portfolio, immediately behind the Department Head's letter.