Faculty Promotion and Tenure Policy
College of Education and Human Development
(To be approved for implementation for Fall 2020 Semester)

Promotion and Tenure Rules and Procedures
Departments of Counseling & Educational Psychology (CNEP), Curriculum & Learning Sciences (CILS), Kinesiology & Military Science (KINE), Educational Administration & Leadership (EDLD)

1. Introduction
   1.1 The College of Education and Human Development (COEHD) considers Promotion and tenure a privilege and an honor. Promotion and tenure is awarded solely by the Board of Regents of the Texas A&M University System. Our COEHD policy is consistent with University Procedure 12.01.99.C0.01 (Academic Rank Descriptors for Tenured and Tenure-Track Faculty) and University Procedure 33.99.04.C0.02 (Promotion of Tenured and Tenure-Track Faculty Members), which provide faculty rank descriptors.

   1.2 In accordance with university rules University Rule 12.01.99.C1 (Evaluation and Promotion of Full-Time Faculty Members), this promotion and tenure policy provides examples of evidence to be used when judging a candidate's performance in the areas of scholarship, teaching and service. Criteria for promotion and tenure consideration are provided to all incoming faculty members at the time they are hired. In addition, all review procedures and policies, including criteria for promotion and tenure review, are published in COEHD handbook and posted on the COEHD web site. Departments within the College provide faculty in information about an additional criteria, consistent with the missions of the Department, the College, and the University, applicable to the promotion and tenure process.

   1.3 Although faculty members are provided the criteria for promotion and tenure at the time of their initial appointment, considerations for promotion and tenure will be made with respect to the policies and rules in effect at the time the application for promotion and tenure is made.

   1.4 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. Any additional departmental promotion and tenure criteria will be available for faculty review and maintained for faculty access in departmental handbooks provided on the COEHD website.

2. COEHD Revision of Promotion and Tenure Guidelines

   2.1 All proposed changes to written College and Department criteria for promotion and tenure procedures will be ratified by a simple majority vote from the full-time tenured or tenure-track College faculty. Revised COEHD proposals for COEHD promotion and tenure procedures and criteria must be approved, in writing, by the Dean and Provost before they are scheduled to go into effect.

   2.2 Accordingly, all faculty ballot-approved revisions are subject to review by the Dean of
COEHD and the Provost of TAMUCC to ensure alignment with University and System policy. Upon approval of COEHD Dean and Provost, newly revised written policies are made available to COEHD faculty within appropriate section of the COEHD handbook.

2.3 With respect to COED promotion and tenure procedure and policy revisions, the revision process must be completed and published one semester before the start date for which they are scheduled to take effect. Accordingly, faculty members will be advised of the policies and rules to be used during their application process a minimum of one semester before submission of their applications for promotion and tenure consideration.

3. Standards for Promotion and Tenure at TAMUCC

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 part-time or temporary, such as lecturers, instructors, visiting professors, or graduate student teaching assistants, are not entitled to tenure-track promotion status and consequently are not subject to the policies and procedures outlined here.

3.1 Tenure and appointment to academic rank are based on past and anticipated success in performance, accomplishments, and leadership in the areas of experience, academic preparation, and knowledge in the teaching field, quality in teaching, academic advisement/career counseling, service, and intellectual contributions (Teaching, Scholarship/Creative Activity and Service). As faculty advance in rank, faculty members are expected to achieve increasing success both by progressively mastering and by progressively improving in these areas. The consistently sustained performance of faculty responsibilities—as described in University Procedure 12.01.99.C0.01 (Academic Rank Descriptors for Tenured and Tenure-Track Faculty)—is requisite for all promotions.

3.2 Promotion and tenure are awarded to those faculty making continuing and increasing contributions in teaching, scholarship/creative activity and service. Promotion in rank is recognition of achievement since the last promotion of the faculty member.

3.3 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 evaluation areas and to the overall goals of the university. According to TAMUCC policy, tenure is awarded in conjunction with promotion from assistant to associate professor.

3.4 Eligibility for 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 permission for 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 toward this five-year time frame at the discretion of the faculty member.

Application for promotion to the rank of associate professor and tenure are coupled, and once will not be granted without the other.

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, 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.

Credit for appropriate full-time service at other institutions may be granted at the time of hire if agreed to in writing and so stated in the appointment letter from the Provost at the time of initial appointment.

3.5 Notification of Years of Credit – Experience to be counted towards years of credit are stated in the faculty member’s initial appointment letter. Years of credit may be stated in terms that provide faculty members “up to” the stated number of years, allowing the faculty member to choose whether to utilize those years of credit. In such cases, the appointment letter notes the earliest date that an application for promotion or tenure may be submitted. The time period under review for faculty applying for the rank of professor may include the period following the candidate’s submission of materials for the rank of associate professor but before promotion to associate professor has been awarded by the Board of Regents.

3.6 Application for Early Consideration – Early promotion for untenured tenure-track faculty members will only be granted as part of the promotion and tenure process (See University Procedure 12.02.99.C0.01; Tenure). Faculty members with the rank of Assistant Professor who have demonstrated exceptional records (based on annual overall evaluation (ADEP) ratings of excellent (4) in every year under consideration for Promotion) in terms of teaching, scholarship/creative activity, and service may apply for promotion no earlier than the beginning of their fourth 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 consideration.

COHED Promotion and Tenure Process

4.1 COEHD Dean Certification of Eligibility – The evaluation of candidates for promotion and tenure will take place in the COEHD in accordance with all applicable university guidelines. This formal certification of eligibility initiates the COEHD Promotion and tenure annual review process. During the initial phase of the review, the Dean of the COEHD certifies whether the candidate has fulfilled faculty responsibilities, as described in University Rule 12.01.99.C0.03.
(Responsibilities of Faculty Members) and verifies that the candidate has the academic preparation and experience required for the rank being considered. See University Rule 12.02.99.C0.01 (Tenure).

4.2 COEHD Dean Meeting with Candidates – Before the end of the spring semester prior to the review, the Dean will hold a meeting open to candidates to review timelines, processes, and portfolio expectations and review COEHD the annual timeline for promotion and tenure review process. Before the end of the spring semester prior to the scheduled year of promotion and tenure review, the Dean shall notify candidates at the Assistant Professor rank and first-time Promotion and tenure candidates at the associate professor rank of their eligibility and of the deadline for the submission of their dossiers to the Dean’s Office. (See Section 11, Promotion and Tenure Timeline)

4.3.1 After the certification process, all candidates must compile documentation to support their candidacy for promotion consideration in the specified format – see University Procedure & Section 7.1.5 below.

4.3.2 Candidates are responsible for providing all required documentation in the portfolio on or before the due date to the Dean’s Office. No additional documents can be added to the dossier after it is received in the Dean’s office except for documents accumulated during the review process (i.e., DPRC, chair, P&T committee recommendations, and candidate responses).

4.4 The Dean’s Office 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.

4.5 Originals of all documentation submitted by the faculty member, as well as recommendations, shall be included in the faculty member’s official permanent file, which will be forwarded to TAMUCC Academic Affairs (Provost’s Office), President’s office and TAMUS for final evaluation and granting or denying tenure and/or promotion.

COEHD DEPARTMENTAL REVIEW

5.1. APPOINTMENT OF DEPARTMENT PROMOTION REVIEW COMMITTEE (DPRC)

5.1.1 All candidates for promotion and tenure in the College of Education and Human Development are reviewed by an appropriate Department Promotion Review Committee (DPRC) consisting of all tenured faculty members in the department. While all departmental faculty holding tenure may attend and participate in DPRC discussion, voting members of the DPRC will be designated as faculty members who hold tenure at or above the rank of which candidate is requesting consideration. The DPRC shall consist of at least three (3) qualified voting members for every candidate.

5.1.2 More than one Department may be grouped together in a Promotion Review Unit for promotion review. For purposes of this policy, the Promotion Review Unit may be synonymous with a Department or school, where appropriate. Each Department (or Promotion Review Unit) shall have a DPRC.
5.1.3 In the event that the number of eligible voting committee members in a Department is fewer than three (3), the actual tenured faculty members in the Department, plus additional tenured faculty members nominated by the Department committee members and appointed by the Dean, shall act as an ad hoc DPRC for promotion and tenure recommendation.

5.1.4 The addition of any designated voting members to the DPRC outside of the departmental process described above in 5.1.1 shall be appointed by the Dean of COEHD based on nominations of DPRC members. The nominees must be tenured and have a faculty rank at or above the rank at which candidates are applying for consideration.

5.2 DEPARTMENT REVIEW PROCESS --DEPARTMENT PROMOTION REVIEW COMMITTEE (DPRC)

5.2.1 After consultation with the appropriate Department chair(s), the Dean, or his/her designee, shall convene a meeting of the DPRC. Each DPRC shall elect a chair at the meeting convened by the Dean. The Dean or designee and the Department chair(s) shall review relevant College and University promotion and tenure policies and procedures. The Dean, or his/her designee, and the Department Chair will not be present during subsequent meetings of the DPRC.

5.2.2 The Chair of the DPRC shall convene subsequent meetings sufficient to conduct the reviews of all promotion and tenure candidates including a vote recommending for or against the promotion of the candidate. The DPRC shall work within the time frame outlined in the promotion timeline.

5.2.3 With at least five working days of written notice, the Chair of the DPRC shall reconvene the committee for a final meeting to hold the promotion and/or tenure vote for a recommendation for or against the candidate for promotion or tenure. By a simple majority of designated voting members at or above the rank of the candidate, the committee shall recommend to grant or to deny promotion. The chair of the DPRC shall receive the results of the recommendation of the DPRC in writing from the chair of the DPRC which will be signed by each member of the DPRC.

5.2.4 After receiving the report and recommendation from the DPRC, the Department Chair shall develop a written recommendation to grant or deny promotion. The Department Chair may consult with the DPRC and the candidate as part of the process of preparing a recommendation to the Dean of the COEHD. The Department Chair will work within the time frame outlined in the timeline.

5.2.5 The Department Chair will meet with the candidate and review the recommendation letters from both the DPRC and the Chair. Written recommendation letters from DPRC and the Department chair will be included in the candidate's dossier. Copies of both letters will also be provided to the candidate during the meeting with the Department chair.

5.2.6 Consistent with University policy, each candidate will have the opportunity to submit a response to the recommendations of the DPRC and the Department Chair. The response
shall indicate concurrence with the recommendations or non-concurrence. Responses shall be no more than two pages in length. Responses must be submitted to the Department Chair within five (5) business days of the meeting with the Department Chair. The Department Chair’s recommendation, the DPRC’s recommendation, and the candidate’s response will be forwarded to the Dean and added to the candidate’s dossier.

5.3 COLLEGE LEVEL REVIEW PROCESS -- THE COEHD PROMOTION AND TENURE COMMITTEE

A representative committee of tenured faculty members from each of the departmental program areas will serve as the college-level promotion and tenure review committee (COEHD P&T Committee).

5.3.1 COEHD P&T Committee review. 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 COEHD P&T Committee. Each member: (1) must be tenured at the rank of full Professor, (2) shall not be the chair of the Department, and (3) shall not be the Assistant Dean or Associate Dean; or (4) shall not have served as a designated voting member on the DPRC. This elected faculty member cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the Department.

5.3.2 After the departmental 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 COEHD P&T Committee. This member: (1) must be a tenured at the rank of full Professor, (2) shall not be the chair of the Department, or (3) shall not be the Assistant or Associate Dean, or school director. This appointed member cannot serve consecutive terms, unless there are fewer than three (3) tenured faculty members in the Department. (4) shall not have served as a designated voting member on the DPRC.

5.3.3 If a Department has no one qualified to serve on the COEHD P&T Committee, the Department and Dean may use one of the following:

5.3.4 The Dean may modify the qualifications to allow a faculty member, other than the Department Chair, to be elected from the Department. Such member cannot be considered for promotion during their term on the COEHD P&T Committee.

5.3.5 The Department faculty may nominate a faculty member from outside the College. The Dean may appoint that faculty member or seek alternative nominations from the Department.

5.3.6 Upon nomination from the Department Chair, a previously tenured emeritus faculty member may be asked to serve on the COEHD P&T Committee. The Dean may appoint the emeritus faculty member or seek alternative nominations from the Department.

5.3.7 As one of the Dean’s appointments, if the Department has no one qualified to serve on the COEHD P&T Committee, the Dean may appoint a faculty member from outside the Department or a previously tenured emeritus faculty member.
5.3.8 After the Department Promotion Review Committees and the Department chairs have made their recommendations and the Dean has appointed the remaining members, the Dean shall call a meeting of the COEHD P&T Committee. At this meeting, the COEHD P&T Committee and the Dean shall review relevant college and university promotion and tenure policies and procedures. The Dean, Assistant Dean, or Associate Dean may not be present during subsequent meetings of the COEHD P&T Committee. All faculty members eligible for promotion and tenure shall be reviewed within the time frame outlined in the TIME TABLE.

5.3.9 With at least five working days of written notice, the chair of the COEHD P&T Committee shall reconvene the review committee for a final meeting to hold the promotion and tenure vote for each candidate. For each candidate, the College Promotion Review Committee, by a simple majority vote, shall make a recommendation to grant or to deny promotion. A tied 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.

5.4 Review by the Dean

5.4.1 After receiving the recommendations from the Department Chair, from the Department and the COEHD P&T Committee, the Dean review each candidate and shall write individual recommendations to grant or deny promotion and/or tenure to each candidate. The Dean also must assess the candidate’s qualifications in Teaching, Scholarship, and Service. See University Rule 12.01.99.C1 (Evaluation and Promotion of Full-Time Faculty Members) and Section X of the COEHD faculty promotion and tenure policy (Documentation for Promotion and Tenure Review).

The Dean may consult with the committees, the Department chairs, and the candidates regarding the recommendations.

5.4.2 The Dean will meet with the candidate to inform them of his or her recommendation, and provide a copy of the promotion and tenure committee recommendation letter of the other levels of review, and to give the candidate the opportunity to read the Dean’s letter. Upon request by the promotion candidate, the Dean shall inform the candidate of the numerical results of the Department and college votes. The COEHD Dean will inform the candidate of their right to provide a response to the Deans’ recommendation and or officially withdraw their application from the P&T process without prejudice within 5 working days.

5.4.3 The Committee’s letter and the Dean’s recommendation (and any candidate’s response) shall be added to the dossier. At this point the COEHD Dean must certify that the candidate portfolio contains all relevant reviews outlined in the policy including any written responses by the candidate to feedback received from various review committees.

5.4.4 The COHED process culminates when the candidate’s portfolio is forwarded to
subsequent forwarded to the Texas A&M University Office of Academic Affairs for consideration by the University P&T committee, The TAMUCC provost and President and ultimately to Board of Regents of the TAMU System

6.1 Implications of Unsuccessful applications, withdrawal from consideration and appeal Process

6.1.1 COEHD Candidates are provided only one opportunity to apply to tenure at TAMUCC. This means that if a candidate is unsuccessful, the candidate will be given a one-year terminal contract for the next academic year after the unsuccessful application for tenure. Candidates may however pursue promotion more than once. See University Rule 33.99.04.C0.02 (Promotion of Tenured and Tenure-Track Faculty).

6.1.2 A candidate for tenure or promotion may withdraw from consideration without prejudice at any time prior to the forwarding of the Dean’s recommendations to the Provost for review by the University Promotion and Tenure Committee.

A withdrawal request must be made in writing, signed, and dated to the Dean within 5 business days after the deans’ final review meeting with the candidate. Once the withdrawal letter is submitted to the Dean, it may not be rescinded.

6.1.3 Promotion review appeals: A candidate for promotion may appeal a decision denying promotion for reasons detailed in System Policy 12.01 (Academic Freedom, Responsibility and Tenure). Those appealing should refer to University Rule 12.01.99.C0.06 (Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments. This sounds like you can appeal or grieve anything – outside of the process below.

7.1 Required Documentation for Promotion and Tenure Candidates

7.1.1 Candidates for promotion will provide the Dean’s Office with sufficient documentation to support their candidacy. Candidates must prepare a dossier (electronic or 4-inch binder) containing all required elements for the application for consideration – see University Procedure 12.02.99.C0.01 (Tenure).

7.1.2 Candidates for promotion are required to document their effective and engaged performance in a variety of teaching, service, and intellectual activities that contribute to the University as a whole. Candidates are evaluated on a total portfolio demonstrating these three endeavors. The college recognizes that not all teaching loads require equal effort because of differences in class size, number of preparations, and course level (graduate or undergraduate).

7.1.3 In addition, the college acknowledges that intellectual contribution performance varies in that acceptance and time to press for publication in highly respected journals is more difficult than publication in other journals. Service effort also varies depending on level of effort, type of committees, and visibility of effort. The reviewers will consider these variances when evaluating individual candidates. Consistent with University policy, the evaluation of faculty performance for promotion and tenure should be conducted in a
manner that is consistent with the faculty member’s assigned duties during the period under evaluation. The evaluation period for a faculty member’s performance will be that time since the most previous promotion. Accordingly, the relative weighting of Teaching, Scholarship, and Service may vary among candidates whose formal work assignments have been specified consistently as part of the annual review process (refer to the Annual Development Evaluation Plan – ADEP). The negotiated statement of assigned time should be the main basis for determining the relative weighting of faculty responsibilities in Teaching, Scholarship and Service. The discussion below of Teaching, Service, and Scholarship describes expectations for performance.

7.1.4 Significant administrative duties, workload reassignments (including adjustments of typical evaluative weighting) must be documented in official workload reports and approved by the Dean of COEHD – see University Procedure 12.03.99.C1.01 (Assignment of Faculty Workload Credit).

7.1.5 Required Elements of the Promotion Portfolio
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 in Teaching, Research and Service performance areas.

Section III. A current curriculum vita.

Section IV. The candidate for promotion will include 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 regarding Teaching:

The College of Education and Human Development is committed to teaching and the instructional process as a high priority. Teaching effectiveness must be demonstrated for consideration for promotion and tenure at all ranks.

The candidate should demonstrate a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field. The candidate should be a teacher of proven quality, with the ability and expertise to teach undergraduate and/or graduate courses. The candidate must demonstrate a continuing interest in improving as a teacher and in developing knowledge of university-level pedagogy. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, or other similar activities compiled in a teaching portfolio. Additionally, the candidate may authenticate quality teaching efforts and performance through student
evaluations, peer evaluations, self-evaluation, and student advising activities. Weight should be given to teaching load, average number of students taught, average number of classroom preparations, and undergraduate versus graduate courses.

The COEHD considers extensive advising involvement and mentoring of graduate (Masters and Doctoral level) as a thesis or dissertation advisor/ or methodologist as a teaching activity for which a faculty may receive teaching workload reassignment.

Candidates should begin the teaching section of their portfolio with a statement of teaching philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-promotion period. Candidates should also take note of University definitions of teaching, as reflected in University Rule 12.01.99.C0.04 (Descriptions of Teaching, Scholarship and Creative Activity, and Service).

Evidence of performance in regard to teaching must include:

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 the Department and/or College criteria and other evidence of teaching effectiveness as determined by College policy.

Section VI Evidence of Performance in Scholarly and/or Creative Activity:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. The candidate must demonstrate competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate’s discipline and to the mission of the college. Candidates are expected to demonstrate a record of participation, competence, and productivity in their field. The candidate's work must be peer reviewed or otherwise publicly evaluated. Academic work (productivity that can be documented in the form of research, writing, speaking, artistic production or in some other appropriate form) that results in expanding the body of knowledge and understanding of the candidate’s academic field.

Intellectual contributions can be accumulated through books or chapters in books; publication in peer-reviewed journals (scholarly and/or professional); conference presentations (international, national, state, and/or local); published abstracts and conference proceedings; grants (funded or unfunded); and published instructor manuals and software.

Candidates will be encouraged to detail specifically how their scholarship and
creative activity connects with their statement of agreed work assignment and scope of duty. Candidates must demonstrate why any such scholarship and creative activity that falls outside their discipline should merit consideration. Scholarship and creative activity may be achieved singly, or in collaboration with others. Such work must result in some clear, externally peer-reviewed or peer-selected product and must have involved work that is non-routine, novel, creative, imaginative, ingenious, or original (though not necessarily all of these). See Annual Development Evaluation Plan (ADEP) Criteria. Candidates should also take note of University definitions of Scholarship, as reflected in University Rule 12.01.99.C0.04 (Descriptions of Teaching, Scholarship and Creative Activity, and Service).

Candidates should begin this section of their portfolio with a statement explaining contributions and success in the area of Scholarship and Creative Activity. The statement should include information about the impact the activity has according to its intended purpose.

Evidence of performance in regard 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 regard 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.

The following represent some, but not necessarily all, of the activities that can be used to demonstrate scholarship and creative activity. Scholarship and creative activity should be consistent with the definitions found in National Study of Postsecondary Faculty, such as:

- Articles or creative works published in refereed journals or juried media.
- Articles or creative works published in non-refereed journals or non-juried media.
- Reviews of books, articles, or creative works; chapters in edited volumes published.
- Textbooks, other books; monographs; and client reports published.
- Presentations made at conferences or workshops.
- Original products, such as scholarly websites and curriculum materials.
- Data-driven, analytic/reflective consultative activity to improve academic institutions.
- Granting

Section VII. Evidence of performance in regard to Service:
Service encompasses a variety of professionally related activities through which members of the faculty employ their academic expertise for the benefit of the University, the community, and the profession.

The candidate must document how he or she has taken an active role in service. Service may include committees, events, and special projects at the University, College, Department, Community, and/or Professional levels. Service at the Community and Professional levels will be considered as long as it supports the University, College, Department, or the candidate's academic discipline. The evaluation of service responsibilities also varies depending on visibility and level of effort as well as the type of committees. Department chairs should consider the time commitment involved in specified service commitments.

Candidates should begin the section with a statement explaining leadership and service contributions. Candidates should also take note of University definitions of Service, as reflected in [University Rule 12.01.99.C0.04](#) (Descriptions of Teaching, Scholarship and Creative Activity, and Service).

Significant administrative work in the department as a program coordinator may be considered for course reassignment in overall workload and will be evaluated as service.

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

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

The following represent some, but not necessarily all, of the activities that can be used to demonstrate service:

University, College, and Department Service:

- Elected senator or appointment to a university council or committee.
- Elected or appointed member of a college or department/discipline committee.
- Internal program evaluation.
- Completion of a special project for the university, college, or department/discipline.
- Lead author/editor of a major curriculum addition or revision.
- Service on a board, council or committee outside the University by appointment as the University’s or College’s representative.
- Completion of an institutional research project.
- Grant writing for institutional development.
- Student recruitment.
- Committee work involving hiring new faculty.
- Other service to the department/discipline.
Professional Service: The University and the College encourage professional service in support of the institution’s mission. These activities must relate to one’s academic field or else be clearly approved by the University. Examples of these activities include, but are not limited to:

- Officer or board member of a professional organization.
- Conference organizer.
- Editor of a journal or newsletter.
- Moderator of a panel at an academic conference.
- Committee membership in a professional association.
- Peer review of professional papers, manuscripts, performances, exhibitions, and presentations.

Community Service: The University and the College also encourage community service in support of the institution’s mission. These activities must relate to one’s academic field or else be clearly approved by the University. Examples of these activities include, but are not limited to:

- Serving as an officer or board member of a community organization.
- Giving volunteer assistance to a community organization or project through provision of advice, grant writing, or other application of one’s professional expertise.
- Conducting workshops, giving talks or demonstrations locally (may be creative or even expand knowledge, but usually there is no academic peer review to substantiate it).
- Serving on a committee for a local professional association or community organization.
- Judging local competitions.
- Visiting local schools in some professional capacity.

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.

With the exception of Reviewer reports (such as DPRC and COEHD P&T recommendations and any candidate responses), additional documents may not be added to the candidate’s dossier once the review process has begun.

8.1 Criteria for Promotion from Assistant Professor to Associate Professor with Tenure:

Promotion to associate professor and tenure are coupled, and one shall not be granted without the other.

8.2 Assistant Professor to Associate Professor with Tenure:

In presenting the list of eligible candidates for promotion to the rank associate professor, the
Dean certifies compliance with the standards of academic preparation and experience. Reviewing bodies will assess the candidate in the three primary areas of teaching, scholarship/creative activity, and service, using the definitions, explanations, and examples described in sections x.x (Teaching), x.x (Scholarship and Creative Activity), and x.x (Service) of this document.

8.2 Criteria for Tenure

The criteria for tenure are equivalent to those listed for promotion to associate professor, except that to be considered for the award of tenure one must hold the terminal degree. Applicants granted tenure will also be promoted to associate professor as part of the overall review procedure. See University Rule 33.99.04.C0.02 (Promotion of Tenured and Tenure-Track Faculty).

8.2.1 In the area of teaching, a candidate must demonstrate:

1. Knowledge in the Teaching Field: Has a broad knowledge of the field and an in-depth knowledge in one or more parts of the field.

2. Teaching Effectiveness: Must be shown to be a teacher of proven quality. The faculty member has, in the judgment of those reviewing the candidacy, the ability, experience, and expertise to teach undergraduate courses, and, if applicable to the discipline at this University, graduate courses. The candidate must: (a) through self-evaluation demonstrate the development and application of effective instructional strategies and techniques; (b) show high levels of student satisfaction with average course ratings consistently at or above the “good” (4.0) standard; and (c) provide written peer input that addresses teaching quality and effectiveness.

3. Student Advising: Is thoroughly familiar with degree requirements in the discipline and is experienced in academic advisement and career counseling. Serves as a mentor for students desiring advanced degrees and career entry.

8.2.2 In the area of scholarship and creative activity, a candidate must demonstrate:

8.2.3 A pattern of engagement and productivity in scholarship and creative activity. A pattern assumes a consistent, ongoing set of acts, behaviors, or other observable evidence of scholarly/creative productivity. The College places greater value on quality than quantity; thus, the number of completed, peer-evaluated products will vary according to the nature of projects undertaken and the candidate’s discipline. However, a well-defined pattern of productivity must be clearly documented in the faculty member's annual activity reports, vita, and evaluative portfolio. The University considers scholarship and creative activity to be particularly necessary for those teaching at the graduate level.

8.2.4 The candidate should have numerous intellectual contributions. To be eligible for consideration for promotion to associate professor, the candidate should have no less than seven (7) intellectual contributions including a minimum of three (3) peer-reviewed
articles in professional, pedagogical, or scholarly journals. One (1) of the required minimum contributions may be listed as In Press with appropriate documentation (letter from journal editor). The acceptance letter must state that the article requires no further revision before being published. The committee will evaluate the merits of the intellectual contributions as a whole, with consideration given to the number of publications, the quality of publications (departments/and programs may have criteria to use for evaluating journal quality), the candidate’s contributions to the publications, the impact of the contributions, the alignment to the college’s mission, the appointment letter, and departmental requirements.

8.3 In the area of service, a candidate must demonstrate:

8.3.1 A record of responsible and effective service to the College and the University by serving on committees/and or engaging in special projects. Should also have participated in professional and/or community service through activities related to the candidate’s discipline or by serving the University mission.

9.1 Criteria for Promotion from Associate Professor to Professor:

9.1.1 Associate professor to professor:

9.1.2 Normally, the candidate for the rank of professor should hold the earned doctorate or equivalent terminal degree from an accredited school in an appropriate teaching field. Ten years’ experience in full-time university teaching including five years in the rank of associate professor is required (related professional experience may in rare cases substitute). The Dean’s Office verifies that each candidate on the promotion list satisfies the university standards for education and experience.

Candidates for promotion to the rank of professor are evaluated on a total portfolio of effort as described in the discussion of promotion to associate professor. Significant administrative duties may lessen these performance expectations.

9.2 In the area of teaching, a candidate must demonstrate:

9.2.1 Maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. The candidate should have assumed leadership in curricular development and issues related to teaching improvement in the discipline and may be considered a mentor in teaching effectiveness. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, or other similar activities compiled in a teaching portfolio. Additionally, the candidate may authenticate quality teaching efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities. Weight should be given to teaching load, average number of students taught, average number of classroom preparations, and undergraduate versus graduate courses. The COEHD considers participation and involvement in the mentoring of graduate (master’s and doctoral level) as a thesis or dissertation advisor/ or methodologist as a teaching activity for which a faculty may receive teaching workload
For promotion the rank of professor, a candidate must meet all the criteria listed, as well as:

- Mentoring junior faculty to help them improve their teaching or teaching related activities, such as student advising, field-based evaluations and assessments, and project, thesis, dissertation work.
- Demonstrating how courses have been updated to reflect current trends, relevance, and scholarship.
- Creating a wide variety of student evaluations and assessments to meet learning objectives based on relevant cognitive, affective, and psychomotor domains.
- Documenting how course activities provide students with engaged learning activities grounded in relevant philosophies, such as constructivist, behaviorist, and cognitivist frameworks that correspond to the activities.

9.3 In the area of Scholarship and Creative Activity a candidate must demonstrate:

9.3.1 Competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate’s discipline and to the mission of the college. Candidates are expected to demonstrate a record of participation, competence, and productivity in their field. The candidate’s work must be peer reviewed or otherwise publicly evaluated.

9.3.2 The candidate should have numerous intellectual contributions. To be eligible for consideration for promotion to the rank of Professor, the candidate should have no less than ten (10) intellectual contributions within the preceding six years and since their last promotion including a minimum of four (4) additional peer-reviewed articles in professional, pedagogical, or scholarly journals. The minimum number or intellectual contributions for consideration to professor is 17 (which must include at least 7 peer reviewed journal articles). One (1) of the required minimum contributions may be listed as In Press with appropriate documentation (letter from journal editor). The acceptance letter must state that the article requires no further revision before being published. The committee will evaluate the merits of the intellectual contributions as a whole, with consideration given to the number of publications, the quality of publications, the candidate’s contributions to the publications, the impact of the contributions, the alignment to the college’s mission, the appointment letter, and departmental requirements.

9.3.3 Meet all the criteria listed in XX in addition to:

- Mentoring junior faculty to help them in scholarship and creative activity.
- Mentoring students in their scholarship and creative endeavors.
- Collaboration with other scholars.

9.4 In the area of Service, a candidate must demonstrate:
9.4.1 How he or she has taken an active role in the service of the COHED and/or to the university on committees and/or special projects. Administrative work in the Department as a program coordinator COHED may be considered for course reassignment in overall workload and will be evaluated as service. Participation and leadership in professional and community service is considered insofar as they serve the mission of the college, the university's purposes, or the candidate's academic discipline. Significant participation in professional service is shown through professional association activities such as serving as an editor, officer, program chair, or in similar roles.

9.4.2 'Service' may include committees, events, and special projects at the university, college, department, community, and/or professional levels. Service at the community and professional levels will be considered as long as it supports the University, College, Department, or the candidate's academic discipline.

9.4.3 It is the expectation that to be promoted to professor, the candidate should actively serve on, and hold some leadership position on, at least one departmental committee, council or task force and one College of Education and Human Development committee, council or task force and/or one university level committee, council or task force and/or one professional committee, council or task force in any given academic year. Cumulatively, the candidate should have served on, and have held some leadership position on departmental, college, university and/or professional level committees, councils or task forces before promotion.

9.4.4 Meet all the criteria listed in XX in addition to:

- Mentoring junior faculty to be engaged in a state, regional, national, or international organization related to one’s field.

- Demonstrating a leadership role in a state, regional, national, or international organization related to one’s field.

9.5 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. See University Rule 33.99.04.C0.02 (Promotion of Tenured and Tenure-Track Faculty)

10: Promotion of Clinical Track Faculty

10.1 Criteria for Promotion for/Clinical Track Faculty (Non-Tenure Track Faculty)

10.1.2 Professional track faculty positions are full-time appointments that bring excellence to the university through high-quality professionals in teaching and/or research/creative activity and/or service. Professional Track faculty must hold at least a terminal degree (Ph.D.) in education or related field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class.
10.2 Promotion from Clinical Associate Professor to Clinical Professor

10.2.1 To be promoted to clinical senior professor, the candidate must have a terminal degree and five years of experience at the professional associate professor rank.

10.2.2 While clinical track candidates must meet all the requirements for the promotion to associate professor in the tenure track section. Clinical faculty are not required to document evidence of productivity in scholarly and/or creative Activity.

10.2.3 Clinical faculty must prepare a dossier for review according to COEHD policy which includes:

10.3 Evidence of Performance in Regard to Teaching:

10.3.1 The candidate should demonstrate maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. The candidate should have assumed leadership in curricular development and issues related to teaching improvement in the discipline and may be considered a mentor in teaching effectiveness. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, or other similar activities compiled in a teaching portfolio. Additionally, the candidate may authenticate quality teaching efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities. Weight should be given to teaching load, average number of students taught, average number of classroom preparations, and undergraduate versus graduate courses. The COEHD considers participation and involvement in the mentoring of graduate (master’s and doctoral level) as a thesis or dissertation advisor or methodologist as a teaching activity for which a faculty may receive teaching workload reassignment.

10.4 Evidence of Performance in Service:

10.4.1 The candidate must document how he or she has taken an active role in the service of the College of Education and Human Development and/or to the university on committees and/or special projects. Administrative work in the Department as a program coordinator may be considered for course reassignment in overall workload and will be evaluated as service. Participation and leadership in professional and community service is considered insofar as they serve the mission of the college, the university's purposes, or the candidate's academic discipline. Significant participation in professional service is shown through professional association activities such as serving as an editor, officer, program chair, or in similar roles.

10.4.2 It is the expectation that to be promoted to a full professor, the candidate should actively serve on, and hold some leadership position on, at least one Departmental committee, council or task force and one College of Education and Human Development committee, council or task force and/or one university level committee, council or task force and/or one professional committee, council or task force in any given academic year. Cumulatively, the candidate should have served on, and have held some
leadership position on Departmental, college, university and/or professional level committees, councils or task forces before promotion.

11. Promotion & Tenure Timeline: All dates that fall on a non-workday (a holiday or weekend day) default to the next business day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16</td>
<td>Candidates send notice to apply to Dean/Designate</td>
</tr>
<tr>
<td>May 16</td>
<td>Dean/Designate meet with Potential Candidates</td>
</tr>
<tr>
<td>June 1</td>
<td>Dean/Designate certifies eligibility</td>
</tr>
<tr>
<td>Aug. 2</td>
<td>Dean meets with candidates to review process</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Candidate turns in portfolio to Deans Office  (No new material can be added after this date)</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Portfolios placed in secure area. Dept. Reviewers can begin assessing materials at this time</td>
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<tr>
<td>Sept. 1-Sept 15</td>
<td>Dean/Designee Convenes  COEHD P&amp;T for orientation/charge/Chair election;</td>
</tr>
<tr>
<td>Sept. 1-Sept 15</td>
<td>Dean/Designee convenes DRC convenes 1st 2 weeks of Fall/Orientation/Charge/Chair election;</td>
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<tr>
<td>Oct. 1-4</td>
<td>DRC meets and gives their report orally and written to candidate.</td>
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<tr>
<td>Oct. 7</td>
<td>DRC sends written report to Department Chair</td>
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<tr>
<td>By Oct. 21</td>
<td>Department Chair meets and gives report orally and written to Candidate</td>
</tr>
<tr>
<td>Oct. 21 Candidate has 5 days to respond to the chair.</td>
<td>Candidate has 5 days to provide a written response to DRC; DEPT Chair Feedback;</td>
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<tr>
<td>Oct. 28- Nov. 10;</td>
<td>College Committee VOTES and drafts recommendation to Dean and meets with candidates individually for a written &amp; oral report.</td>
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<tr>
<td>Nov. 15</td>
<td>Dean receives P&amp;T recommendation letters from Chair COEHD P&amp;T committee detailing vote results</td>
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<tr>
<td>Nov. 15- Nov. 30</td>
<td>Dean will write an individual recommendation for each candidate to grant or deny tenure and/or promotion.</td>
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<tr>
<td>Dec. 2</td>
<td>Dean schedules meetings with each candidate and shares results from each level of the reviews.</td>
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<tr>
<td>Dec. 9</td>
<td>Candidates have 5 business days to provide a written response to the Dean’s letter.</td>
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<tr>
<td>Dec. 15</td>
<td>All documents forwarded to the Provost</td>
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