

## 12.02.99.C0.01 Tenure

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### Procedure Statement

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The granting of tenure is the most important decision in the development of an outstanding faculty member. As such, it is a selective process, which recognizes an individual as worthy to be a continuing member of the faculty based on performance during a trial period. The importance of this decision to Texas A&M University-Corpus Christi dictates that tenure is to be awarded when there is sufficient evidence and documentation that an individual will continue to make significant long-term contributions in each of the areas of evaluation and to the overall goals of the university.

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### Reason for Procedure

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This procedure describes the criteria and review process for granting tenure to tenure-track faculty at Texas A&M University-Corpus Christi.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1. Texas A&M University System Policy *12.01, Academic Freedom, Responsibility and Tenure* states, "Tenure means the entitlement of a faculty member to continue in an appointed academic position unless dismissed for good cause." The policy also identifies the conditions or circumstances that will constitute good cause for dismissal of a faculty member. Tenure is granted only by the affirmative action of the Board of Regents upon recommendation of the president of the institution. When promotion and tenure are decided jointly and concurrently, a denial of either promotion or tenure results in termination of the process. If a candidate's application for tenure and promotion to the rank of Associate Professor has been denied, the candidate will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure and promotion was denied.

#### 2. INITIAL APPOINTMENT AND TIMELINE

- 2.1. The provost will provide faculty members with a written statement of terms of employment including tenure conditions when employment is initiated.
- 2.2. Beginning with appointment, the standard probationary period for an eligible faculty member will be five (5) years of full-time, tenure-track experience at Texas A&M University-Corpus Christi. In fall of the sixth year, the faculty member will apply for tenure and promotion review to the rank of Associate Professor. Review for tenure shall be no later than the beginning of sixth year of service unless an extension of the tenure probationary period has been approved according to University Rule *12.01.99.C4, Granting Extension of Tenure Probationary Period*.
- 2.3. A faculty member cannot apply for tenure without jointly applying for promotion to the rank of Associate Professor. Concomitantly, a tenure-track faculty member cannot be awarded tenure without being promoted to the rank of Associate Professor. However, a faculty member may be hired initially as an Associate Professor without tenure. In such a case, the faculty member may apply for tenure without applying for promotion to Professor.
- 2.4. Up to, but no more than, three (3) years of full-time service at another academic institution may be granted toward tenure if agreed to in writing at the time of initial appointment and so stated in the appointment letter from the provost. These years may be used at the faculty member's discretion.
- 2.5. Each tenure-track faculty member shall be evaluated annually by the department chair to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to performance in teaching, scholarship/creative activity, and service. Annual evaluations are reviewed and approved by the dean and placed in the faculty member's official personnel file in the Office of the Provost.
- 2.6. Application for Early Tenure  

Early tenure will only be granted rarely. Faculty members who believe they possess exceptional records in terms of teaching, scholarship/creative activity, and service may apply for tenure no earlier than the beginning of their third year of full-time service at Texas A&M University-Corpus Christi. Faculty members must consult with their department chair and dean before applying for early tenure.
- 2.7. Notification of Years of Credit  

Credit for appropriate full-time service at other academic 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. 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. In such cases, the appointment letter will note the earliest and latest dates that an application for tenure may be submitted.

### 3. UNIVERSITY STANDARDS FOR TENURE

- 3.1. To be eligible to receive tenure, a faculty member must be an employee of Texas A&M University-Corpus Christi, must have an earned terminal degree in his or her academic discipline or a related discipline, and should hold the academic rank of at least Assistant Professor. Members of the faculty whose appointments are not full-time, tenure-track positions are not eligible to receive tenure and consequently are not subject to the requirements outlines in this procedure.
- 3.2. Administrative personnel who hold academic rank at Texas A&M University-Corpus Christi in addition to their administrative title retain their tenured status as faculty members, but administrative positions per se are not subject to tenure. The initial appointment letter, or if applicable, the letter notifying the faculty member of his or her appointment to the administrative position, should state the portion of the employee's salary that is associated with the administrative position. Also, in such cases, this letter should state that the administrative position and the salary associated with such position may be terminated without cause. Except in extraordinary cases, administrators who have not held a tenured faculty position at an institution of higher learning will not be hired with tenure at Texas A&M University-Corpus Christi.
- 3.3. Eligibility for tenure includes a record of achievement in the areas of teaching, scholarship/creative activity, and service. While this record may not include an overall numerical rating above "Standard" in every annual faculty evaluation cycle for the time period under consideration for the tenure review as outlined in University Procedure 33.99.99.C0.02, *Performance Reviews of Full-Time Faculty Members*, the candidate for tenure must demonstrate a record with annual overall numerical averages above "Standard" in their annual performance review during the time period under consideration to be eligible for tenure.
- 3.4. The tenured faculty of a particular program and/or dean of a college may determine that it is in the university's best interest to recommend the appointment of a faculty member with tenure. Such a circumstance must be accompanied by a written recommendation to the provost from the dean including letters from an expedited tenure review process. The department promotion and tenure committee, the department chair, the college promotion and tenure committee, and the dean will evaluate the candidate's credentials to determine if he or she meets the criteria for tenure. Candidates will only be considered for tenure if they have been awarded tenure at another accredited institution; therefore, a full portfolio is not required for this review. All requests for tenure upon arrival must be approved by the president prior to any offer to a candidate, and any offer of a tenured position is contingent upon the Board of Regents' approval to award tenure to the candidate.
  - 3.4.1. The provost will consider the recommendation and appropriate documentation before making the faculty appointment.
  - 3.4.2. Tenured appointments must be approved by the president and the Texas A&M University System Board of Regents.
- 3.5. Examples of performance for tenure include:

- 3.5.1. Teaching: This category may include, among other things: classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; service learning; distance education; publication of instructional materials; advising; supervision of undergraduate students and/or graduate students; and other examples defined by departmental and college criteria.
- 3.5.2. Scholarship/Creative Activity: This category may include, among other things, 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, peer-reviewed publications, and/or creative work. This category may also include securing patents, copyrights, and commercialization as defined by departmental and college criteria.
- 3.5.3. Service: This category may include, among other things, service to the university, students, student organizations, colleagues, department, 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 discipline and area of expertise, as well as other activities that benefit and enhance the community and university/community relations as defined by departmental and college criteria.
- 3.5.4. 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.
- 3.6. 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. The guidelines must be appropriate to the various disciplines within the college and consistent with the missions of the college and university. Tenure procedures and measures shall be provided in writing to all incoming faculty members at the time they are hired.
  - 3.6.1. College criteria must be ratified by a simple majority of the full-time tenured 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. The dean will forward the current criteria for tenure to the Office of the Provost annually in the spring semester. If changes to the criteria have been approved by the faculty and the dean since the previous cycle, an executive summary should be included outlining those changes.
- 3.7. Departments may determine additional written criteria, consistent with the missions of the department, college, and university, to apply in the tenure process.
  - 3.7.1. Departmental measures must be ratified by a simple majority of the full-time tenured or tenure-track department 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.

3.7.2. When revisions are made to departmental tenure criteria, the revisions should address how they apply to current untenured or tenure-track faculty. Any special provisions for current faculty should take into account the degree of change in the criteria and the time until tenure review. Revisions shall be approved by a simple majority of faculty.

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

#### 4. PRE-TENURE REVIEW

4.1. The purpose of the pre-tenure review is to give tenure-track faculty members a constructive peer evaluation prior to the tenure review. Tenure-track faculty members shall be informed of recommended alterations or improvements in performance to enhance their chances for a positive tenure recommendation by the department, school, or division.

4.2. The pre-tenure review process will commence in the faculty member's third year of full-time academic employment at Texas A&M University-Corpus Christi. In the event the faculty member was awarded credit at another institution towards tenure at the time of their initial appointment, the faculty member may be evaluated earlier than their third full year of employment at their discretion as per the terms of employment stated in their initial appointment letter.

4.3. Recommendations for improvement or directed efforts will be provided to the faculty member by faculty peers, the department chair, and the dean. The documentation and requirements for tenure must be consistent with the candidate's assigned workload. In instances where tenure-track faculty members have been granted time toward tenure during the hiring process, the provost shall note the year of the pre-tenure review in the hiring letter. The pre-tenure review shall be administered in accordance with the following process:

4.3.1. Before the end of the fall semester of each year, the office of the dean shall notify each college faculty member who is subject to pre-tenure review during the following academic semester.

4.3.2. By February 1<sup>st</sup>, the faculty member who is subject to pre-tenure review shall deliver to the department chair a dossier documenting excellence in teaching, scholarship/creative activity, and service in accordance with college criteria.

4.3.3. All tenured faculty members in the department (or Tenure Review Unit) shall review the dossier and evaluate it for excellence in effective teaching, scholarship/creative activity, and service.

- 4.3.4. Tenured faculty members shall meet together to discuss a candidate's pre-tenure review and shall draft a developmental review identifying strengths and opportunities for improvement in each area of evaluation. Tenured faculty members shall submit their developmental review to the department chair.
- 4.3.5. The department chair shall develop an individual review and meet with the candidate to discuss the chair's evaluation and the review by the tenured faculty members. The faculty member will receive a copy of the chair's written comments and recommendations, as well as the developmental review from the tenured faculty members.
- 4.3.6. The department chair shall submit the completed pre-tenure review to the dean, including the chair's evaluation and the review provided by the tenured faculty members.
- 4.3.7. The dean shall review the feedback from the tenured faculty and the chair and shall prepare a written evaluation. The dean will meet with the tenure-track faculty member to discuss the pre-tenure review in accordance with college guidelines. The faculty member will receive a copy of the dean's written comments and evaluation.
- 4.3.8. The dean shall forward the chair's evaluation and the dean's evaluation to the Office of the Provost for the faculty member's official file.
- 4.4. If the review of the faculty member indicates that he or she is not progressing adequately towards the requirements for tenure, the department chair will convene a meeting with the faculty member to discuss how he or she should improve their academic record prior to application for tenure review.

## 5. TENURE REVIEW

- 5.1. The evaluation of candidates for tenure will take place in the college in accordance with the following university guidelines. Before the end of the spring semester prior to the fall semester in which the faculty member is eligible for and plans to apply for tenure review, the dean will hold a meeting with each candidate to review timelines, processes, dossier expectations, and submission deadlines.
- 5.2. During tenure review, the college dean must assess whether the candidate has fulfilled faculty responsibilities as described in University Procedure *12.01.99.C0.03, Responsibilities of Full-Time Faculty Members* and must assess his or her qualifications in the areas of teaching, scholarship/creative activity, and service. Each candidate shall provide a dossier to the dean's office.
- 5.3. It is the responsibility of the faculty member applying for tenure 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 dean and shared with all faculty and academic administrators before the end of the spring semester of each academic

year prior to the upcoming tenure reviews.

- 5.4. Colleges may set deadlines in advance of the university deadlines.
- 5.5. Evaluation of faculty performance for tenure should be conducted in a manner that is consistent with the faculty member's assigned workload during the period under evaluation.

## 6. DOCUMENTATION FOR TENURE REVIEW

- 6.1. Candidates for tenure review will provide the dean's office with sufficient documentation to support their candidacy. Except as detailed in this procedure, additional documents may not be added to the candidate's dossier once the review process has begun. All candidates for tenure must present documentation to support their tenure candidacy as specified by their college. At a minimum the dossier must include, in the following order:

Section I. The department chair will provide a letter noting the nature of the appointment (percent teaching, scholarship/creative activity, and 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 section 3.5 of this procedure.

Section III. A current curriculum vita.

Section IV. The candidate for tenure will include a tab for evaluations. The dean will insert copies of annual or other evaluations from the department chair, dean, and provost along with student course evaluations for the time period under review and any faculty responses to evaluations.

Section V. Evidence of performance in regards to teaching

1. A statement of teaching philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-tenure period.
2. An account of teaching assignments and teaching loads, by semester, during the pre-tenure period.
3. Additional evidence of teaching excellence may include 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 performance in regards to scholarship/creative activity.

1. A statement explaining contributions and success in the area of

- scholarship/creative activity (2 pages maximum).
- 2. Documentation demonstrating performance in regards to scholarship/creative activity.
- 3. Any external letters of evaluation, if required by department or college criteria, should follow college guidelines and be solicited from reviewers at peer or aspirational institutions who are clear leaders in their field as described in college guidelines.

Section VII. Evidence of performance in regards to service.

- 1. A statement explaining leadership and service contributions (2 pages maximum).
- 2. Documentation demonstrating performance in regards to service.

Section VIII. External review and/or other documentation as defined and required or permitted by the department or college.

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 in regards to those qualities outlined in section 3.5 of this procedure.

Understanding that the tenure 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.

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

7. DEPARTMENT REVIEW PROCESS

- 7.1. If provided for in the college policy and agreed to by departments, more than one department may be grouped together in a Tenure Review Unit for tenure review. Such Tenure Review Units must be explicitly detailed in college policy. For purposes of this procedure, Tenure Review Unit may be synonymous with a department where appropriate. Each department (or Tenure Review Unit) shall have a Department Promotion and Tenure Committee.
- 7.2. The Department Promotion and Tenure Committee shall consist of all tenured faculty members in the department and shall have at least three (3) members. A simple majority rule shall prevail. The committee shall not include the Department Chair.
  - 7.2.1. In the event that the number of tenured faculty 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 confirmed by the dean, shall act as an ad hoc Department Promotion and Tenure Committee for tenure recommendation.

- 7.3. After consultation with the appropriate department chair(s), the dean shall convene a meeting of the Department Promotion and Tenure Committee. Each Department Promotion and Tenure Committee shall elect a chair at the meeting convened by the dean. The dean and the department chair(s) shall review college policies and university rules and procedures related to tenure with the committee.
- 7.4. 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 and the department chair must not be present during subsequent meetings of the Department Promotion and Tenure Committee.
- 7.5. The chair of the Department Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all tenure candidates.
- 7.6. Within at least five (5) business days of written notice, the chair of the Department Promotion and Tenure Committee shall reconvene the committee for a final meeting to hold the tenure vote. By a simple majority of those voting, the committee shall recommend to grant or to deny tenure. The chair of the Department Promotion and Tenure 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 and include the result of the vote alongside a written explanation of the vote and decision.
- 7.7. After receiving the report and recommendation from the Department Promotion and Tenure Committee, the chair shall develop a written recommendation to grant or deny tenure.
- 7.8. The department chair will meet with the candidate and review the Department Promotion and Tenure Committee's and the chair's recommendations.
- 7.9. Each candidate may submit a written response to the Department Promotion and Tenure Committee's and the department chair's recommendations. Responses must be submitted to the department chair within five (5) business days of the meeting with the department chair and will be included in the dossier.
- 7.10. The department chair's recommendation, the Department Promotion and Tenure Committee's recommendation, and the candidate's response, if available, must all be added to the dossier and forwarded to the dean.
- 7.11. In departments which have insufficient tenured faculty to adhere to the provisions of this procedure, an alternative process may be employed as recommended by the college faculty and approved by the college dean and the provost.

## 8. COLLEGE REVIEW PROCESS

- 8.1. 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 and Tenure Committee. This elected faculty member must be tenured, shall not be the chair of the department, shall not be the assistant or associate dean, cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the department, and cannot have greater than a 49 percent administrative appointment.

- 8.2. 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 and Tenure Committee. This person must be tenured, shall not be the chair of the department, and shall not be the assistant or associate dean. This appointed faculty member cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the department.
- 8.3. In colleges which have insufficient tenured faculty to adhere to the provisions of this procedure, an alternative process may be employed as recommended by the college faculty and approved by the college dean and the provost.
- 8.4. After the Department Promotion and Tenure Committee and the department chair have made their recommendations, the dean shall convene a meeting of the College Promotion and Tenure Committee. At this meeting, the College Promotion and Tenure Committee shall elect a chair, and the dean shall review college policies and university rules and procedures related to tenure with the committee. The dean's office shall make available to all committee members the dossiers submitted by the candidates. The dean, assistant dean, and associate dean shall not be present during subsequent meetings of the College Promotion and Tenure Committee. All faculty members eligible for tenure shall be reviewed.
- 8.5. Within at least five (5) business days of written notice, the chair of the College Promotion and Tenure Committee shall reconvene the review committee for a final meeting to hold the tenure vote. For each tenure candidate, the College Promotion and Tenure Committee, by a simple majority of those voting, shall make a recommendation to grant or to deny tenure. A tie vote is insufficient to recommend tenure. 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.
- 8.6. 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 tenure.
  - 8.6.1. The dean will meet with the faculty member to inform the candidate of the dean's and college-level recommendation and the results of the other levels of review and to give the candidate the opportunity to read the dean's letter.
  - 8.6.2. Upon request by the tenure candidate, the dean shall inform the candidate of the numerical results of the department and college votes.
- 8.7. The candidate may submit a written response to the dean's recommendation.

Responses must be submitted to the dean within five (5) business days of the meeting with the dean and will be included in the dossier forwarded to the provost.

- 8.8. The recommendations provided by the Department Promotion and Tenure Committee, department chair, the College Promotion and Tenure Committee, the dean's recommendation, and the candidate's response, if available, must all be added to the dossier and forwarded to the provost.

## 9. UNIVERSITY REVIEW PROCESS

- 9.1. The provost shall receive the dean's recommendation on tenure along with the department chair's recommendation, the recommendations provided by both the college- and department-level Promotion and Tenure Committees, and the candidate's responses, if available, and shall forward all documentation to the University Promotion and Tenure Committee for review.

- 9.1.1. 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.

- 9.1.2. The committee's tenure recommendations shall be based on the written measures of the college (and the department or discipline, 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.

- 9.2. After reviewing all recommendations, the provost shall write a personal recommendation for each candidate to grant or deny tenure. The provost may consult with the committees, department chair, dean, and/or candidate regarding the recommendations.

- 9.3. The provost will meet with the president to discuss all tenure recommendations. After that meeting, the president will develop and approve a final tenure list to submit to the Board of Regents. The president may consult with the candidate, committees, department chair, dean, and/or provost regarding the recommendations.

- 9.3.1. 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.

- 9.4. The president shall submit his or her recommendation to the Board of Regents.

- 9.5. Following action by the Board of Regents, the provost will send a letter to the candidate relaying the Board of Regents' decision regarding the recommendation for tenure, with copies provided to the dean and department chair.

- 9.6. The university shall retain all materials for a period of five (5) years beyond the

faculty member's association with the university, except for the dossier, which shall be returned to the college dean and on to the candidate 20 days after notification of tenure by the Board of Regents, or after the appeals deadline has elapsed.

## 10. CANDIDATE WITHDRAWAL FROM TENURE CONSIDERATION

- 10.1. A candidate for tenure may withdraw from tenure consideration at any time prior to the forwarding of the recommendations to the provost for review by the University Promotion and Tenure Committee.
- 10.2. 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.
- 10.3. In the event a candidate requests withdrawal from the tenure review process, the faculty member will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure and promotion was withdrawn.

## 11. RECOMMENDATIONS AGAINST TENURE AND APPEALS

- 11.1. If the decision is not to award tenure, the faculty member will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure and promotion was denied.
- 11.2. A tenure candidate may appeal a decision denying tenure for reasons detailed in System Policy *12.01, Academic Freedom, Responsibilities and Tenure*. Those appealing should refer to System Regulation *32.01.01, Complaint and Appeal Procedures for Faculty Members* and University Rule *12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments*.
- 11.3. For additional information on non-renewal of non-tenured tenure-track faculty at the end of a term contract, financial exigency, and the phasing out of programs, please see University Rule *12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments*.

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## Related Statutes, Policies, or Requirements

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System Policy [\*12.01, Academic Freedom, Responsibility and Tenure\*](#)

System Policy [\*12.02, Institutional Procedures for Implementing Tenure\*](#)

University Rule [\*12.01.99.C4, Granting Extension of Tenure Probationary Period\*](#)

University Procedure [\*33.99.04.C0.02, Promotion of Tenured and Tenure-Track Faculty Members\*](#)

University Procedure [\*33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members\*](#)

University Procedure [\*12.01.99.C0.03, Responsibilities of Full-Time Faculty Members\*](#)

University Procedure [\*12.01.99.C0.06, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments\*](#)

## **Contact Office**

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Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
(361) 825-2722.