

Promotion and Tenure

WEST TEXAS A&M UNIVERSITY (2026-2027 CYCLE)



Definitions

Promotion and Tenure are two different processes

Tenure entitles a faculty member to continue in an academic position unless dismissed for good cause.

Promotion is appointment to the next rank (assistant to associate or associate to full professor)

Promotion and Tenure section of Faculty Handbook, beginning on p. 43 of the current version

General Eligibility

Must be in a tenure track line

Tenure track assistant professor must apply for promotion and tenure at the same time

Categories for review are the same as Annual Review of Faculty

- Instructional Responsibilities
- Intellectual Contributions
- Professional Service

Eligibility

For promotion

- Promotion to associate professor
 - 5 years in rank
 - Outstanding or excellent in all three categories (IR, IC, PC)
- Promotion to professor
 - At least 4 years at associate professor rank
 - Outstanding in either **Instructional Responsibilities** or **Intellectual Contributions**
 - Excellent in the other two categories

For tenure

- Outstanding or excellent in all three categories

Considerations

Third Year Review

- Consider it a “dry run”
- Opportunity for midpoint input from senior faculty and administrators
- Critical juncture in promotion and tenure path
- Take it seriously

Considerations

For Associate Professor

- Apply beginning of your 6th year (5 years in rank)
- Based on demonstrated performance and future potential

Key Question

- What have you accomplished since becoming a tenure track faculty member at WTAMU?

Considerations

Professor

- Eligible to apply at beginning of 5th year in rank as associate professor
- Based upon having achieved professional and scholarly achievement
- Evidence of:
 - Outstanding teaching
 - Significant scholarship
 - Professional growth
 - Service

Key Question for Promotion to Professor

What have you accomplished since
last promotion?

Portfolio

The portfolio (or case) for all types of review

- Must follow sections/order in faculty handbook (pp.60-63). This structure will be set up for you in Interfolio.
- Your CV will automatically be pulled over and should reflect your entire career in higher education up to August 31 of the application year
- For all other sections of the portfolio, begin with first year of tenure track appointment and continue to August 31 of application year
- Only focus is on the digital portfolio (supplementary folders not required to be turned in but should have information available if evidence is requested)
- You may review a colleague's portfolio but must obtain permission from that colleague and review in the Provost's office for hard copies or within a specific time frame for online versions.

Promotion and Tenure Portfolio

- All portfolios are due on or before midnight on September 15
- See Faculty Handbook, pp. 60-63 for detailed contents of the portfolio
 - Candidate Guide
 - Note that each type of review requires slightly different contents for the portfolio

Promotion and Tenure Portfolio

Grade

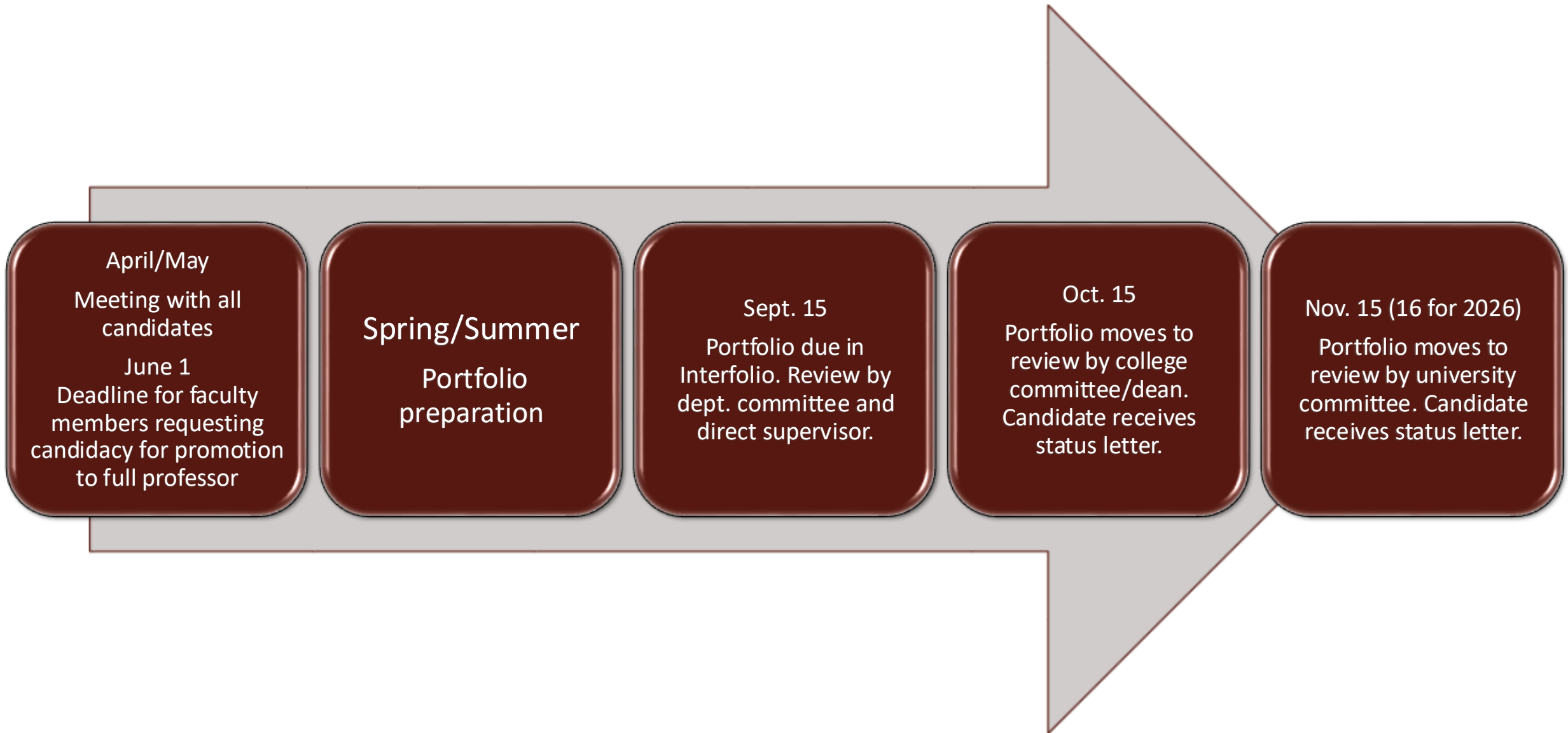
Grade distributions and course evaluations are available online by searching the WTAMU website for grade distributions (found [here](#)).

Contact

If you cannot find the year you need, please contact the office of Institutional Effectiveness.

Course

Course evaluations from IOTA can be found by clicking Buff Connect on the WT home page and scrolling down to the Course Evaluations button.



April/May

Meeting with all candidates

June 1

Deadline for faculty members requesting candidacy for promotion to full professor

Spring/Summer

Portfolio preparation

Sept. 15

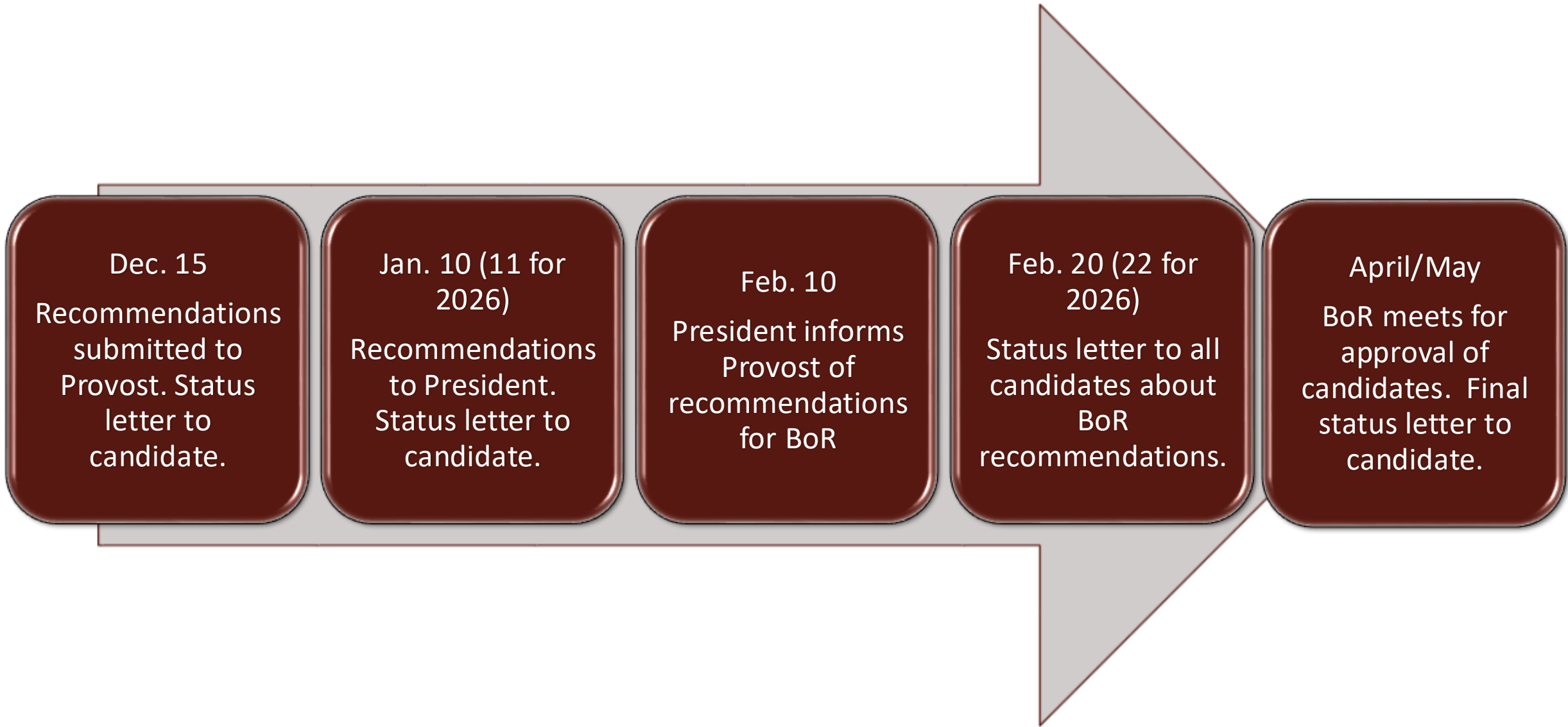
Portfolio due in Interfolio. Review by dept. committee and direct supervisor.

Oct. 15

Portfolio moves to review by college committee/dean. Candidate receives status letter.

Nov. 15 (16 for 2026)

Portfolio moves to review by university committee. Candidate receives status letter.



Dec. 15

Recommendations submitted to Provost. Status letter to candidate.

Jan. 10 (11 for 2026)

Recommendations to President. Status letter to candidate.

Feb. 10

President informs Provost of recommendations for BoR

Feb. 20 (22 for 2026)

Status letter to all candidates about BoR recommendations.

April/May

BoR meets for approval of candidates. Final status letter to candidate.

Changes to Faculty Handbook

The only upcoming updates for Promotion and Tenure are for the appeal process

- Clarification of language for P&T appeal process
- Clarification that candidate wishing to appeal sends the appeal letter to the administrator of the FIS for inclusion in the packet
- Clarifies process for appealing the decision of the provost
- Adds language that involved administrators may request more information from committees or candidate at any time

Tips to get started



Stay focused



Organize materials documenting your record (Recommend using Dossier in Interfolio)



Critically document your activities



Demonstrate continuous growth



Use and improve on your annual evaluations



Know the guidelines



Seek advice from at least two senior faculty members

Resources

Additional resources found on the Academic Affairs Faculty Resources page:

- College and Department Standards
- Interfolio Training materials (updated)
- Promotion and Tenure PowerPoint
- A candidate guide
- Third-Year Review checklist
- Promotion and Tenure checklist
- Promotion to Full checklist

Questions? Comments?

Please contact us if you have questions or concerns.

Neil Terry, Executive Vice President & Provost

nterry@wtamu.edu

Amy Andersen, Associate Provost, Office of Academic Affairs

aandersen@wtamu.edu