

Texas A&M University-Texarkana

College of Health & Behavioral Sciences

GUIDELINES FOR TENURE, PROMOTION AND PRE-TENURE REVIEW

In conformance with
A&M-Texarkana Procedure 12.01.99
Academic Freedom, Responsibility, Tenure and Promotion
(Adopted 2002. Revised 2004 & 2005. Second Revision 2009.)

The purpose of these guidelines is to supplement The Texas A&M University System Policy 12.01 <http://tamus.edu/offices/policy/policies/pdf/12-01.pdf> and the Texas A&M University-Texarkana University Procedure 12.01.99.H1.01 <http://www.tamut.edu/administrative/12.01.99.pdf> related to *Academic Freedom, Responsibility, Tenure and Promotion*. Collectively, these three documents provide the important criteria, expectations, and processes related to faculty tenure and promotion in rank within the College of Health and Behavioral Sciences.

A. Eligibility and Guidelines for Tenure

The faculty of the College of Health & Behavioral Sciences (CHBS) has affirmed the following statement of expectations for continuing appointment (tenure). In order to be included in the process of application for continuing appointment, a tenure-track faculty member shall meet criteria as established by the University and outlined in University Procedure (UP) 12.01.99.H1.01 (4.1) and the College in the areas of Teaching, Service and Scholarship.

In the area of Teaching, faculty applying for tenure shall have an average rating of "Meets Expectations" or higher during the period for review as outlined in UP 12.01.99.H1.01 (4.5.1).

In the area of Service, faculty applying for tenure shall have an average rating of "Meets Expectations" or higher during the period for review as outlined in UP 12.01.99.H1.01 (4.5.2).

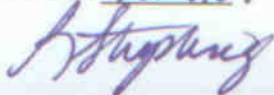
In the area of Scholarship, faculty applying for tenure shall have an average rating of "Meets Expectations" or higher during the period for review as outlined in UP 12.01.99.H1.01 (4.5.3).

B. Tenure and Promotion Committees

The College of Health and Behavioral Sciences committee is composed of all tenured professors. A chair shall be selected by the committee as the first order of business.

C. Procedure for Evaluating Faculty for Tenure

Procedures for applying for tenure are outlined in UP 12.01.99.H1.01 (4.5.1.2). As part of the annual performance review process, the Dean of the (CHBS) shall review the performance of all faculty members who are accruing credit toward tenure and will provide written comments with regard to progress toward tenure. Faculty applying for



tenure will assemble a portfolio of supporting documentation. The faculty member may not revise the portfolio after submission.

D. Procedure for Evaluating Faculty for Promotion

Procedures for applying for promotion are outlined in UP 12.01.99.H1.01 (4.9). The assessment of faculty for promotion will include a review of the faculty member's service since his or her last promotion.

E. Procedure for Pre-Tenure Review

1. Faculty members who are on track for tenure may participate in a pre-tenure review in the year prior to the year they plan to apply for tenure. As outlined in UP 12.01.99.H1.01 (4.8), CHBS faculty, in their fourth year of probation, will participate in a pre-tenure review. Upon completion of the review, the Dean will provide the faculty member with (a) a summary of achievements of the faculty member and (b) specific criteria which must be accomplished in order to receive a positive tenure recommendation.
2. To participate in a pre-tenure review, non-tenured faculty members must submit their portfolios to the Dean's office no later than the first Friday in March. The Dean will transmit a copy of the portfolio to the chair of the Tenure and Promotion Committee.
3. The Tenure and Promotion Committee shall review the portfolio and send written comments to the Dean by the first Friday in April. The chair will submit a copy of the comments to the faculty member.
4. The Dean shall review the portfolio and send written comments to the faculty member by the last Friday in May. The Dean will submit a copy of the comments to the chair of the Tenure and Promotion Committee.


F. Portfolio

When applying for tenure and/or promotion, faculty must submit a portfolio to the Office of the Dean of the College of Health & Behavioral Sciences. Faculty members applying for tenure should include all documentation since the date of their employment in a tenure-track position. Faculty members applying for promotion should include all documentation since their last promotion. The portfolio need not be limited to the following, but must contain:

1. An application letter addressed to the Dean of the College. The letter should state the action requested (that is, tenure, promotion, or tenure and promotion), provide a comprehensive summary of achievement, and include an explanation of why those reviewing the application should grant the request. The letter should address the three main criteria upon which faculty are evaluated: teaching, service and scholarship.
2. Curriculum vitae
3. Documentation of assessment history: Copies of all documents concerning the faculty member's performance reviews, with the most recent on top and in descending order.
4. Documentation of teaching: Indications of quality teaching such as course outlines, sample materials, self-assessments, peer review, representative student work, and student course evaluations UP 12.01.99.H1.01 (4.5.1).

5. Documentation of service (university, region/school, professional, college/department, community): Relevant reports commentary, artifacts and/or outcomes UP 12.01.99.H1.01 (4.5.2).
6. Documentation of scholarship: Copies of published work (actual copies of the document, not a submission completed on word processor), presentations at conferences or other public forums and evidence of other scholarly activities as outlined in UP 12.01.99.H1.01 (4.5.3).

Approved by CHBS Faculty on August 26, 2009

Approved by Provost/VPAA on  8.26.09