

Tenure and Promotion Guidelines

Department of Teaching, Learning and Culture College of Education Texas A&M University

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INTRODUCTION

The University, the College and the Department of Teaching, Learning and Culture have as their goals the achievement of excellence and national prominence through the teaching, research, and service conducted by members of the faculty. Attainment of these goals requires the development and retention of faculty capable of contribution to these goals. It is the purpose of this document, therefore, to set forth the guidelines for promotion and tenure in the Department of Teaching, Learning and Culture.

The departmental policies in regard to promotion and tenure must be subservient to and congruent with the existing Texas A&M University and Texas A&M System policies and procedures related to promotion and tenure. Any questions not addressed by departmental procedures will be deferred to College and University policies.

ROLE DESCRIPTIONS AND PROMOTION QUALIFICATIONS

Assistant Professor

The role of assistant professor in the Department of Teaching, Learning and Culture is characterized by the expectation that individuals at this rank will place a priority on developing competence in instruction as well as establishing a pattern of research and publication in refereed journals, presentations to professional societies appropriate to their area of emphasis and engaged in seeking extramural funds to support their research. While important, service contributions to the Department, College, professional societies, and public schools receive less emphasis as instructional and inquiry competencies become well developed. Although emphasis will be given to the dimensions of instruction and research, it is expected that the individual will exhibit at least professional performance in the service dimension.

Promotion to the rank of associate professor will be based on a cumulative assessment of achievement in teaching, research and service as judged by departmental peers and supported by external scholars representing the person's area of emphasis. Further, promotion will be contingent upon the perceived readiness of the individual to

assume the role of associate professor. Consideration will be made of any special role responsibilities assumed by the faculty member with the concurrence of the department head during the review process.

Associate Professor

The role of the associate professor in the Department of Teaching, Learning and Culture is characterized by continued emphasis on competent and effective instruction as well as the continued development of sustained pattern of inquiry and publication in refereed journals and other scholarly products. Persons holding the rank of associate professor will make demonstrable contributions to their field of study. In addition, associate professors as compared to assistant professors will exhibit increased contributions in service to the Department, College, public schools and professional societies.

Promotion to the rank of associate professor will be based on cumulative assessment of teaching, research and publications in refereed journals, and engagement in seeking extramural funds to support their research, and service as judged by both departmental peers and external scholars representing the person's area of emphasis. Persons will demonstrate excellence which has earned them national and perhaps international recognition. Further, promotion will be contingent upon the perceived readiness of the individual to assume the role of full professor. Consideration will be made of any special role responsibilities assumed by the faculty member with the concurrence of the department head during the review period.

Non-tenured faculty with the rank of associate professor, can apply for tenure based on a cumulative assessment of achievement in teaching, research, and service. A non-tenured associate professor must meet the same standards as an assistant professor for tenure as well as demonstrate leadership in an academic area.

Full Professor

The rank of full professor is based on cumulative assessment (since last promotion) of teaching, mentoring junior faculty and graduate students, research and publications in refereed journals, publishing scholarly books and chapters, and /or curriculum materials, engaging in seeking extramural support for research [when appropriate for the field of study] and service as judged by both departmental peers and external scholars representing the person's area of emphasis. Faculty may choose to demonstrate excellence in one of the areas of research, teaching, or service, however, they must also meet the minimum standards in the other areas. The role of full professor in the Department of Teaching, Learning, and Culture holds the expectation of leadership through continued contribution to the body of professional knowledge, leadership in instructional program development and innovative approaches to instruction, leadership in the professional groups, public schools, and units within the University. The cumulative experience resulting from several years of service at the university level

would also suggest involvement in faculty development efforts, especially mentoring assistant and associate professors.

A PROFILE OF ACTIVITIES WITHIN ROLE DIMENSIONS

The following profile of activities are not intended to be either definitive or exhaustive. However, the use of these activities and the departmental evaluation guidelines should help assure the availability of significant information to persons responsible for making such judgments. Most importantly, the candidate needs to compile the documentation as prescribed by the university and college.

Teaching Performance may be evidenced by the following:

- Course evaluations / peer evaluations / self evaluations
- Courses taught
- Courses developed/major course revision
- Graduate student advisory committee membership/chairperson
- Undergraduate student advisory activities
- Program development activities
- Awards, honors, certificates
- Record of teaching effectiveness
- Mentoring students
- Teaching Portfolios

Research Performance may be evidenced by the following:

- Research articles
- Scholarly articles
- Sponsored research
- International, national, regional and state conference presentations
- Editor
- Authorship of scholarly texts
- Authorship of technical papers, monographs and reviews
- Awards, honors, certificates
- Planned efforts to increase one's competency in inquiry

Service Performance may be evidenced by the following:

- Consulting activities
- Workshop presentations
- Participation in University and System committees
- Participation in College and Department committees
- Chairperson of active committees
- Campus administrative duties
- Sponsorship of student organizations
- Committee member/chair or officer in professional organizations

Membership in professional organizations
Conferences attended/chaired
Awards, honors, certificates
Planned efforts to assist colleagues in improving instructional or inquiry
competencies
Editorial Board Member
Reviewer for journals and other scholarly publications

* Note: These lists are suggestive and not exhaustive. See TLAC's Evaluation Guidelines document for complete information.

PROMOTION AND TENURE PROCEDURES

Time Perspective

Promotion and tenure evaluations will be based on cumulative contributions and expected continued contributions. The probationary period for tenure is seven years; normally, up to three years credit may be given to tenure track experience at another university.

An annual review of performance of all tenure track faculty is conducted by the Departmental Tenure and Promotion Committee as well as the Department Head to assess progress is an essential process toward promotion and/or tenure. Non Tenured faculty received feedback in writing concerning their progress toward promotion and tenure.

New non-tenured professors shall have the opportunity to have a full professor mentor who will advise them and provide assistance with professional development. New non-tenured professors may choose an advocate or have the option of requesting that an advocate be appointed by the department head.

During the third year at Texas A&M, the non-tenured assistant professor's progress toward tenure and promotion shall have a formal review at the departmental level. The procedural guidelines for this third year review will be similar to those for regular promotion and tenure and will include outside review as per college and university guidelines.

During the Spring semester of each year, the department head will issue a memorandum requesting faculty who wish to be considered for promotion and/or tenure to make an appointment to discuss the feasibility of promotion and/or tenure during the following academic year. If a faculty member wishes to pursue promotion and/or tenure after the conference has been held, documentation procedures will be initiated. The faculty member ultimately makes the decision to apply for promotion and / or tenure.

Documentation

Procedural guidelines and schedules for promotion and tenure review are issued annually by the University and College. The guidelines for submitting documentation for promotion and/ or tenure are determined by the University and College.

Other Sources:

University Rules, 12.01.99.M2 –University Statement on Academic Freedom, Responsibility, Tenure and Promotion,

Note: A copy of each department's and college's guidelines for tenure and promotion should be forwarded electronically to Dr. Karan Watson, the Dean of Faculties, on an annual basis.

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Other questions about Tenure and Promotion may be directed to:

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The department will solicit outside review letters based on recommendation of the candidate, the tenure and promotion committee, and the department head. The external review letters should be obtained from individuals at comparable institutions. This is essential for credibility of the individuals' national impact. The candidate will supply the names of at least five outside reviewers. The department tenure and promotion committee will also supply the names of at least five outside reviewers. The candidate can review the list to veto any names that are not appropriate. The department head and the chair of the department tenure and promotion committee will work in consultation to attain more than three external reviewers and insure that there is representation from the candidate's list. The external evaluation letters from nationally prominent scholars in the candidate's area of specialty will be placed in the candidate's folio.

Review Process Guidelines

1. The TLAC Promotion and Tenure Committee will consist of tenured full professors [tenured associate and full]. The same committee membership will be used for either tenure or promotion to ensure consistency in the applications of standards. This committee will also review all non-tenured, tenure track faculty.
2. The TLAC Promotion and Tenure Committee will follow the university and college guidelines for promotion and tenure.
3. Materials for promotion and/or tenure will be available in the TLAC Department office for review by committee members; sufficient time for a thorough review of such materials is to be provided committee members. A sign-in sheet will be used to document access to files.
4. One member of the committee will be assigned primary responsibility for presenting the materials of a candidate for promotion and/or tenure: the presenter is to be selected on the basis of familiarity with the candidate's professional work whenever possible. A second member of the committee less closely associated with the candidate's area is to be a second presenter. The Chair of the Tenure and Promotion Committee and the candidate will provide input for the Department Head to make the assignments.
5. All promotion and/or tenure deliberations and decisions made by the Promotion and Tenure Committee must remain in confidence and under no circumstances should any member reveal how he or she or any other member of the committee voted or repeat any statements of committee members that occurred during deliberations.
6. Committee members must understand that their role is advisory only and that it is still the department head who makes a recommendation for his/her department.

7. The Chair of the Tenure and Promotion Committee will report the vote (pro and con) to the Department Head immediately following deliberations. The Department Head will notify the candidate of the Committee's vote.
8. The Chair of the Tenure and Promotion Committee will assign various committee members to draft for approval by the committee of the whole separate statements for research, teaching and service. The Department Head will provide a copy of the statements to the candidate immediately upon receiving them.
9. The chair of the department tenure and promotion committee will be elected by all tenure line faculty during the department's spring elections.
10. The Department Head will develop a recommendation for the candidate and submit to the Dean and College Committee. A copy of this recommendation will be provided to the candidate at the same time it is submitted to the College.