

## 33.99.04.C0.02 Promotion of Tenured and Tenure-Track Faculty Members



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### Procedure Statement

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The granting of promotion is one of the most important decisions in the development of an outstanding faculty member. 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, scholarship/creative activity, and service 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.

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### Reason for Procedure

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This procedure provides the criteria and review process for the promotion of full-time tenured or tenure-track faculty positions at Texas A&M University-Corpus Christi.

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### Procedures and Responsibilities

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1. GENERAL
  - 1.1 Promotion in rank is recognition of past achievement 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.
  - 1.2 Academic ranks for promotion are defined as outlined in University Procedure *12.01.99.C1.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*.
  - 1.3 All promotion proceedings and discussions will be strictly confidential to the extent

permitted by law, Texas A&M University System policies and regulations, and Texas A&M University-Corpus Christi rules and procedures.

## 2. INITIAL APPOINTMENT AND TIMELINE

2.1 The provost will provide faculty members with a written statement of terms of employment including conditions for promotion when employment is initiated.

2.2 A faculty member will not be considered for promotion to the rank of Associate Professor until the faculty member has completed at least two (2) years of full-time service at Texas A&M University-Corpus Christi and has begun their third year of full-time service at the university. Assistant Professors with five (5) years of full-time, tenure-track faculty experience at Texas A&M University-Corpus Christi are required to apply for tenure and promotion to the rank of Associate Professor, unless an extension is granted in writing by the faculty member's college dean and the provost in accordance with University Rule *12.01.99.C4, Granting Extension of Tenure Probationary Period.*

### 2.3 Application for Early Promotion

2.3.1 Early promotion will only be granted rarely. Early promotion for untenured tenure-track faculty members will only be granted as part of the tenure process.

2.3.2 Faculty members with the rank of Assistant Professor who believe they possess exceptional records in terms of teaching, scholarship/creative activity, and service may apply for promotion 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 promotion.

### 2.4 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 numbers 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 date that an application for promotion may be submitted.

## 3. UNIVERSITY STANDARDS FOR PROMOTION

3.1 To be eligible to receive promotion, a faculty member must be an employee of Texas A&M University-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 not full-time tenured or tenure-track are not subject to the requirements outlined in this procedure.

- 3.2 Each faculty member shall be evaluated annually by the department chair to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to responsibilities in teaching, scholarship/creative activity, and service. Annual reviews are reviewed and approved by the dean. All annual reviews are submitted to the Office of the Provost for inclusion in the faculty member's official file.
- 3.3 Eligibility for promotion 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 promotion review as outlined in University Procedure 33.99.99.C0.02, *Performance Reviews of Full-Time Faculty Members*, the candidate for promotion 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 promotion.
- 3.4 Academic ranks and general expectations for promotion for tenured or tenure-track faculty members are as follows:
  - 3.4.1 Associate Professor - To earn the rank of Associate Professor, a faculty member should represent maturity, experience, and leadership in the academic profession. Associate Professors should have begun to assume a position of leadership in their department, college, and the university. Unless early promotion is granted, at least five (5) years of full-time tenure-track experience at the rank of Assistant Professor at Texas A&M University-Corpus Christi is required before a faculty member can apply for promotion to the rank of Associate Professor. Years of credit at another institution that are stated in writing at the time of the initial faculty appointment may count towards this five-year timeframe at the discretion of the faculty member.
  - 3.4.2 Professor - To earn the rank of Professor, a faculty member must have assumed a position of leadership and service to their department, college, and the university. A faculty member must possess at least four (4) years of full-time faculty experience at the rank of Associate Professor prior to applying for promotion to the rank of Professor. Generally, ten (10) years of full-time tenure-track faculty experience at Texas A&M University-Corpus Christi is required before a faculty member can apply for promotion to the rank of Professor. Years of credit at another institution that are stated in writing at the time of the initial faculty appointment may count towards

this ten-year timeframe at the discretion of the faculty member.

- 3.5 Examples of performance for promotion 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. Promotion 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 promotion 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 promotion process regarding tenured and tenure track faculty members.
  - 3.7.1 Departmental measures 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.
  - 3.7.2 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. 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 promotion and the nature of the Promotion Review Unit at the time of the joint appointment.

#### 4. PROMOTION REVIEW

- 4.1 The evaluation of candidates for promotion 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 promotion review, the dean will hold a meeting with each candidate to review timelines, processes, dossier expectations, and submission deadlines.
- 4.2 During promotion 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. If there is a disagreement over whether the faculty member applying for promotion has fulfilled their responsibilities to the extent they are eligible to apply for promotion review, the faculty member may seek final clarification and review of their relevant academic record from the Office of the Provost. In such an instance the Office of the Provost, in consultation with the faculty member, college dean, and other relevant parties will provide in writing a clarification and justification for whether the faculty member is eligible to apply for promotion review, based on the formal criteria outlined in this document, as well as the relevant college and departmental level guidelines.

- 4.3 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 dean 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.
- 4.4 Colleges may set deadlines in advance of the university deadlines.
- 4.5 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.
  - 4.5.1 The period under evaluation for an Assistant Professor that is applying for the rank of Associate Professor includes all of the full-time, tenure-track experience at Texas A&M University-Corpus Christi or equivalent agreed to in writing at the time of the faculty member's initial hire date.
  - 4.5.2 The period under evaluation for an Associate Professor that is applying for Professor includes all of the full-time faculty experience in the rank of Associate Professor, as well as the year that the faculty member applied for promotion to the rank of Associate Professor.

## 5. DOCUMENTATION FOR PROMOTION REVIEW

- 5.1 Candidates for promotion 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 promotion must present documentation to support their promotion 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 promotion 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-promotion period.
2. An account of teaching assignments and teaching loads, by semester, during the pre-promotion 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 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.

- 5.2 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.

## 6. DEPARTMENT REVIEW PROCESS

- 6.1 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 procedure, Promotion Review Unit may be synonymous with a department where appropriate. Each department (or Promotion Review Unit) shall have a Department Promotion and Tenure Committee.
- 6.2 The Department Promotion and Tenure Committee shall consist of all tenured faculty members at or above the rank at which promotion is requested 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.
  - 6.2.1 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 confirmed by the dean, shall act as an ad hoc Department Promotion and Tenure Committee for promotion recommendation.
- 6.3 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 promotion with the committee.
- 6.4 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.
- 6.5 The chair of the Department Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all promotion candidates.
- 6.6 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 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 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.

- 6.7 After receiving the report and recommendation from the Department Promotion and Tenure Committee, the chair shall develop a written recommendation to grant or deny promotion.
- 6.8 The department chair will meet with the candidate and review the Department Promotion and Tenure Committee's and the chair's recommendations.
- 6.9 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.
- 6.10 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.
- 6.11 In departments which have insufficient eligible 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.

## 7. COLLEGE REVIEW PROCESS

- 7.1 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.
- 7.2 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.
- 7.3 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.

- 7.4 After the Department Promotion and Tenure Committee and the department chair have made their recommendations, the dean shall call 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 promotion 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 promotion shall be reviewed.
- 7.5 With 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 promotion vote. For each promotion candidate, the College Promotion and Tenure 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.
- 7.6 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 promotion.
  - 7.6.1 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.
  - 7.6.2 Upon request by the promotion candidate, the dean shall inform the candidate of the numerical results of the department and college votes.
- 7.7 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.
- 7.8 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.

## 8. UNIVERSITY REVIEW PROCESS

- 8.1 The provost shall receive the dean's recommendation on promotion 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.

8.1.1 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.

8.1.2 The committee's promotion 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.

8.2 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, dean, and/or candidate regarding the recommendations.

8.3 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 to submit to the Board of Regents. The president may consult with the candidate, committees, department chair, dean, and/or provost regarding the recommendations.

8.3.1 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.

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

8.5 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 promotion, with copies provided to the dean and department chair.

8.6 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 promotion by the Board of Regents, or after the appeals deadline has elapsed.

## 9. CANDIDATE WITHDRAWAL FROM PROMOTION CONSIDERATION

9.1 A candidate for promotion may withdraw from promotion consideration at any time

prior to the forwarding of the recommendations to the provost for review by the University Promotion and Tenure Committee.

- 9.2 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. RECOMMENDATIONS AGAINST PROMOTION AND APPEALS

- 10.1 If a candidate's application for promotion to Professor has been denied, the candidate cannot reapply until after one additional year of full-time service has passed beginning in the academic year that follows the issuance of the denial of promotion.
- 10.2 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.
- 10.3 A promotion candidate may appeal a decision denying promotion for reasons detailed in System Policy *12.01, Academic Freedom, Responsibility 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*.

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## Related Statutes, Policies or Requirements

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

System Regulation [\*32.01.01, Complaint and Appeal Procedures for Faculty Members\*](#)

System Regulation [\*33.99.04, Promotion, Transfer and Voluntary Moves\*](#)

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

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\*](#)

University Procedure [\*12.01.99.C1.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty\*](#)

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

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## Contact Office

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