

Texas Administrative Code

<u>TITLE 19</u>	EDUCATION
<u>PART 1</u>	TEXAS HIGHER EDUCATION COORDINATING BOARD
<u>CHAPTER 4</u>	RULES APPLYING TO ALL PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN TEXAS
<u>SUBCHAPTER N</u>	PUBLIC ACCESS TO COURSE INFORMATION
<u>RULE §4.227</u>	Definitions

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise:

- (1) Commissioner--"The Commissioner of Higher Education" means the agency acting through its executive, and his or her designees, staff, or agents.
- (2) Curriculum Vitae--A document that summarizes the career and qualifications of the instructor of record, including at least the following:
 - (A) all institutions of higher education attended, with the degree(s) earned;
 - (B) all previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and
 - (C) a list of significant professional publications relevant to the academic positions held, including full citation data for each entry.
 - (D) The curriculum vitae may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.
- (3) Departmental Budget Report--If a course is offered through a unit other than a department - such as a program, college, or institute - substitute the budget for that unit as appropriate. If the institution posts general budget data on its website in which the information required by statute is reported, it may substitute a hyperlink to that data in place of a separate departmental budget report. The budget report shall include:
 - (A) detail for the most recent academic year for which data are available;
 - (B) income from all sources; and
 - (C) a summary by functional categories such as salaries and wages, travel, etc. (as defined by the National Association of College and University Business Officers).
- (4) Institutions of Higher Education or Institution--Any public technical institute, public junior college, public senior college or university, medical or dental unit, other agency of higher education as defined in Texas Education Code, §61.003.

(5) Instructor(s) of Record--The primary instructor or co-instructors of a course who are responsible for the course content and the assignment of final grades. This includes tenured and tenure-track faculty, lecturers, adjuncts, and graduate assistants (who are not working under the supervision of an instructor of record). It does not include guest lecturers or others who may be brought in to teach less than fifty percent of the class sessions.

(6) Internet Website Home Page--The primary Internet web page that serves as the opening portal to the public for all of the other public web pages and Internet services hosted by the institution. It is commonly the web page with the uniform resource locator (URL) address that ends with the domain suffix ".edu".

(7) Medical or Dental Unit--"Medical and dental unit" means Texas A&M University System Health Science Center, Texas Tech University Health Sciences Center, The University of Texas Health Science Center at Houston, The University of Texas Health Science Center at San Antonio, The University of Texas Health Science Center at Tyler, The University of Texas M.D. Anderson Cancer Center, The University of Texas Medical Branch at Galveston, The University of Texas Southwestern Medical Center at Dallas, University of North Texas Health Science Center at Fort Worth, and the Paul L. Foster School of Medicine at Texas Tech University Health Sciences Center at El Paso, and such other medical or dental schools as may be established by statute or as provided in Chapter 61 of the Texas Education Code.

(8) Significant Professional Publications--Discipline-related refereed papers/publications, books/book chapters, and juried creative performance accomplishments.

(9) Syllabus--A document describing the course that satisfies any standards for syllabi adopted by the institution. The document shall include, at a minimum, the following:

(A) brief description of each major course requirement, including each major assignment and examination;

(B) the measurable learning outcomes for the course, as defined in Subchapter E, §4.104 of this chapter (relating to Measurable Learning Outcomes for Undergraduate Courses);

(C) a general description of the subject matter of each lecture or discussion; and

(D) lists of any required or recommended readings.

(10) Undergraduate Classroom Course--Any lower- or upper-division credit course offered to five or more students. This includes on-campus, off-campus, distance education, and dual-credit courses (including those taught on high school campuses). It excludes courses with highly variable subject content that are tailored specifically to individual students, such as Independent Study and Directed Reading courses. It excludes laboratory, practicum, or discussion sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.

(11) Work-study employment opportunity--Includes all of the programs and opportunities in the Federal College Work-Study Program, the State of Texas Work-Study Program, and any similar financial aid employment programs sponsored by the institution. For the purposes of this subchapter, work-study applies only to resident undergraduate students.

Source Note: The provisions of this §4.227 adopted to be effective December 3, 2009, 34 TexReg 8508; amended to be effective May 29, 2012, 37 TexReg 3799

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Texas Administrative Code

<u>TITLE 19</u>	EDUCATION
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<u>CHAPTER 4</u>	RULES APPLYING TO ALL PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN TEXAS
<u>SUBCHAPTER N</u>	PUBLIC ACCESS TO COURSE INFORMATION
RULE §4.228	Internet Access to Course Information

(a) Each public institution of higher education, other than a medical and dental unit, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution: a syllabus, a curriculum vitae for the instructor(s) of record, and (if available) a departmental operating budget from the most recent semester or other academic term during which the institution offered the course. Links to existing data that meet legislative requirements may suffice.

(b) If multiple sections of a course use an identical syllabus with identical assignments and readings, only one syllabus shall be posted. The curriculum vitae of each instructor(s) of record for each section shall be posted.

(c) All course information described in subsection (a) of this section must be:

- (1) accessible from the institution's Internet website home page by use of not more than three links;
- (2) searchable by keywords and phrases;
- (3) accessible to the public without requiring registration or use of a user name, a password, or another user identification;
- (4) available not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered; and
- (5) updated as soon as practicable after the information changes, at least once for every semester in which the course is offered.

(d) The institution shall continue to make the information available on the institution's Internet website until at least the second anniversary of the date on which the institution initially posted the information. An up-to-date curriculum vitae must be available for each instructor of each course for two years after the course is taught.

(e) Institutions shall conduct end-of-course student evaluations of faculty for each undergraduate classroom course as defined in §4.227(10) of this title, and develop a plan to make evaluations publicly available on the institution's website.

(f) The governing body of the institution shall designate an administrator to be responsible for ensuring implementation of this section. Not later than January 1 of each odd-numbered year, each institution of higher education shall submit a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding

officer of each legislative standing committee with primary jurisdiction over higher education.

(g) Institutions must begin compliance with these rules no later than August 15, 2010.

Source Note: The provisions of this §4.228 adopted to be effective December 3, 2009, 34 TexReg 8508

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EDUCATION CODE

TITLE 3. HIGHER EDUCATION

SUBTITLE A. HIGHER EDUCATION IN GENERAL

CHAPTER 51. PROVISIONS GENERALLY APPLICABLE TO HIGHER EDUCATION

SUBCHAPTER Z. MISCELLANEOUS PROVISIONS

Sec. 51.974. INTERNET ACCESS TO COURSE INFORMATION. (a) Each institution of higher education, other than a medical and dental unit, as defined by Section [61.003](#), shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution:

- (1) a syllabus that:
 - (A) satisfies any standards adopted by the institution;
 - (B) provides a brief description of each major course requirement, including each major assignment and examination;
 - (C) lists any required or recommended reading; and
 - (D) provides a general description of the subject matter of each lecture or discussion;
 - (2) a curriculum vitae of each regular instructor that lists the instructor's:
 - (A) postsecondary education;
 - (B) teaching experience; and
 - (C) significant professional publications; and
 - (3) if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course.
- (a-1) A curriculum vitae made available on the institution's Internet website under Subsection (a) may not include any personal information, including the instructor's home address or home telephone number.
- (b) The information required by Subsection (a) must be:
- (1) accessible from the institution's Internet website home page by use of not more than three links;
 - (2) searchable by keywords and phrases; and
 - (3) accessible to the public without requiring registration or use of a user name, a password, or another user identification.
- (c) The institution shall make the information required by Subsection (a) available not later than the seventh day after the first day of classes for the semester or

other academic term during which the course is offered. The institution shall continue to make the information available on the institution's Internet website until at least the second anniversary of the date on which the institution initially posted the information.

- (d) The institution shall update the information required by Subsection (a) as soon as practicable after the information changes.
- (e) The governing body of the institution shall designate an administrator to be responsible for ensuring implementation of this section. The administrator may assign duties under this section to one or more administrative employees.
- (f) Not later than January 1 of each odd-numbered year, each institution of higher education shall submit a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education.
- (g) The Texas Higher Education Coordinating Board may adopt rules necessary to administer this section.
- (h) Institutions of higher education included in this section shall conduct end-of-course student evaluations of faculty and develop a plan to make evaluations available on the institution's website.

Added by Acts 2009, 81st Leg., R.S., Ch. 681 (H.B. [2504](#)), Sec. 1, eff. June 19, 2009.

■ SECTION 3:

Comprehensive Standards



- 3.7.2** The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. (**Faculty evaluation**)

■ SECTION 2:

Core Requirements



- 2.5** The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (Institutional effectiveness)



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FAQ Course Information on the Web

Questions

1. [What needs to be included? Does information already on our site need to be reproduced?](#)
2. [How much detail must be provided?](#)
3. [What if my institution has multiple sections of the same course? Does separate information need to be posted for every section?](#)
4. [How much of this information needs to be searchable online?](#)
5. [What is the timetable?](#)
6. [Do we have to post course evaluations on the web?](#)
7. [What kind of information is required to cover work-study opportunities? What exactly is a "work-study opportunity"?](#)
8. [What are the requirements for the bi-annual Compliance Report?](#)

Answers

1. For each undergraduate classroom course offered for credit, each public institution (other than medical or dental units) must provide a syllabus, a c.v. for the instructor of record, and a departmental operating budget. If any of this information is already available elsewhere on the institution's website, links can be provided instead of new documents.
2. The course syllabus is required to state each major course requirement, including each major assignment and examination, the measurable learning outcomes for the course, a general description of the subject matter of each lecture or discussion, and lists of any required or recommended readings. A "major assignment" would be anything that would typically count for at least ten percent of a final course grade. The required readings need only be the major readings that occupy more than one class period: the title of a textbook is sufficient, not the individual page numbers that are assigned. Single articles or short excerpts from longer works are not necessary to list.

There has been some concern over the requirement to give a description of every lecture or discussion. We are aware that individual class content cannot always be predicted in advance, especially if the course depends upon unfolding current events or adjusts to the interests/abilities of the students. Faculty are free to update their course information as time and technology permits, but information should be refreshed at least once per semester. The amount of information in the descriptions should be guided by what is most useful to students and what is accurate enough to predict in advance. For some courses, detailed assignments may be available with little chance of change; for other courses all that may be accurate to post would be something like "Discussion of current events related to the national economy."

For the curriculum vitae, here is what must be included:

- All institutions of higher education attended, with the degree(s) earned.
 - All previous higher education teaching positions, including the names of the institutions, the position, and the beginning and ending dates.
 - A list of significant professional publications relevant to the academic positions held, including full citation data for each entry. A complete list of publications is not required.
 - The curriculum vitae may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.
3. A c.v. needs to be posted for every instructor teaching any of the sections. If the sections have

identical syllabi, reading lists, major assignments, and class subjects, then separate information does not need to be posted. If there are differences, however, then each section needs its own information so students can be best informed about their class selections.

4. The CB rules state that there are three types of documents (syllabi, vitae, and departmental budgets) that must be retrievable via a search engine. There is nothing that requires institutions to make the content within the documents themselves searchable, although there is certainly nothing preventing institutions from doing so to make the information as helpful as possible. For example, a search for "Shakespeare" may come up with the titles of courses, but it won't necessarily have produce links to every publication title in every reading list or vitae bibliography with the word "Shakespeare." So long as students are directed to the most relevant courses for their keywords, they can drill down on their own from there to find out what they need to know.
5. Information about a class is to be posted not later than the seventh day after the first day of class. Information is to remain available on the site for at least two years from the date the information was first posted. The c.v. for faculty must be updated at least once a year for the entire time the information is available. By January 1 of each odd-numbered year, a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education.
6. Institutions must conduct end-of-course student evaluations for each course, but they are not required to be posted on the web. The original legislation, House Bill 2504 of the 81st Legislature, specified that each institution must develop a plan to make course evaluations publically available on the website at a later date.
7. Information about work-study opportunities needs to be sorted by department as appropriate. There are no specifications for how often the information must be updated, but in the interest of students the institution should keep the information as current and relevant as possible.

"Work study" includes all of the programs and opportunities in the Federal College Work-Study Program, the State of Texas Work-Study Program, and any similar financial aid employment programs sponsored by the institution. Work-study applies only to resident undergraduate students, and does not include teaching assistantships or similar positions for graduate students.

A link to the work-study information should be available on the institution's main financial aid website.

8. The law requires a written report describing each institution's compliance with the statute, due by January 1 of each odd-numbered year. There is no format or length requirement specified for the report. Copies of the report are to be sent directly to the governor, the lieutenant governor, the speaker of the House of Representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education. It is not necessary to provide a copy of the report to the Coordinating Board.

For the January 1, 2015 report, here are the addresses where the report should be sent:

Governor Rick Perry
Office of the Governor
P.O. Box 12428
Austin, Texas 78711-2428

Lt. Governor David Dewhurst
Capitol Station
P.O. Box 12068
Austin, Texas 78711

Joe Straus
Speaker of the House
Room CAP 2W.13
Capitol P.O. Box 2910
Austin, TX 78768

Sen. Kel Seliger
P.O. Box 12068
Capitol Station
Austin, Texas 78711

Rep. Dan Branch
Room E2.322, Capitol Extension
P.O. Box 2910
Austin, TX 78768

See the Coordinating Board rules relating to Course Information on the Web for definitions and a full itemization of what is considered to be full compliance. You can find the text of the rules [at this website](#) .

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12.02 Institutional Procedures for Implementing Tenure

Approved February 27, 1995 (MO 44-95)
Revised October 13, 1995 (MO 335-95)
Revised July 26, 1996 (MO 169-96)
Revised January 27, 2000 (MO 23-2000)
Revised May 26, 2006 (MO 145-2006)
Revised September 26, 2008 (MO 324-2008)
Revised August 8, 2013 (MO 192-2013)
Next Scheduled Review: August 8, 2018



Policy Statement

The universities (academic institutions) of The Texas A&M University System (system) shall develop procedures for implementing tenure in accordance with this policy.

Reason for Policy

This policy provides guidance to system academic institutions in the development of tenure procedures, and the policy also establishes the criteria by which faculty may be evaluated with respect to tenure decisions.

Procedures and Responsibilities

1. The president of each system academic institution shall submit through the chancellor, for approval by the Board of Regents (board), detailed procedures in effect at that academic institution for implementing System Policy *12.01, Academic Freedom, Responsibility and Tenure*. These detailed procedures will include, but need not be limited to the following:
 - (a) the methods for appointing or electing required committees;
 - (b) the procedures for providing faculty with a written statement of tenure conditions when employment is initiated;
 - (c) the procedures for giving notices to faculty regarding tenure or nonreappointment decisions;
 - (d) the use of tenure review committees or peer review committees in the tenure evaluation process;
 - (e) the steps for review of tenure recommendations through administrative channels;
 - (f) clarification of the definition of faculty for tenure considerations;

- (g) the basis on which tenure is determined; and
 - (h) the identification of committees to hear cases of financial exigency.
2. Each system academic institution will make available to its faculty copies of System Policy 12.01 and the institutional procedures for implementing that policy.
 3. Guidelines for the granting of tenure should include: (See System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness, for consistency.)
 - (a) Teaching Effectiveness;
 - (b) Research, Creative Activities, and Other Scholarly Endeavors;
 - (c) Student Advising, Counseling, and Other Student Services;
 - (d) Committee and Administrative Service to University;
 - (e) Service to Profession, Community, State or Nation;
 - (f) Professional growth;
 - (g) Quality of Patient Care, where applicable; and
 - (h) Patents or Commercialization of Research, where applicable.

The emphasis may differ because of the differences in institutional missions and academic specialty, but teaching effectiveness is essential.

4. Evaluation of teaching effectiveness shall include not only student evaluations, but also some of the techniques cited in System Policy 12.06, Section 2.
5. All tenure recommendations shall include peer review of the faculty member's record of professional achievement.
6. Each system academic institution will publish its list of criteria which are applicable to the evaluation of faculty for the granting of tenure. Criteria shall enumerate the kinds of evidence that will be used in support of the evaluation of a faculty member being considered for tenure.
7. Faculty who hold joint appointments with other departments or with other system agencies shall be informed of the criteria for evaluation that apply to their shared activities, and appropriate consideration will be given to those activities.
8. Annual performance reviews are an important part of the tenure review process. If performance of a faculty member seeking tenure does not show progress toward meeting institutional expectations, action should be taken not to renew the contract of the individual on the basis of annual performance reviews prior to the final tenure review.
9. In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive review to determine the progress toward meeting all tenure requirements established in the tenure track appointment. If a tenure track faculty is not progressing adequately toward the requirements for tenure, action should be taken to non-renew the contract of the individual.

10. The granting of tenure to faculty members is a prerogative reserved for the board. Recommendations for granting of tenure will be presented by agenda item from the system academic institution's president, with endorsement by the vice chancellor for academic affairs and the chancellor, for board consideration.
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Related Statutes, Policies, or Requirements

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

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

Member Rule Requirements

No rule is required to supplement this policy.

Contact Office

Office of Academic Affairs
(979) 458-6072

12.06 Post-Tenure Review of Faculty and Teaching Effectiveness



Approved October 13, 1995 (MO 335-95)
Revised September 26, 1997 (MO 181-97)
Revised September 26, 2008 (MO 326-2008)
Revised August 8, 2013 (MO 192-2013)
Next Scheduled Review: August 8, 2018

Policy Statement

Each university (academic institution) of The Texas A&M University System (system) must periodically evaluate the performance of tenured faculty in accordance with this policy.

Reason for Policy

State law requires that a policy be adopted to establish a process for evaluating the performance of tenured faculty.

Procedures and Responsibilities

1. POST-TENURE REVIEW

Subsequent to the award of tenure, the performance review of a faculty member provides a mechanism to gauge the productivity of the individual and should be designed to encourage a high level of sustained performance. Post-tenure evaluations are made on the basis of typical criteria and factors such as those listed below and shall occur no more often than once every year, but not less often than once every six years after the date of the award of tenure. Not all departments will use the same weighting of each factor and these may be different depending on the faculty member's specific role and responsibilities within a college.

Teaching Effectiveness at the Undergraduate, Graduate and Professional Student Levels (See System Policy 12.02, *Institutional Procedures for Implementing Tenure*, for consistency)

- Course content, complexity, level of expertise.
- Performance of students in subsequent courses.
- Content, quality and faculty use of the syllabus.
- **Student evaluations of the instructor**
- Teaching innovations.
- Peer evaluations.
- Direction of dissertations and theses.

- Awards, honors and other recognitions.
- Development of online courses.

Research, Creative Activities, and Other Scholarly Endeavors

- Published works - books, journal articles, reviews, research and technical reports, electronic and digital materials.
- Shows, exhibits, displays, and performances of artistic works and talents.
- Professional evaluations of scholarly activities appropriate to discipline.
- Research grants, contracts, and other evidence of competitive support for the research.
- Invited papers and other presentations.
- Editorial contributions.
- Awards, honors and other recognitions.

Student Advising, Counseling, and Other Student Services

- Responsibilities for undergraduate, graduate and professional student advising.
- Reputation regarding advising and contributions to student development.
- Participation in student organizations and other activities.
- Accessibility to students.

Committee and Administrative Service to University

- Nature and importance of committee involvement.
- Ideas and original contributions to university community.
- Offices held and other evidence of leadership.

Service to Profession, Community, State or Nation

- Involvement in professional societies including leadership positions.
- Governmental committee or commission appointments.
- Academic and professional consulting activities.
- Quality of patient care, where applicable.
- Contributions to community programs and activities.
- Speeches and other presentations utilizing expertise.
- Awards, honors and other recognitions.

Quality of Patient Care, where applicable

Patents or Commercialization of Research, where applicable

Appropriate documentation is required to provide independent verification of the credentials being presented to support the criteria being evaluated.

2. TEACHING EFFECTIVENESS

Teaching effectiveness is essential for every faculty member, and teaching is an integral part of the mission of every system academic institution. A broad range of approaches to ensure teaching effectiveness should be developed and would include some of the following techniques currently in place or under consideration by system academic institutions:

- (a) **Institutional requirements for faculty including:**
 - (i) course syllabi including list of topics to be covered during the semester, specific course objectives, types of activities for the course, **student evaluation procedures**, and required reading assignments;
 - (ii) faculty attendance in class; and
 - (iii) adherence to system, institutional and departmental policies.
- (b) Peer observation of classroom performance.
- (c) Departmental, college and institutional workshops on effective teaching.
- (d) Video taping of classroom performance for review and analysis by faculty.
- (e) Portfolio assessment by departmental review committee.
- (f) On-campus technology centers and other innovative programs designed to educate and support faculty in their efforts to integrate new technology into their teaching.
- (g) Departmental in-service training.
- (h) Senior faculty to serve as mentors for junior, new faculty.
- (i) Quality of instructional outcomes assessment by current and former students, employers of graduates, and faculty in graduate and professional schools attended by graduates.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.942](#)

Member Rule Requirements

No rule is required to supplement this policy.

Contact Office

Office of Academic Affairs
(979) 458-6072



UP 12.01.99.H1.02 Tenure and Promotion

Approved: February 2007

Revised: April 2007

Revised: July 2011

Revised: August 2015

Next Scheduled Review: August 2020

Procedure Statement

The institutional procedure for implementing tenure and promotion at Texas A&M University-Texarkana (hereafter referred to as A&M-Texarkana) is based on The Texas A&M University System (hereafter referred to as A&M System) Policies [12.01, Academic Freedom, Responsibility and Tenure](#) and [12.02, Institutional Procedures for Implementing Tenure](#). This procedure applies equally to current faculty members and future appointees unless specified otherwise. Faculty eligible to apply for tenure and promotion effective the academic year 2014-2015 under the July 2011 version of this procedure shall be allowed to do so.

Reason for Procedure

This procedure seeks to provide useful guidelines for situations related to faculty tenure and promotion not specifically described in A&M System policies. Additionally the tenure and promotion guidelines focus on the successful recruitment, development, and evaluation of faculty.

To ensure an equitable university-wide approach to decisions involving promotion and tenure, each academic college must have written guidelines describing its standards for tenure and promotion. The criteria must indicate a clear progression of expectations to ensure faculty awareness of the standards by which their contributions shall be evaluated in the decision process.

Procedures and Responsibilities

1. TENURE AND PROMOTION

- 1.1. Tenure is a privilege and an honor. The granting of tenure is the most important decision in the development of an outstanding faculty. 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 the probationary period. The importance of this decision to the University 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. To be eligible for tenure, a faculty member must be a full-time employee of A&M-Texarkana holding an academic rank as assistant professor, associate professor, or professor and hired in a tenure-track position.

- 1.2. To be awarded tenure at A&M-Texarkana, a faculty member must display excellence in teaching and a strong commitment to the intellectual growth of students; a high level of achievement in scholarly and/or creative contributions to the academic discipline; a record of quality service to the university, the profession, and community; and an attitude of professionalism, civility, and collegiality that contributes to the positive reputation of the faculty member as well as the university.
- 1.3. For a faculty member to be denied tenure based on professionalism, civility, and/or collegiality, concerns regarding a pattern of such behavior must be raised at the college level--either by faculty or the respective dean. If initiated by the dean, the tenure candidate will have received prior notice via annual performance review and/or other written notification over the probationary period.

1.4. Faculty Rank

1.4.1. Assistant Professor

This rank is the typical entry rank for new faculty hired in tenure-track positions that have the required position-specific advanced degree and limited or no previous full-time experience in higher education.

1.4.2. Associate Professor

- 1.4.2.1. A high level of accomplishment as measured against the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;
- 1.4.2.2. Evidence indicating a commitment to maintaining the level of competence in teaching, service, and scholarly or creative activity expected of a tenured faculty member;
- 1.4.2.3. Evidence of scholarship and publication in the years prior to promotion, as defined by the expectations of the discipline of a tenured faculty member;
- 1.4.2.4. A minimum of five years of service at the rank of Assistant Professor, including up to three years of prior tenure-track service at another institution as indicated in the appointment letter. Credit may include prior scholarship as indicated in the appointment letter; and
- 1.4.2.5. A faculty member must have completed the requisite number of service years prior to the application year.

1.4.3. Professor

- 1.4.3.1. An exemplary level of accomplishment as measured against the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;
- 1.4.3.2. A record of excellence in teaching;
- 1.4.3.3. Consistent evidence of scholarship as defined by the expectation of the discipline of a tenure-track faculty member as outlined in College guidelines;
- 1.4.3.4. A notable record of contributions to one's profession, community, and university; and
- 1.4.3.5. A minimum of ten years of total full-time teaching experience in a tenure-track position at an accredited college or university with a minimum of five years at the rank of Associate Professor.
- 1.4.3.6. A faculty member must have completed the requisite number of service years prior to the application year.

1.5. Tenure

- 1.5.1. Administrative personnel, such as Deans and department heads, who hold academic rank in addition to their administrative titles, retain their tenured status as faculty members, but administrative positions are not subject to tenure.
- 1.5.2. Faculty members awarded tenure at other institutions in The Texas A&M University System or any other institution have no claim to tenure at A&M-Texarkana. Persons whose initial appointment to the A&M-Texarkana faculty is at the rank of associate professor or professor and who held the rank of associate professor or professor and were tenured at another institution may be eligible for tenure upon appointment.
- 1.5.3. Newly hired tenure-track faculty who are not tenured upon arrival may receive credit for prior years served in a tenure-track faculty position at other universities, as determined by the Provost at the time of employment and stated in the initial appointment letter. Credit toward tenure shall not exceed three years.
- 1.5.4. The probationary period for a tenure-track faculty member is seven years of continuous service at A&M-Texarkana. The initial appointment letter will clearly indicate the length of the probationary service at A&M-Texarkana.
- 1.5.5. Early tenure is defined as applying for tenure before a faculty member has served five full academic years of service at A&M-Texarkana and receiving tenure earlier than the seventh year of employment at A&M-Texarkana. Credit toward

tenure awarded upon employment may reduce these minimums up to three years. Early tenure will be granted only under rare and extraordinary circumstances.

- 1.5.6. Under certain circumstances, the probationary period may be extended as outlined by [University Rule 12.01.99.H1, *Extension of the Tenure Probationary Period*](#).

1.6. Portfolio

Applicants for tenure and/or promotion must submit a portfolio to the College Dean in accordance with the published timeline. The portfolio may be a hard copy version or an electronic version. Applicants for tenure must include all related documentation since the date of their employment in a tenure-track position. Applicants for promotion must include all related documentation since their last promotion. Revisions to the candidate's portfolio, once submitted, require the approval of the college Tenure and Promotion Coordinator/Chair. The portfolio must contain the following order of presentation. The hard copy portfolio is limited to one three-inch binder.

- 1.6.1. An application letter addressed to the Dean of the College. The applicant's letter must state the action requested (i.e., tenure, promotion, or tenure and promotion); provide a comprehensive summary of achievement and the impact of accomplishments on students; and include an explanation of why those reviewing the application should support the request. The letter must summarize the faculty member's collective contributions in teaching, service, and scholarship.
- 1.6.2. Current Curriculum Vita
- 1.6.3. Copies of all of the applicant's annual faculty performance reviews with the most recent on top and prior years in reverse chronological order.
- 1.6.4. Documentation of teaching excellence, including but not limited to a description of the use of high impact practices in course delivery, self-assessments, peer review, representative student work that demonstrates a high level of student learning outcome achievement, and any disciplinary-specific criteria. Results of student evaluation of courses (quantitative and qualitative data) must be included for all semesters under review for all courses taught by the faculty member. A narrative that summarizes the faculty member's teaching philosophy, overall contribution to teaching, and its impact on students and/or the university must preface this section.
- 1.6.5. Documentation of scholarship or artistic endeavors, such as copies of actual published work, presented conference papers, and/or evidence of other scholarly or artistic activities as outlined in this procedure and the disciplinary-specific criteria. A narrative that summarizes the faculty member's overall contribution to scholarship or artistic endeavors and its impact on students and/or the university must preface this section.
- 1.6.6. Documentation of service (university, college/department, professional, and discipline-related community) including relevant reports, commentary, artifacts

and/or outcomes as outlined in this procedure and any disciplinary-specific criteria. A narrative that summarizes the faculty member's overall contribution to service and its impact on students and/or the university must preface this section.

1.7. College Guidelines

As a supplement to the criteria for tenure and promotion outlined in System policies, and any University rules and procedures, each College shall establish requirements and guidelines for tenure and promotion that apply to faculty working within that College. College guidelines must be in compliance with this document. All College guidelines shall be submitted to, and approved by, the Provost/VPASA. Revisions to College guidelines must be approved by the Provost no later than June 1 before the academic year in which they take effect. Faculty in transition (first year eligible to apply for tenure and/or promotion during the academic year in which changes take effect) shall be allowed to apply for tenure/promotion under the existing guidelines. Further explanation and examples of evidence in the categories of performance are:

- 1.7.1. Teaching: Teaching excellence is a minimum expectation for the granting of tenure and promotion. Recommendation for tenure or promotion shall not be made when teaching excellence is in doubt. Evaluation of teaching excellence shall be as comprehensive as possible. The process shall include information from a variety of sources such as a systematic assessment of student opinion and input from peers and the Dean. As referenced in System Policy 12.02, Institutional Procedures for Implementing Tenure, evaluation of teaching effectiveness shall include student evaluations, as well as some of the techniques cited in [System Policy 12.06](#), Section 2.
- 1.7.2. Service: Including service to the institution—to students, colleagues, department, College, and the university—as well as service to the community and the faculty member's professional society.
- 1.7.3. Scholarly or artistic endeavor: Scholarship is the creation and dissemination of new knowledge or creative activities. Scholarship and artistic endeavors can take many forms and should be evaluated in the context of discipline norms. In most disciplines, peer reviewed articles published in high quality professional journals represent the standard by which scholarship is judged. "High quality" [journals] shall be defined and evidenced by the applicant. Defining criteria include, but are not limited to, journal acceptance rate, article citation frequency, and ranking in discipline-specific or general academic journal ranking systems. Faculty are expected to show continuing growth and professional development through research (externally or internally funded), writing, or other creative activities, and through participation in professional activities within their disciplines.

1.8. Tenure and Promotion Committees

Each College shall establish one or more committees to review applications for tenure and/or promotion. Composition, method of selection, and appointment of the committee chair(s) shall be stipulated in the College guidelines and in compliance with the following:

- 1.8.1. All members of a tenure and promotion committee must be tenured and serving in a rank that is at or above the rank being considered. The tenure and/or promotion committee(s) shall be comprised of peers from the faculty member's College, with preference given to faculty in the member's discipline and shall be appointed/elected from within each College to review the portfolios.
- 1.8.2. The College tenure and promotion committee(s) shall review the faculty member's portfolio and official faculty file (maintained in the provost's office) to determine the applicant's level of accomplishment in teaching; service; scholarly activities relative to disciplinary norms and standards; and attitude of professionalism and collegiality. The committee shall submit a written report and recommendations that reflect the committee's summary vote, statements of strengths and weaknesses, and an overall recommendation for each applicant to the Dean of the College. The committee's vote shall be conducted by secret ballot, with the chair of the tenure and promotion committee tallying and announcing the results to the committee.

1.9 Tenure and/or Promotion Application Timeline

The following timeline will apply to all applications for tenure and/or promotion. Action must be taken no later than the date indicated.

- 1.9.1. 3rd Friday in April: The Provost/VPASA shall send written notice to tenure candidates who are entering the penultimate year of tenure eligibility during the next academic year. This written notice shall explain the candidates' status as a tenure candidate.
- 1.9.2. 1st Friday in May: (1) The Dean shall hold a meeting open to tenure candidates to review timelines, processes, and portfolio expectations. (2) The Dean shall inform tenure candidates that in order to continue faculty employment beyond the seventh year of probationary period, they must secure tenure as described in [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 4.1.
- 1.9.3. 1st Friday in September: Each faculty member who plans to apply for tenure and/or promotion shall submit written notification of intent to the Dean of the hiring College, who shall forward a summary list to the Provost/VPASA's office no later than the 3rd Friday in September.
- 1.9.4. 1st Friday in October: Each applicant for tenure or promotion must submit a portfolio of accomplishments and current curriculum vita to the appropriate Dean. Guidelines for the development of the portfolio are delineated in each College's guidelines for tenure and promotion. The Dean shall forward the documents to

the appropriate tenure and promotion committee for its review and recommendation.

- 1.9.4.1. 1st Friday in December: The tenure and promotion committee's recommendations for faculty tenure and/or promotion in rank are due to the respective Dean.
- 1.9.4.2. 1st Friday in January: The Dean's recommendations for tenure and/or promotion are due to the Provost/VPASA.
- 1.9.4.3. 3rd Friday in January: The Provost/VPASA's recommendations for tenure and/or promotion are due to the President.
- 1.9.4.4. 1st Friday in February: The President renders a decision regarding all recommendations for tenure and/or promotion and authorizes submission to The Texas A&M University System Board of Regents (for tenure) for approval during the May BOR meeting and/or Chancellor (for promotion in rank). Written notice of denials of tenure will be provided in accordance with [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 4.1.
- 1.9.5. At each stage of internal review, the faculty member shall receive a copy of the recommendation when it is forwarded to the next stage. If the recommendation is that tenure and/or promotion be denied, the faculty member has the right to submit a written rebuttal that accompanies the portfolio as it moves forward. The responsible parties of these communications are: committee chair, Dean, Provost/VPASA, and President, respectively. At any stage of review, a faculty member may withdraw the application for tenure and/or promotion.

1.10 Mandatory Fourth-Year Review

In lieu of the annual performance review in the fourth year, all tenure track faculty shall receive a comprehensive pre-tenure review to determine the progress toward meeting all tenure requirements established in the tenure track appointment. If a tenure track faculty is not progressing adequately toward the requirements for tenure, action may be taken to non-renew the contract of the faculty member. The procedures and timeline for the mandatory fourth-year review shall parallel those for tenure and promotion, and shall become a major component of the faculty member's annual performance review. The Provost shall review the conclusions and recommendations and provide feedback to the Dean, committee, and candidate.

1.11 Recommendations Against Tenure Recommendation and Appeals

- 1.11.1 A tenure candidate may appeal a decision denying tenure recommendation for reasons detailed in [System Policy 12.01 Academic Freedom, Responsibilities, and Tenure](#), Section 7.

1.11.2 If the decision is not to recommend the awarding of tenure, the faculty member will be offered a contract for one additional year following the term or semester in which the notice is received and will not be subsequently renewed.

2. ADMINISTRATIVE LEAVE

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 5.

3. FACULTY DISMISSAL FOR CAUSE

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 6.

4. NON RENEWAL OF NON-TENURED AND TENURE-TRACK FACULTY AT END OF APPOINTMENT

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 7 and [UP 12.01.99.H1.04, Committee on Academic Freedom, Responsibility, and Tenure \(CAFRT\) Hearings](#).

5. DISMISSAL FOR CAUSE HEARING

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 8 and [UP 12.01.99.H1.04, Committee on Academic Freedom, Responsibility, and Tenure \(CAFRT\) Hearings](#).

6. TENURE, FINANCIAL EXIGENCY, AND PHASING OUT OF PROGRAMS

If a faculty member is notified that s/he has been selected for termination on the basis of a bona fide financial exigency or program reduction/termination, the faculty member will have 10 business days to request a hearing before a committee appointed by the Provost/VPASA. The Provost/VPASA shall appoint a committee consisting of the two most senior faculty members from each College (based on time in rank at A&M-Texarkana) and who are not subject to the termination order being considered by the hearing committee.

7. LOSS OF TENURE

Tenure is relinquished when a faculty member:

- Retires;
- Resigns;
- Is dismissed for cause pursuant to [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#); or
- Is not employed with A&M-Texarkana for more than one calendar year unless on approved leave of absence.

Related Statutes, Policies, or Requirements

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

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

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

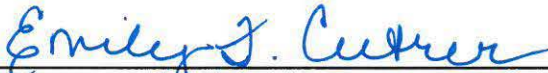
[University Rule 12.01.99.H1, Extension of the Tenure Probationary Period](#)

[University Procedure 12.01.99.H1.04, Committee on Academic Freedom, Responsibility, and Tenure \(CAFRT\) Hearings](#)

Contact Office

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903.223.3004

Approved:



Emily F. Cutrer, Ph.D.
President, Texas A&M University-Texarkana



Date