

12.02.01.W1/AA PROMOTION AND TENURE

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The following rules and procedures on promotion and tenure of faculty at West Texas A&M University apply to all tenure-track faculty members of the University.

PREAMBLE

West Texas A&M University recognizes and appreciates the diversity of faculty roles and responsibilities within the University. This diversity adds richness and depth to the educational programs of the University and the support that the University provides to the region, state and nation. The University must be responsive to the variety of these contributions in the evaluation of faculty for promotion and/or tenure.

To ensure a fair and balanced University-wide approach to promotion and tenure decisions, all academic colleges and departments must have a written policy statement which describes the standards for annual performance, tenure and promotion. The criteria must contain a progression of expectations to ensure that candidates for annual performance evaluation, promotion and tenure are fully aware of those standards by which their contributions will be evaluated in the decision process. Each college and department shall establish its own criteria that are consistent with University policy, but all college and school policies must address the performance standards established in the West Texas A&M University Rule 12.99.99.W1 entitled **Annual Review of Faculty Performance** and all must be approved by the Provost/Vice President for Academic Affairs.

West Texas A&M University is an Affirmative Action/Equal Opportunity Institution. In accordance with federal and state law, Texas A&M University System policy, and University rules, no promotion or tenure decision will be influenced by bias on the basis of race, sex, color, national origin, religion, age, veteran status or disability.

1. ELIGIBILITY FOR TENURE AND PROMOTION

- 1.1 Tenure consideration is available only for faculty employed in tenure-track faculty lines, i.e., the faculty ranks of Assistant Professor, Associate Professor, or (full) Professor.
- 1.2 Part-time and temporary faculty members are not eligible for tenure or promotion nor are faculty members holding the rank of Instructor or Lecturer.
- 1.3 With the approval of the VPAA and the University President, up to three years of exemplary service in a tenure-track faculty line at another four-year, regionally accredited academic institution may be counted towards the required years of experience in rank if the credit towards tenure and/or promotion is agreed upon at the time of employment and specified in the original employment contract.
- 1.4 Under normal circumstances (i.e., a faculty member without credit towards tenure at the time of employment), a faculty member originally employed at the rank of Assistant Professor will make application for tenure at the beginning of the sixth academic year at WTAMU; an untenured Associate Professor or (full) Professor will make application for tenure at the beginning of the fifth academic year at WTAMU.
- 1.5 A tenure-track faculty member may choose to seek election to tenure and/or promotion at the time specified by the terms of his/her original appointment.
- 1.6 The basic requirements for tenure consideration normally include the completion of a probation period, a record of outstanding performance in each of the four categories defined in the Annual Review of Faculty Performance, and demonstrated promise for continued professional growth, development, and contribution.

- 1.7 At WTAMU, election to tenure of faculty holding the rank of Assistant Professor is linked to the recommendation for promotion to the rank of Associate Professor. Assistant professors who do not qualify for promotion to the rank of Associate Professor may not be recommended for tenure.
- 1.8 Under special circumstances, a senior faculty member holding a tenured academic rank at another regionally accredited academic institution, or a senior executive with a major non-academic institution may be employed at an advanced academic rank and may be recommended for tenure at the time of employment. This decision, which bypasses the procedures outlined in this document, must be approved by the University President and the Board of Regents.

2. EVALUATION CRITERIA AND EXPECTATIONS

- 2.1 The criteria that are used for evaluating the eligibility for promotion and/or tenure are the same criteria that are used in the Annual Review of Faculty Performance. The expectations also are the same.
- 2.2 The Evaluation Criteria (*See **Annual Review of Faculty Performance***
for details associated with each criterion)
 - 2.2.1 Instructional Responsibilities
 - (1) Evaluations of teaching effectiveness
 - (2) Teaching innovation and learning assurance
 - (3) Teaching load and instructional contributions
 - (4) Quality of communication with students
 - (5) Academic development
 - 2.2.2 Intellectual Contributions
 - (1) Refereed publications, juried exhibits or performances, funded grant proposals and contracts, patents or commercialization of research, and/or professional consultations or commissions of creative work

- (2) Professional presentations of knowledge or creative expressions
- (3) Honors for research or creative expressions

2.2.3 Professional Service

- (1) Service to the University
- (2) Professional service to the community, state, nation, or world
- (3) Service to professional organizations
- (4) Honors for service

2.2.4 Collegiality and Professionalism

- (1) Collaboration and communication
- (2) Participation and professionalism

3. PERFORMANCE EXPECTATIONS

- 3.1 It is expected that all faculty members will perform all assigned duties and meet all expected responsibilities in a “meritorious” (TAMU System Regulation 31.01.01, Item 2.4.2) or “superior” (TAMU System Regulation 31.01.08, Item 2.0) manner.
- 3.2 For promotion and/or tenure, a faculty member should be considered “Superior” or “Outstanding” (based on the definitions for each of these ratings in the Annual Review of Faculty Performance) in each performance category.
- 3.3 A faculty member who has, or who has had during the review period, a part-time administrative assignment (such as dean, associated vice president, department head, program coordinator, or other appointment) is subject to the same standards for Instructional Responsibilities, Professional Service, and Collegiality and Professionalism as any other candidate for promotion and/or tenure. However, Intellectual Contributions may be adjusted according to the percent of administrative assignment. Although administrative responsibilities can be taken into consideration, they are not a substitute for exemplary accomplishment in any faculty performance category.

4. STRUCTURE AND PROCESS FOR PROMOTION AND TENURE

4.1 Departmental Promotion and Tenure Process

- 4.1.1. A faculty member who is eligible for promotion and/or tenure shall prepare a Promotion and Tenure Dossier that contains all of the mandatory contents in the order and format described in Appendix A. All documentation submitted for promotion and/or tenure consideration must fall within the period from the year that the current faculty ranking was awarded to August 31 of the application year.
- 4.1.2 The Promotion and Tenure Dossier must be presented to the department head by the prescribed deadline and the department head must make the dossier available for review by all departmental faculty who are eligible to evaluate the candidate. Additions and deletions to the Dossier cannot be made by the faculty member under review after the Dossier is presented to the department head.
- 4.1.3 The third-year review occurs after the completion of the third year of appointment for tenure-track assistant professors. These faculty members will prepare a dossier that details their achievements as performance in all areas of responsibility. This dossier should take the form of the Promotion and Tenure Dossier described in Appendix A.
- 4.1.4 In each academic department, all tenured faculty in the department will annually evaluate the performance of each faculty member being considered for tenure and/or promotion to the rank of Associate Professor.

- 4.1.5 In the departmental promotion and/or tenure election, only tenured faculty members holding the rank of (full) Professor shall evaluate the performance of each faculty member being considered for tenure and/or promotion to the rank of (full) Professor.
- 4.1.6 The department head will provide each eligible faculty member in the department with an evaluation form for each faculty member being considered for promotion and/or tenure and will be asked to evaluate the performance of each faculty member under consideration.
- 4.1.7 The department head will collect all evaluations and write a letter of recommendation for each candidate to the College Promotion and Tenure Committee. The letter or recommendation for each candidate will summarize the evaluations of Instructional Responsibilities, Intellectual Contributions, Professional Service and Collegiality and Professionalism provided by the departmental faculty and will contain the department head's independent evaluation of the candidate's performance in each evaluation category. The department head will include this letter of recommendation in Section I of the candidate's Promotion and Tenure Dossier.
- 4.1.8 The department head will forward the Promotion and Tenure Dossier of each candidate for promotion and/or tenure to the Dean of the College regardless of positive or negative recommendation that may be included.
- 4.1.9 The department head will provide the faculty member who is under third-year review with a written report that provides critical feedback about his/her progress toward promotion and tenure at West Texas A&M University. A copy of the letter will be sent to the Office of Academic Affairs and will be included in the faculty member's personnel file. A copy of the letter will be retained by the department head and will be included in the Promotion and Tenure Dossier when it is developed.

4.1.10 In any year, a department head or college dean may determine not to extend a contract to a non-tenured faculty member. This determination may be made with the approval of the Vice President for Academic Affairs.

4.2. College Promotion and Tenure Process

4.2.1 Each academic college will form a College Promotion and Tenure Committee.

4.2.2 The College Promotion and Tenure Committee will be composed of at least five tenured faculty members. The committee shall be composed of one tenured faculty member elected by the faculty from each academic department in the college and at least one faculty member from a department in another college. The dean will arrange the first meeting of the College Promotion and Tenure Committee. At least three members of the College Promotion and Tenure Committee must be tenured (full) Professors.

4.2.3 If a college does not have five tenured faculty members or three tenured (full) Professors, the membership roster must be completed by faculty from other colleges who meet the appropriate qualifications. These will be appointed by the college dean.

4.2.4 No faculty member who is proposed from tenure or promotion shall serve on the College Promotion and Tenure Committee. The college dean may not serve on the College Promotion and Tenure Committee and may not participate in the deliberations of the committee.

4.2.5 The College Promotion and Tenure Committee shall elect a committee chair from among the members and shall review the Promotion and Tenure Dossiers of each candidate. The committee chair shall have a vote on all processes of the committee.

- 4.2.6 After through discussion of the strengths and weaknesses of each candidate, each member of the College Tenure and Promotion Committee shall vote (Yes/No) on the eligibility of each candidate and the chair shall record the results of the vote.
- 4.2.6.1 A “No” vote on promotion and/or tenure is required if, in the opinion of the reviewer, the candidate does not meet the standards established at that level to receive a ranking of “Superior” or “Outstanding” based on the candidate’s accomplishments in each area of evaluation (i.e., Instructional Responsibilities, Intellectual Contributions, and Professional Service).
- 4.2.6.2 A “No” vote on promotion and/or tenure is required if, in the opinion of the reviewer, the candidate is deemed to be “Not Acceptable” in the area of Collegiality and Professionalism as described in the Annual Review of faculty Performance..
- 4.2.7 The College Promotion and Tenure Committee shall report the number of “Yes” and “No” votes for each candidate and shall use the results of the vote to make a recommendation to the college dean. The Committee Chair shall present the recommendation of the Committee to the college dean in written form. The College Dean may call the Committee together to obtain more information about the perceptions of the Committee regarding one or more of the candidates.
- 4.2.8 The College Dean will provide for each candidate a letter that records the vote of the College Promotion and Tenure Committee and includes the Dean’s recommendation for or against promotion. This letter shall be placed in Section I of a candidate’s Promotion and Tenure Dossier.
- 4.2.9 The College Dean will forward the Promotion and Tenure Dossier of each candidate to the Vice President for Academic Affairs.

4.2.10 The College Promotion and Tenure Committee shall elect one member to represent the College on the University Promotion and Tenure Committee.

4.3 University Promotion and Tenure Process

4.3.1 The University Promotion and Tenure Committee shall consist of the five college deans, the Dean of the Graduate School and Research, and the five faculty members elected to represent their respective College Promotion and Tenure Committees. A dean, elected by the members of the University Promotion and Tenure Committee, shall serve as Chair of the Committee. The Committee Chair shall have a vote in all processes of the Committee.

4.3.2 The Vice President of Academic Affairs shall call the first meeting of the University Promotion and Tenure Committee, but shall not attend or participate in committee meetings.

4.3.3 The Vice President of Academic Affairs shall make all faculty Promotion and Tenure Dossier available to all members of the University Promotion and Tenure Committee, but the paper copies of dossiers shall not leave the confines of the Vice President's office suite.

4.3.4 After thoroughly reviewing all Promotion and Tenure Dossiers, the University Promotion and Tenure Committee shall meet to discuss the credentials and eligibility of each candidate.

4.3.5 The University Promotion and Tenure Committee must carefully consider the academic record of each candidate in each evaluation category: Instructional Responsibilities; Intellectual Contributions; Professional Service, and Collegiality and Professionalism. For promotion and/or tenure, a faculty member should be considered "Superior" or "Outstanding" (based on the definitions for each of these ratings in the Annual Review of Faculty Performance).

Faculty members with evaluations lower than “Outstanding” should not be considered eligible for promotion and/or tenure.

- 4.3.6 The Chair of the University Promotion and Tenure Committee shall provide for each candidate a letter that includes the Committee’s recommendation for or against promotion. This letter shall be placed in Section I of a candidate’s Promotion and Tenure Dossier
- 4.3.7 The University Promotion and Tenure Committee shall prepare an individual recommendation for promotion and/or tenure for each candidate and include that recommendation in Section I of a faculty member’s Promotion and Tenure Dossier.
- 4.3.8 The Chair of the University Promotion and Tenure Committee shall notify the Vice President when their committee has completed its actions.

4.4 Administrative Promotion and Tenure Process

- 4.4.1 The Vice President for Academic Affairs shall review all Promotion and Tenure Dossiers and will render an individual recommendation on each candidate for promotion and/or tenure. The recommendation will be included in Section I of the candidate’s dossier.
- 4.4.2 The Vice President for Academic Affairs shall forward all Promotion and Tenure Dossiers to the President of the University.
- 4.4.3 The President shall review all dossiers and will submit recommendations to the chancellor and Board of Regents of the Texas A&M University System.
- 4.4.4 The Chancellor and the Board of Regents will make the final determinations concerning promotion and/or tenure.

5. EVALUATION TIMETABLES

- 5.1 The schedule for the promotion and tenure review process shall conform as closely as possible to the following dates:
- 5.1.1 **May 1.**—The Vice President for Academic Affairs will notify all faculty regarding their need to prepare Promotion and Tenure Dossiers if they want to be considered and are eligible for promotion and/or tenure.
 - 5.1.2 **May 15.**—The Vice President for Academic Affairs will hold an open meeting to answer questions regarding promotion and tenure processes.
 - 5.1.3 **June 1.**—Deadline for faculty members to file written requests with the Director of Institutional Research for alumni evaluations.
 - 5.1.4 **September 15.**—Deadline for candidates for promotion and/or tenure to submit their complete promotion and tenure dossiers to their department heads.
 - 5.1.5 **October 15.**—The department head will submit the summary of the departmental evaluations and his/her recommendations to the college dean. The department head also will inform in writing each candidate who receives a negative recommendation and will provide a general reason for such a decision.
 - 5.1.6 **November 1.**—The college dean will submit the recommendations of the College Promotion and Tenure Committee along with his/her recommendation to the Vice President for Academic Affairs. The college dean also will inform in writing each candidate who receives a negative vote and will provide a general reason for such a decision.

- 5.1.7 **November 20.**—The University Promotion and Tenure Committee will submit its recommendations to the Vice President for Academic Affairs. The Chair of the University Promotion and Tenure Committee also will inform in writing each candidate who receives a negative vote and will provide a general reason for such a decision.
- 5.1.8 **December 1.**—The Vice President will forward his/her recommendations to the President.
- 5.1.9 **December 10.**—The President will inform the Vice President of his/her recommendations to the Board of Regents.
- 5.1.10 **December 15.**—On or before this date, the Vice President for Academic Affairs will inform each candidate of the President's recommendation to the Board of Regents.
- 5.1.11 **March.**—The Board of Regents usually considers promotion and tenure recommendations at the March Board meeting. As soon as the final decision for promotion and/or tenure is rendered by the Board of Regents, the President will notify each candidate of the Board's decision.
- 5.1.12 Failure of any party to provide notice or take the actions indicated above within the prescribed time limits does not operate to grant tenure or promotion.
- 5.2 Notice of non-reappointment, or of intention not to reappoint a faculty member, should be given in writing in accordance with the following standards:
- 5.2.1 Notification of non-reappointment must be sent no later than March 1 of the first academic year of probationary service, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

- 5.2.2 Notification of non-reappointment must be sent no later than December 15 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.
- 5.2.3 Notification of non-reappointment must be sent at least twelve months before the expiration of a probationary appointment after two or more years of service as a faculty member.
- 5.3 A candidate for promotion and/or tenure may withdraw from consideration at any point during the process.
 - 5.3.1 To withdraw from consideration for promotion and/or tenure, a candidate must submit a written and signed declaration of that decision to the Vice President for Academic Affairs. The statement will become part of the faculty member's file in the Office of Academic Affairs.
 - 5.3.2 Faculty members under consideration for tenure who withdraw during the final year of their probationary period shall be provided a letter of non-reappointment.

6. APPEAL PROCESS

- 6.1 Any candidate for promotion and/or tenure may appeal a negative decision if the negative decision is reached at some level in the University promotion and tenure process. There is no appeal of a decision by the Board of Regents.
- 6.2 After receiving notice of a negative decision from the department head, the college dean, or the chair of the University Promotion and Tenure Committee, a candidate may appeal the decision by submitting a letter of appeal.

- 6.2.1 The letter of appeal, which may not exceed two pages in length, must describe the basis for the appeal and must be submitted with five working days of the date on the notice of a negative decision.
- 6.2.2 As appropriate based on the source of the negative decision, the letter of appeal must be addressed to the department head (for negative decisions at the departmental level) or the college dean (for negative decisions at the college level) who will review the applicant's dossier and meet with the candidate to discuss the appeal. A decision will be rendered on the matter and the candidate will be informed of the decision by letter within five working days of the meeting with the candidate.
- 6.2.3 If a department head or a college dean decides that the decision at their level of responsibility is incorrect, they must forward a written explanation for their decision to the next level of review. The letter must be incorporated into the candidate's Promotion and Tenure Dossier.
- 6.2.4 If the candidate is not satisfied with the decision of the University Promotion and Tenure Committee, the candidate may appeal to the Vice President of Academic Affairs. If appealing the decision of the college dean, the candidate must ask the college dean to forward the original letter of appeal to the Vice President. The Vice President will review the applicant's dossier and meet with the applicant to discuss the appeal. The Vice President will render a decision on the appeal and will inform the applicant of his/her decision by letter.
- 6.2.5 There are no other avenues for appeal.

7. ASSESSMENT OF PROMOTION AND TENURE PROCESS

- 7.1 In March of each year, the Vice President for Academic Affairs will convene a joint meeting of the members of the College Promotion and Tenure Committee and the University Promotion and Tenure Committee to form the Promotion and Tenure Assessment Committee.
- 7.2 This Committee will elect a chair and the Committee will review the just-completed promotion, tenure and post-tenure review processes. The committee will prepare a report describing any problems that may have occurred. The report also will recommend changes that should be made to the process if any are regarded as necessary.
- 7.3 If revisions are recommended, the Vice President for Academic Affairs, in consultation with the President, the Dean's Council, and the Faculty Senate, will act upon those recommendations