PROMOTION OF TENURED OR TENURE-TRACK FACULTY MEMBERS

University Procedure 12.01.99.C1.05; Approved April 12, 2012

1. GENERAL

1.1 Promotion is a privilege and an honor. The granting of promotion is one of the most important decisions in the development of an outstanding faculty. As such, it is a reflective process, which recognizes an individual as worthy to be advanced to a higher rank within the faculty based on performance. It is essential that faculty demonstrate dedication and achieve excellence in teaching, research/creative activity, professionalism, and professional contributions to preserve and strengthen the vitality of the university. Academic promotion is awarded to those faculty making continuing and increasing contributions in these areas. Promotion in rank is recognition of achievement since the last promotion of the individual being considered. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities.

2. UNIVERSITY STANDARDS FOR PROMOTION

2.1 The Provost/Vice President for Academic Affairs will provide faculty members with a written statement of terms of employment including promotion procedure and criteria when employment is initiated.

2.2 Credit for appropriate full-time service at other institutions may be granted at the time of hire if agreed to in writing and so stated in the appointment letter from the provost at the time of initial appointment. The time period under review for faculty applying for full professor includes the period following the candidate’s submission of materials for associate professor but before promotion to associate professor has been awarded.

2.3 Each faculty member shall be evaluated annually by the department chair to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to excellence in teaching, and excellence in scholarship and/or creative accomplishments (12.01.99.C1.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty Members). Annual reviews are reviewed and approved by the dean.

2.4 Application for Early Promotion

2.4.1 Application for promotion to Associate Professor and the granting of
tenure will be coupled and one shall not be granted without the other.

2.4.2 Early promotion will only be granted rarely. Early promotion for untenured faculty members will only be granted as part of the early tenure process.

2.5 If a candidate’s application for promotion to Full Professor has been denied, the candidate cannot reapply until after three years of full-time service have passed.

2.6 Notification of Years of Credit

2.6.1 Years of credit toward promotion will be stated in the appointment letter. Years of credit may be stated in terms that provide faculty members “up to” the stated number of years allowing the faculty member to choose whether to utilize those years of credit.

2.6.2 In such cases, the appointment letter will note the earliest date that an application for promotion may be submitted.

2.7 To be eligible to receive promotion, a faculty member must be an employee of Texas A&M-Corpus Christi, must have an earned terminal degree in his/her academic discipline or a related discipline, and should hold the academic rank of assistant professor or associate professor. Members of the faculty whose appointments are part-time or temporary, such as lecturers, instructors, visiting professors, or graduate student teaching assistants, are not entitled to promotion and consequently are not subject to the policies outlined in this procedure.

2.8 As described by University Statement 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service, excellence in these categories of performance for promotion are:

2.8.1 Excellence in Teaching. This category may include, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; academic service learning, distance education, publication of instructional materials; advising; and supervision of undergraduate students and/or graduate students.

2.8.2 Excellence in Scholarship and/or Creative Activity. Creation and dissemination of new knowledge or other creative activities and/or the preservation of knowledge. For most disciplines, this category consists of research, grants, publication, and/or creative work. This category may also include securing patents, copyrights, and commercialization as defined by college criteria.

2.8.3 Excellence in Service. This includes service to the University, to students, student organizations, colleagues, the department, and the college, as well
as service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large, as it relates to their faculty discipline and area of expertise, as well as other activities that benefit and enhance the community and university/community relations. It is also recognized that some faculty may have duties assigned that include semi-administrative or administrative responsibilities. Examples of these responsibilities may include duties of a director, coordinator, department chair, assistant or associate dean.

2.8.4 While department and college criteria may utilize some quantitative measures, excellence, as exemplified by the quality, impact, and significance of accomplishments, is of utmost importance.

3. **PROMOTION REVIEW**

3.1 Colleges will determine, as appropriate and in a written policy, the roles that schools and school directors have in this process.

3.2 The evaluation of candidates for promotion will take place in the college in accordance with all applicable university guidelines. Before the end of the spring semester prior to the scheduled year of promotion review, the dean shall notify promotion candidates at assistant professor rank and first-time promotion candidates at the associate professor rank of their eligibility and of the deadline for the submission of their dossiers to the dean’s office.

3.3 Before the end of the spring semester prior to the promotion review, the dean will hold a meeting open to promotion candidates to review timelines, processes, and portfolio expectations.

3.4 During promotion review, the college must assess whether the candidate has fulfilled faculty responsibilities (as described in 12.01.99.C1.03 Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members) and must verify that the candidate has the academic preparation and experience (12.01.99.C1.01) required for the rank being considered and must assess the candidate’s qualifications in teaching, scholarship, and service (12.01.99.C1.04). Each candidate shall provide a dossier to the dean’s office.

3.5 Each college must establish written criteria for each area of evaluation and provide examples of evidence to be used for judging the candidate’s performance as delineated below and in 12.01.99.C1 Evaluation and Promotion of Full-Time Faculty Members. The guidelines must be appropriate to the various disciplines within the college and consistent with the missions of the college and University. Promotion procedures and measures shall be provided in writing to all incoming faculty members at the time they are hired.
3.5.1 College criteria must be ratified by a simple majority of the full-time tenure or tenure-track college faculty either by a) balloting or b) through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the dean and provost.

3.5.2 When revisions are made to College promotion criteria, the revisions should address how they apply to current faculty. Any special provisions for current faculty should take into account the degree of change in the criteria and the time until promotion review.

3.6 Departments may determine additional written criteria, consistent with the missions of the department, college, and university, to apply in the promotion process.

3.6.1 Departmental measures must be ratified by a simple majority of the full-time tenure or tenure-track college faculty either by a) balloting or b) through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the dean and provost.

3.6.2 When revisions are made to departmental promotion criteria, the revisions should address how they apply to current faculty. Any special provisions for current faculty should take into account the degree of change in the criteria and the time until promotion review.

3.7 If a faculty member is appointed jointly to more than one department, a memorandum of understanding will clearly communicate the criteria for promotion and the nature of the Promotion Review Unit at the time of the joint appointment.

3.8 It is the responsibility of the faculty member applying for promotion to submit a complete dossier with all appropriate documentation on or before the due date to the dean’s office. Final deadlines for submitting the dossier and for each step of the review to be completed shall be set by the provost and shared with all faculty and academic administrators before the end of the spring semester of each academic year prior to the upcoming promotion reviews.

3.8.1 Colleges may set deadlines in advance of the university deadlines.

3.9 Consistently sustained performance of faculty responsibilities (as described in 12.01.99.C1.03) is requisite for promotion.

3.10 Evaluation of faculty performance for promotion should be conducted in a manner that is consistent with the faculty member’s assigned workload during the period.
under evaluation. The evaluation period for a faculty member’s performance will be that time since the previous promotion as described in section 2.2 of this document.

4. DOCUMENTATION FOR PROMOTION REVIEW

4.1 Candidates for promotion will provide the dean’s office with sufficient documentation to support their candidacy. Except as detailed in this rule, additional documents may not be added to the candidate’s dossier once the dossier has been submitted. All candidates for promotion must present documentation to support their promotion candidacy as specified by their college. At minimum the dossier must include, in the following order:

Section I. The department chair or school director will provide a letter noting the nature of the appointment (percent teaching, scholarship and/or creative activity, service - including semi-administrative and administrative duties) and any changes in those duties over time.

Section II. An executive summary (2 pages maximum) that clearly illustrates how the candidate’s qualifications meet each of the requirements listed in sections 2.4.

Section III. Current curriculum vitae.

Section IV. Copies of annual and other evaluations from the department, chair, dean, and provost for the time period under review and any faculty responses.

Section V. Evidence of excellence in teaching.
   1. A statement of teaching philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-promotion period.
   2. An account of teaching assignments and teaching loads, by semester, during the pre-promotion period.
   3. Student evaluations, a peer review of teaching effectiveness as defined by department and/or college criteria, and other evidence of teaching effectiveness as determined by college policy.

Section VI. Evidence of excellence in scholarly and creative contributions.
   1. A statement explaining contributions and success in the area of scholarly and creative activity (2 pages maximum).
   2. Documentation demonstrating excellence and contributions to scholarly and/or creative activity.
   3. Any blind letters of evaluation, if required by department or college criteria, should follow college guidelines and be solicited from
Section VII. Evidence of excellence in service.
1. A statement explaining leadership and service contributions (2 pages maximum)
2. Documentation demonstrating excellence in leadership and service.

Section VIII. Other documentation that the department or college may require or allow.

Section IX. Dossiers should consist of no more than one 4-inch binder or electronic equivalent but may be subject to further expectations as defined by college policy. Candidates should focus on demonstrating quality.

Understanding that the promotion review process provides for review by individuals outside of the candidate’s field of expertise, candidates should make every effort to provide context and explanations relating to their documentation and evidence of excellence.

4.2 The office of the dean is responsible for maintaining the faculty member's promotion file and providing access to that file to the faculty reviewers and to other administrative personnel with a role in the promotion review process.

5. DEPARTMENT REVIEW PROCESS

5.1 If provided for in the college policy and agreed to by departments, more than one department may be grouped together in a Promotion Review Unit for promotion review. Such Promotion Review Units must be explicitly detailed in college policy. For purposes of this policy, Promotion Review Unit may be synonymous with a department or school where appropriate. Each department (or Promotion Review Unit) shall have a Department Promotion Review Committee.

5.2 The Department Promotion Review Committee shall consist of all tenured faculty members at or above the rank at which promotion is required in the department and shall have at least three (3) members. A simple majority rule shall prevail.

5.2.1 In the event that the number of eligible committee members in a department is fewer than three (3), the actual tenured faculty members in the department, plus additional tenured faculty members nominated by the department committee members and appointed by the dean, shall act as an ad hoc Department Promotion Review Committee for promotion recommendation.
5.2.2 The department members of the committee shall make nominations to the
dean. The nominees must be at or above the rank at which promotion is
requested. The dean may make the appointment or seek alternative
nominations.

5.3 After consultation with the appropriate department chair(s) or school director, the
dean, or designee, shall convene a meeting of the Department Promotion Review
Committee. Each Department Promotion Review Committee shall elect a chair at
the meeting convened by the dean. The dean or designee and the department
chair(s) shall review college and university promotion policies.

5.4 The dean’s office shall maintain control of the dossiers throughout the process and
shall designate a secure location where the dossiers are available for review by the
committee members. The dean, or designee, and the department chair must not be
present during subsequent meetings of the Department Promotion Review
Committee.

5.5 The chair of the Department Promotion Review Committee shall convene
subsequent meetings sufficient to conduct the reviews of all promotion candidates.

5.6 With at least five (5) working days of written notice, the chair of the Department
Promotion Review Committee shall reconvene the committee for a final meeting to
hold the promotion vote. By a simple majority of those voting, the committee shall
recommend to grant or to deny promotion. The chair of the Department
Promotion Review Committee shall document the results of the review to the
department chair in a written statement and recommendation which shall be signed
by all members of the committee.

5.7 After receiving the report and recommendation from the Department Promotion
Committee, the chair shall develop a written recommendation to grant or deny
promotion. The department chair may consult with the committee and the
candidate regarding the recommendations.

5.8 The department chair will meet with the candidate and review the Department
Promotion Review Committee and the chair’s recommendations.

5.9 Each candidate will submit a response to the Department Promotion Review
Committee and department chair’s recommendations. Such response shall indicate
concurrence with the recommendations or non-concurrence. Responses shall be
no more than two pages in length. Responses must be submitted to the department
chair within two business days of the meeting with the department chair.

5.10 The department chair’s recommendation, the Department Promotion Review
Committee’s recommendation, and the candidate’s response shall be forwarded to
the dean and added to the dossier.
6. COLLEGE REVIEW PROCESS

6.1 Each year, by the end of September, each department in the college shall elect one member of the department to serve a two-year term on the College Promotion Review Committee. This person (1) must be tenured, (2) shall not be the chair of the department, and (3) shall not be the assistant or associate dean. This elected faculty member cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the department.

6.2 After the election, the dean may appoint up to one person per department for purposes of equity, diversity, and representation to serve a two-year term on the College Promotion Review Committee. This person (1) must be tenured, (2) shall not be the chair of the department, (3) shall not be the assistant or associate dean or school director. This elected faculty member cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the department.

6.2.1 If a department has no one qualified to serve on the College Promotion Review Committee the department and dean may use one of the following:

6.2.1.1 The dean may modify the qualifications to allow a faculty member, other than the department chair, to be elected from the department. He or she cannot be considered for promotion during their term on the College Promotion Committee.

6.2.1.2 The department faculty may nominate a faculty member from outside the college. The dean may appoint that faculty member or seek alternative nominations from the department.

6.2.1.3 A previously tenured emeritus faculty member may be asked to serve on this committee. The committee members, through the chair of the committee, shall make the nomination to the dean. The dean may appoint the emeritus faculty member or seek alternative nominations from the department.

6.2.1.4 As one of the dean’s appointments, if the department has no one qualified to serve on the College Promotion Review Committee, the dean may appoint a faculty member from outside the department or a previously tenured emeritus faculty member.

6.3 After the Department Promotion Review Committee and the department chair have made their recommendations, the dean shall call a meeting of the College Promotion Review Committee. At this meeting, the College Promotion Review Committee shall elect a chair, and the dean shall review college and university...
promotion policies. The dean’s office shall make available to all committee members the dossiers submitted by the candidates, the recommendations of the department promotion review committee, the department chair, the faculty response, and other documents required by the college (e.g., blind review letters.). The dean, assistant dean, or associate dean shall not be present during subsequent meetings of the College Promotion Review Committee. All faculty members eligible for promotion shall be reviewed.

6.4 With at least five (5) working days of written notice, the chair of the College Promotion Review Committee shall reconvene the review committee for a final meeting to hold the promotion vote. For each promotion candidate, the College Promotion Review Committee, by a simple majority of those voting, shall make a recommendation to grant or to deny promotion. A tie vote is insufficient to recommend promotion. The recommendations shall be based on the written measures of the college (and the department, if applicable) and on discussion among the committee members. The committee chair shall forward the recommendations to the dean.

6.5 After receiving the recommendations from the department chair and from the department and college committees, the dean shall write an individual recommendation for each candidate, to grant or to deny promotion. The dean may consult with the committees, the department chair, and the candidate regarding the recommendations.

6.5.1 The dean will meet with the faculty member to inform the candidate of the dean’s recommendation and the results of the other levels of review and to give the candidate the opportunity to read the dean’s letter.

6.5.2 Upon request by the promotion candidate, the dean shall inform the candidate of the numerical results of the department division, and college votes.

6.5.3 The committee’s letter and the dean’s recommendation shall be added to the dossier and forwarded to the Office of Academic Affairs.

7. UNIVERSITY REVIEW PROCESS

7.1 The provost shall receive the dean’s recommendation on promotion and shall forward all recommendations to the University Promotion and Tenure Committee for review.

7.1.1 The members of the University Promotion and Tenure Committee are elected by the respective college faculties and must meet the membership criteria described in the University Committees and Councils document.
7.1.2 The committee’s promotion recommendations shall be based on the written measures of the college (and the department, if applicable) and on discussion among the committee members. After review of each candidate’s material, the committee shall prepare a written recommendation for each candidate and send them to the provost.

7.2 After reviewing all recommendations, the provost shall write a personal recommendation for each candidate, to grant or deny promotion. The provost may consult with the committees, department chair or school director, dean, and candidate regarding the recommendations.

7.3 The provost will meet with the president to discuss all promotion recommendations. After that meeting, the president will develop and approve a final promotion list.

7.3.1 If required, the president will send the list forward to the Chancellor’s office or designee for review.

7.3.2 The president may consult with the candidate, committees, department chair, dean, and provost regarding the recommendations.

7.3.3 The provost will meet with the faculty member to inform the candidate of the provost’s recommendation, the recommendation of the University Promotion and Tenure Committee and the recommendation of the president.

7.4 The president or provost will send a letter to the candidate relaying the decision regarding the recommendation for promotion, with copies to the dean and department chair.

7.5 The University shall retain all materials for a period of five years beyond the faculty member’s association with the University, except for the dossier, which shall be returned to the candidate 20 days after notification of promotion, or after the appeals deadline has elapsed.

8. CANDIDATE WITHDRAWAL FROM PROMOTION CONSIDERATION

8.1 A candidate for promotion may withdraw from promotion consideration at any time prior to the forwarding of the dean’s recommendations to the provost for review by the University Promotion and Tenure Committee.

8.2.1 A withdrawal request must be made in writing, signed, and dated to the dean. Once the letter is submitted to the dean it may not be rescinded.

9. RECOMMENDATIONS AGAINST PROMOTION AND APPEALS

Texas A&M University-Corpus Christi Faculty Handbook
9.1 A promotion candidate may appeal a decision denying promotion for reasons detailed in System Policy 12.01. Those appealing should refer to University Rule 12.01.99.C3, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments.