

College Promotion and Tenure Process

PROMOTION

(Approved February 1995)
(Updated April 19, 1996)
(Updated April 30, 2003)
(Approved COB Faculty March 25, 2005)
(Updated January 12, 2009)
(Updated April 30, 2010)
(Approved COB Faculty August 23, 2010)

Promotion of Faculty

Texas A&M University-Corpus Christi University Rule 12.01.99.C1.01 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 preparation, knowledge in the teaching field, quality in teaching, academic advisement/career counseling, service, and intellectual contributions. As faculty advance in rank, faculty members are expected to achieve increasing success both by progressively mastering and by progressively improving in these areas. The consistently sustained performance of faculty responsibilities--as described in TAMU-CC University Rule 12.01.99.C1.01 --is requisite for all promotions.

The Provost's office lists the Annual Promotion and Tenure Review Process for Faculty Deadlines at the following website:

http://www.tamucc.edu/provost/university_rules/faculty/promotion_tenure_timeline.pdf

Faculty should be aware that the dates in the College Promotion and Tenure document may be superseded by the Provost's office.

College Promotion and Tenure Committee

Candidates for promotion are evaluated by the College of Business Promotion and Tenure Committee. The Committee is a standing committee, one-half of whom are elected by the college tenure-track faculty. Each department elects one member. One member from each department is appointed by the Dean. Committee members serve two year staggered terms. Ideally, the Committee participants from each department are from disparate disciplines within the department. Committee members may succeed themselves on the Committee. A member of the Committee is a tenured faculty member of the rank of Associate Professor or higher. However, any faculty member who is applying for promotion is prohibited from serving on the Committee. Department chairpersons shall not serve as Committee members. If a department has fewer than two tenured faculty members, then a faculty member from another department may be selected. The election and appointment to the Committee is held during the Spring term preceding the Fall term during which the faculty member serves on the Committee. 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 is considered for promotion during the academic year in which all of the education and experience standards for a given rank are met as specified in TAMU-CC University Rule 12.01.99.C1.01. 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 by sending a letter requesting consideration to the Dean. A faculty member will not be considered for promotion to a rank above assistant professor until the faculty member completes at least the second year of full-time service at Texas A&M University-Corpus Christi and is in the third year.

Procedure

The faculty member who is eligible for promotion initiates the promotion process by June 1 of the year prior to the academic year in which the faculty is a candidate for promotion by requesting the Dean to include the faculty member in the list of candidates for promotion to be presented to the Committee. By June 10 The Dean's Office shall verify that each faculty member on the promotion list satisfies the university standards for education and experience. The list of eligible candidates for promotion is also given to each Department Chair. The candidate's Department Chair makes a separate promotion recommendation to the Dean. The Committee evaluates each candidate on the basis of the three components of teaching, intellectual contributions, and service. The Committee also evaluates the performance of the candidate toward satisfaction of the mission of the college.

If the Committee requires further explanation of the candidate's record, the Committee may request a meeting with the candidate. The candidate, likewise, may request to meet with the Committee. The candidate is apprised of the subject to be clarified 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 teaching, intellectual contributions, and/or service. In addition, the candidate may request written comments from individuals that would aid the Committee in their deliberations. Such written material becomes a part of the faculty member's personnel record and promotion package.

Recommendation to promote or to not promote a candidate is made in writing by the Committee to the Dean of the College of Business no later than November 15. In addition to the recommendation of the College of Business Promotion and Tenure Committee, by November 1 the candidate's Chair shall provide a separate written recommendation concerning promotion to the Dean. By November 30 the Dean will review the documentation of the candidate, the recommendation of the Chair, and the recommendation of the Committee, and make a formal written recommendation to the Provost. On or before November 30 the Dean will provide the candidate with a copy of the Promotion and Tenure Committee's recommendation as well as the final recommendation that is made by the Dean to the Provost.

Format for Documentation

The candidate supplies the supporting material to the Dean's Office by September 1. All candidates for promotion must present documentation to support their promotion candidacy in the following format:

1. An executive summary (2 pages maximum) that clearly shows how the candidate's qualifications fulfill each of the requirements expected in teaching, research, and service. Within this summary candidates must clearly indicate the number and types of intellectual contributions that have been published in the last five years and since the candidate joined the College.
2. A current curriculum vitae. Candidates must segregate the peer-reviewed journal articles from the other publication listings (i.e., editorial articles, forthcoming journal articles noted as such, etc.).
3. A Curriculum vitae including the most recent five year account of the following items:
 - a. Teaching assignments by semester
 - b. Teaching load
 - c. Student evaluations
4. Summaries of teaching innovations, new course development, and other activities related to teaching effectiveness and teaching quality.

5. Listing of service contributions to the university, community, and profession with dates, type of service, and documentation.
6. The candidate may (at the candidate's option) provide the Committee with not more than five letters of reference from peers, preferably in the candidate's field of specialization.
7. Reprints of published papers, preprints of papers in the process of being published, copy of title pages for books. Candidates are encouraged to include Cabell's descriptions of the journals.
8. Documentation of attendance at or development of workshops, research seminars, etc.
9. Consulting activities both paid for and not paid for.
10. Other documentation that the candidate wishes to provide the Committee.

Candidates are encouraged to limit their submissions to one 3-inch binder, with supplementary materials placed in a second binder if necessary. Copies of textbooks and other supporting documents shall be made accessible to the Committee upon request.

Criteria for Promotion from Assistant Professor to Associate Professor Include:

Academic Preparation and Experience:

Normally, the candidate should hold the earned doctorate or equivalent terminal degree from an accredited school in an appropriate teaching field. Five years' experience in full-time university teaching including three years in the rank of Assistant Professor or related academic experience is required (related professional experience may in rare cases substitute). The Dean's Office verifies that each faculty member on the promotion list satisfies the university standards for education and experience.

Portfolio of Performance

Candidates for promotion to both the Associate Professor level and to the Full Professor level and consideration for tenure are expected to 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 course difficulty. In addition, the college acknowledges that intellectual contribution performance varies in that acceptance for publication in highly respected journals is more difficult than publication in other journals. Service effort also varies depending on level of effort, type of committees, and visibility of effort. The Committee considers these variances when evaluating individual candidates. The discussion below of teaching, service, and intellectual contributions describes expectations for performance. Significant administrative duties may lessen these performance expectations.

Quality in Teaching:

The person should demonstrate a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field. The candidate should be a teacher of proven quality, with the ability, experience, and expertise to teach both undergraduate and graduate courses. The applicant must demonstrate a continuing interest in improving as a teacher and in developing knowledge of university-level pedagogy. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, compilation of a teaching portfolio, or other similar activities. Additionally, the candidate may authenticate quality teaching

efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities.

Intellectual Contributions:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. The description of the types of intellectual contributions that a candidate may amass to be considered for promotion are identical for promotion to Associate Professor or for promotion to Full Professor. Intellectual contributions can be accumulated through publication in peer reviewed professional, pedagogical, or scholarly journals; papers in proceedings; published case studies; instructor manuals; instructional software; books; or chapters in books. In addition, intellectual contributions can be accomplished through presentations at faculty research seminars and faculty workshops, writing book reviews, presenting research papers for peer review, new course development which is publicly reviewed, and publishing in in-house journals. While peer-reviewed consulting is considered part of applied scholarship, it alone will not meet the requirements of ongoing intellectual contributions for purposes of promotion. (Note though that the committee will not double count a paper published in a proceedings and the presentation of the same work).

The intellectual contributions described in the following paragraphs are normal 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 faculty member 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. While not expected to be leaders in their respective scholarly arenas, candidates 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 number of intellectual contributions required from a faculty member vary depending on teaching load, average number of students taught, average number of classroom preparations, undergraduate versus graduate courses, and quality and reputation of journals for publications. The faculty member should have numerous intellectual contributions. To be eligible for consideration for promotion to Associate Professor, the candidate should have no less than seven intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published. The candidate should show significant contribution to at least one of these journal articles through either sole or first authorship.

Service:

The applicant must document how he or she has taken an active role in the service of the College of Business and/or to the university on committees and/or special projects. Participation and leadership in professional and community service will also be considered insofar as they serve the mission of the college, the university's purposes, or the candidate's academic discipline.

Criteria for Promotion from Associate Professor to Professor Include:

Academic Preparation and Experience:

Normally, the candidate should hold the earned doctorate or equivalent terminal degree from an accredited school in an appropriate teaching field. Ten years' experience in full-time university teaching including five years in the rank of Associate Professor is required (related professional experience may in rare cases substitute). The Dean's Office verifies that each faculty member on the promotion list satisfies the university standards for education and experience.

Portfolio of Performance

Candidates for promotion to Full Professor are evaluated on a total portfolio of effort as described in the discussion of promotion to Associate Professor. Significant administrative duties may lessen these performance expectations.

Quality in Teaching:

The individual should demonstrate maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. The candidate should have assumed leadership in curricular development and issues related to teaching improvement in the discipline and may be considered a mentor in teaching effectiveness. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, compilation of a teaching portfolio, or other similar activities. Additionally, the candidate may authenticate quality teaching efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities.

Intellectual Contributions:

The variety of intellectual contributions for promotion to Full Professor is analogous to the categories discussed in requirements for promotion to Associate Professor.

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 faculty member 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. Candidates 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 number of intellectual contributions required from a faculty member vary depending on teaching load, average number of students taught, average number of classroom preparations, undergraduate versus graduate courses, and quality and reputation of journals for publications. The faculty member should have numerous intellectual contributions. To be eligible for consideration for promotion to Full Professor, the candidate should have no fewer than ten intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published. The candidate should show significant contribution to at least one of these journal articles through either sole or first authorship.

Evidence of achieving an intellectual contribution reputation can be shown by other activities such as winning a research award, being cited by other authors in scholarly or professional publications, serving in an editorial capacity for a journal, or other significant activity. The Committee may substantiate this reputation by the use of outside reviews.

Service:

The applicant must document how he or she has taken an active role in the service of the College of Business and/or to the university on committees and/or 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. Significant participation in professional service is shown through professional association activities such as serving as an editor, officer, program chair, or in similar roles.

TENURE

(Approved February 1995)
(Updated April 19, 1996)
(Updated April 30, 2003)
(Updated March 25, 2005)
(Updated January 12, 2009)
(Updated April 30, 2010)
(Approved COB Faculty August 23, 2010)

Definition of Tenure

Tenure is defined in Texas A&M University-Corpus Christi University Rule 12.01.99.C2.

The Provost's office lists the Annual Promotion and Tenure Review Process for Faculty Deadlines at the following website:

http://www.tamucc.edu/provost/university_rules/faculty/promotion_tenure_timeline.pdf

Faculty should be aware that the dates in the College Promotion and Tenure document may be superseded by the Provost's office.

Consideration for Tenure

As defined by University Rule 12.01.99.C2.3.1, beginning with appointment to the rank of full-time Assistant Professor or a higher rank, the tenure probationary period for a tenure track faculty member will not exceed seven years of full-time service at Texas A&M University-Corpus Christi. Up to three years of service at other institutions may be considered as part of the probationary period if agreed to at the time of the faculty member's initial tenure track appointment.

A faculty member requests consideration for tenure during the sixth year of service in a tenure track position; the College of Business Promotion and Tenure Committee considers the candidate's request during the sixth year; and, based upon a positive recommendation, tenure would be granted at the beginning of the candidate's seventh year. While tenure and promotion decisions are independent, tenure candidates currently ranked as Assistant Professor must simultaneously apply for promotion to Associate Professor. Faculty members who believe their teaching, scholarship, and service record merits early tenure may apply during the fifth year of service at the university. In rare cases, an individual may be awarded tenure at the time of hiring.

Alternatively, as part of the hiring process, credit toward tenure (usually no more than two years) may be negotiated and granted if the Dean and Department Chair concur and the decision is noted at the time of the faculty member's initial tenure track appointment. The decision to grant/accept or not grant/accept credit toward tenure is irrevocable. Should full credit toward tenure be granted, the candidate could apply for tenure as soon as their third year of service to this institution, (essentially in year five).

A faculty member who has requested to be considered for tenure is notified, by the Dean, that the faculty member is included in the list of candidates for tenure. The candidate is notified at least thirty days prior to the beginning of the evaluation process. Before the evaluation process begins, the candidate for tenure provides written documentation describing the candidate's performance and accomplishments.

College Promotion and Tenure Committee

Candidates for tenure are evaluated by the College of Business Promotion and Tenure Committee. The Committee is a standing committee, one-half of whom are elected by the college tenure-track faculty. Each department elects one member. One member from each department is appointed by the Dean. Committee members serve two year staggered terms. Ideally, the Committee participants from each department are from disparate disciplines within the department. Committee members may succeed themselves on the Committee. A member of the Committee is a tenured faculty member of the rank of Associate Professor or higher. However,

any faculty member who is applying for promotion is prohibited from serving on the Committee. Department chairpersons shall not serve as Committee members. If a department has fewer than two tenured faculty members, then a faculty member from another department may be selected. The election and appointment to the Committee is held during the Spring term preceding the Fall term during which the faculty member serves on the Committee. 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.

Procedure

The faculty member who is eligible for tenure initiates the review process by June 1 of the year prior to the academic year in which the faculty is a candidate for tenure by requesting that the Dean include the faculty member on the list of candidates eligible for tenure. This list of candidates who are eligible for tenure is given to the Committee and is distributed to the College faculty.

Any faculty member who believes that his/her name was incorrectly omitted from the Dean's 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. The Dean will forward the request and documentation to the Committee and to the candidate's Department Chair both of whom will independently review the request and submit a written recommendation concerning the faculty member's eligibility to the Dean. If both the Committee and the Department Chair recommend against consideration of tenure, consideration is closed at the college level for that academic year. If either the Committee or the Department Chair sustain the position of the faculty member, the faculty member shall be added to the list of candidates for tenure.

By June 10, the Dean shall verify that each candidate meets the standards for experience and academic preparation. In situations where the Dean may have concerns about a faculty member's academic preparation, the Dean may request that the Committee review and evaluate the candidate's academic record. The Committee evaluates the candidate 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 satisfaction of these areas.

If the Committee requires further explanation of the candidate's record, the Committee may request a meeting with the candidate. The candidate, likewise, may request to meet with the Committee. The candidate is apprised of the subject to be clarified 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 teaching, intellectual contributions, and/or service. In addition, the candidate may request written comments from individuals that would aid the Committee in their deliberations. Such written material becomes a part of the faculty member's personnel record and promotion package.

The Office of the Dean is responsible for maintaining the faculty member's personnel file and providing access to that file to the 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 Committee and the recommendation of the Department Chair.

Recommendations to grant tenure or not to grant tenure are made in writing by the Committee no later than November 15 and by the Department Chair to the Dean of the College of Business no later than November 1. The recommendation must specifically describe how the candidate does or does not satisfy the standards for tenure. The Dean is responsible to make recommendations concerning tenure to the Provost after considering the recommendations of the Committee and the Department Chair. The Dean shall review the recommendations of the Committee and the Chair prior to making a recommendation to the Provost no later than November 30.

Following the Dean's consultation with the candidate, the Dean makes a written recommendation to grant or not grant tenure to the candidate to the Provost. Copies of the Committee's and Dean's recommendations are provided to the candidate no later than November 30.

Criteria For Tenure

Academic Preparation:

The applicant for tenure must hold a doctorate or equivalent terminal degree from an accredited school in the appropriate teaching field.

Knowledge in the Teaching Field:

An applicant for tenure must possess a broad knowledge of the field and an in-depth knowledge of one or more parts of the field. The faculty member must have the ability, experience, and expertise to teach both graduate and undergraduate courses. As such, he or she must be a member of the Graduate Faculty.

Portfolio of Performance

Candidates for tenure are expected to 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 course difficulty. In addition, the college acknowledges that intellectual contribution performance varies in that acceptance for publication in highly respected journals is more difficult than publication in other journals. Service effort also varies depending on level of effort, type of committees, and visibility of effort. The Committee considers these variances when evaluating individual candidates. The discussion below of teaching, service, and intellectual contributions describes expectations for performance. Significant administrative duties may lessen these performance expectations.

Quality in Teaching:

The individual should demonstrate a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field. The candidate should be a teacher of proven quality, with the ability, experience, and expertise to teach both undergraduate and graduate courses. The tenure applicant must demonstrate a continuing interest in improving as a teacher and in developing knowledge of university-level pedagogy. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, compilation of a teaching portfolio, or other similar activities. Additionally, the candidate may authenticate quality teaching efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities.

Intellectual Contributions:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. Intellectual contributions can be accumulated through publication in peer reviewed professional, pedagogical, or scholarly journals; papers in proceedings; published case studies; instructor manuals; instructional software; books; or chapters in books. In addition, intellectual contributions may be accomplished through presentations at faculty research seminars and faculty workshops, writing book reviews, presenting research papers for peer review, new course development which is publicly reviewed, and publishing in in-house journals. While peer-reviewed consulting is considered part of applied scholarship, it alone will not meet the requirements of ongoing intellectual contributions for purposes of tenure. (Note though that the committee will not double count a paper published in a proceedings and the presentation of the same work).

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

The faculty member shall 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. While not expected to be leaders in their respective scholarly arenas, candidates 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 number of intellectual contributions required from a faculty member vary depending on teaching load, average number of students taught, average number of classroom preparations, undergraduate versus graduate courses, and quality and reputation of journals for publications. The faculty member should have numerous intellectual contributions. To be eligible for consideration for tenure, the candidate should have no less than seven intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published. The candidate should show significant contribution to at least one of these journal articles through either sole or first authorship.

Service:

The faculty member will document that they have taken an active role in the service of the College of Business and/or to the university on committees and/or special projects. Participation and leadership in professional and community service will also be considered insofar as they serve the mission of the college, the university's purposes, or the candidate's academic discipline.

Documentation

The candidate supplies the supporting material to the Dean's Office by September 1. All candidates for tenure must present documentation to support their tenure candidacy in the following format:

1. An executive summary (2 pages maximum) that clearly shows how the candidate's qualifications fulfill each of the requirements expected in teaching, research, and service. Within this summary candidates must clearly indicate the number and types of intellectual contributions that have been published in the last five years and since the candidate joined the College.
2. A current curriculum vitae. Candidates must segregate the peer-reviewed journal articles from the other publication listings (i.e., editorial articles, forthcoming journal articles noted as such, etc.).
3. A Curriculum vitae including the most recent five year account of the following items:
 - a. Teaching assignments by semester
 - b. Teaching load
 - c. Student evaluations
4. Summaries of teaching innovations, new course development, and other activities related to teaching effectiveness and teaching quality.

5. Listing of service contributions to the university, community, and profession with dates, type of service, and documentation.
6. The candidate may (at the candidate's option) provide the Committee with not more than five letters of reference from peers, preferably in the candidate's field of specialization.
7. Reprints of published papers, preprints of papers in the process of being published, copy of title pages for books. Candidates are encouraged to include Cabell's descriptions of the journals
8. Documentation of attendance at or development of workshops, research seminars, etc.
9. Consulting activities both paid for and not paid for.
10. Other documentation that the candidate wishes to provide the Committee.

Candidates are encouraged to limit their submissions to one 3-inch binder, with supplementary materials placed in a second binder if necessary. Copies of textbooks and other supporting documents shall be made accessible to the Committee upon request.