

**TENURE AND PROMOTION MANUAL**

**COLLEGE OF ARTS AND SCIENCES  
PRAIRIE VIEW A&M UNIVERSITY**

# **GUIDELINES AND CRITERIA FOR TENURE AND PROMOTION**

## **I. INTRODUCTION**

The College of Arts and Sciences is comprised of a diverse community of academic disciplines, which encourage excellence in teaching, research, artistic, creative and service activities.

The final authority for promotion and the granting of tenure in the Texas A&M University System rests with the System Board of Regents upon the recommendation of the President of the University and the Chancellor of the Texas A&M University System. General policies concerning “Academic Freedom, Responsibility and Tenure” have been adopted by the System Board of Regents and published in the *Administrative Policy and Procedures Manual*. These policies apply to all institutions in the Texas A&M University System, and are used in establishing policies and procedures at Prairie View A&M University.

The criteria and guidelines discussed in this document are supplementary to the *Faculty Handbook* published by Prairie View A&M University. The provisions of the *Faculty Handbook* shall prevail on any matter not covered herein or on any point wherein the document of the College of Arts and Sciences is inconsistent with those provisions.

## **II. POLICY IMPLEMENTATION**

This policy will also apply for all tenure-track and tenured faculty in the College of Arts & Sciences beginning with the fall semester, 2004.

It is the responsibility of all parties participating in the tenure and promotion process to ensure that the policy stated in this manual is executed in an appropriate manner. The faculty member (candidate for promotion and/or tenure) must provide evidence in his/her portfolio that, at a minimum, standards for promotion and tenure set in this manual are met.

## **III. SUMMARY OF TENURE AND PROMOTION PROCESS**

At the beginning of each fall semester, the Department Head will inform, via a written memorandum, each faculty member in the department who must receive a mandatory tenure review during the current academic year.

Each faculty member, applying for tenure and/or promotion, must submit a portfolio to the department head by October 30. The portfolio should contain, at the minimum, a complete and up-to-date curriculum vita detailing the faculty member’s educational and professional background, qualifications and experience as well as scholarly and professional activities and achievements. The portfolio should have materials to substantiate achievements in the three areas of teaching/advisement, research and scholarly/creative activities and service.

The portfolio is initially reviewed by the Departmental Promotion and Tenure Advisory Committee (DAC). The DAC consists of three to five tenured faculty members from the department. The members are elected by the full-time regular faculty in each department.

It should be noted that, in the case of a department with fewer than three tenured faculty members, the DAC may include tenured faculty members in disciplines closely related to the applicant's discipline, recruited from other departments at the university. These external members must also be elected by the department faculty.

In case of an application for promotion from Associate Professor to Full Professor, the DAC must consist only of full professors.

The DAC reviews applicant's portfolio and submits recommendations, with justification, to the Head of Department.

The Department Head reviews the following materials: (i) faculty's portfolio, (ii) relevant material from department personnel files and (iii) recommendation of the Departmental Tenure and Promotion Advisory Committee. The Department Head submits his or her recommendations with justification to the Dean.

The Dean appoints the members of the College Tenure and Promotion Advisory Committee (CAC). The CAC consists of three to five tenured faculty members. The committee reviews the following materials: (i) all materials reviewed by the applicant's departmental Tenure and Promotion Committee (ii) Department Head's recommendation (iii) relevant materials from the Dean's office personnel files. The CAC submits its recommendations, with justification, to the Dean.

The Dean reviews all materials reviewed by the College Tenure and Promotion Committee, their recommendation, and of the Department Head. The Dean submits to the Vice President of Academic Affairs the following: (i) faculty's portfolio (ii) recommendations from Departmental Tenure and Promotion Advisory committee, Department Head, College Tenure and Promotion Advisory Committee and Dean.

After consultation with the Dean of the College, the Provost and Vice President for Academic Affairs makes his/her recommendation to the President, who shall then make the final university decision regarding recommendations to the Board of Regents.

If the recommendation of the President is positive, he/she will make the recommendation to the TAMUS Board of Regents. Subsequently, the President will report on the actions of the TAMUS Board of Regents to the Provost and the respective Deans.

The faculty receiving tenure and/or promotion will be notified prior to the commencement of the fall semester.

All review committee materials and deliberations must be treated as confidential. Violations of confidentiality are regarded as official misconduct.

#### **IV. FACULTY PORTFOLIO**

One four-inch binder. The main body of the portfolio should not exceed twenty pages.

- A. Application Summary Form - Appendix A**
- B. Cover Letter - No more than 3 pages**
  - Self-evaluation (why I should be tenured/promoted?)
- C. Summary of Achievements for the past Three to Five years**
  - a. In Teaching**
  - b. In Research**
  - c. In Service**
- D. Current Curriculum Vitae (Resume)**
- E. Copies of All Faculty Performance Evaluation Documents**
- F. Teaching**
  - 1. Statement of Teaching philosophy
  - 2. Summary of teaching responsibilities
  - 3. Examples of infusion of technology in teaching
  - 4. Examples of course syllabi (Three or Four)
  - 5. Examples of materials from classes (assignments, test, etc.)
  - 6. Summaries of Student Opinion Survey results (Fall and Spring semesters)
  - 7. Peer evaluations
  - 8. Other items from teaching activities
- G. Research/Scholarly/Artistic/Creative Activities**
  - 1. Summary statement of activities
  - 2. Definition of research projects
  - 3a. List of funded projects with amounts of sources
  - 3b. List of projects that are pending
  - 4. Publications, books, monographs, publications in refereed journals
  - 5. Presentations and professional papers
  - 6. Artistic and creative activities including solo recitals, solo performances, music ensemble performances, concerts, public performances, theatre arts productions, and lectures. Indicate dates, locations of presentations and critical reviews.
  - 7. Research advisor activities (students enrolled in science lab courses)
- H. SERVICE**
  - 1. Summary of service rendered to the department, college, university and community
  - 2. Committee service (Provide copies of appointment letters and service/performance endorsement letters from committee chairpersons.)
  - 3. Service rendered to professional societies
  - 4. Service as faculty advisor to student organizations
  - 5. Service as academic advisor
  - 6. Service as research mentor

## **I. OTHER**

1. Awards, honors, citations
2. Memberships in professional societies (related to one's discipline)
3. Offices held in professional societies
4. Professional meetings attended in the last five years.

## **V. EVALUATION OF TEACHING, RESEARCH/SCHOLARLY ACTIVITIES AND SERVICE**

In the College of Arts and Sciences, teaching, research, artistic, creative activities, and service will be used in the evaluation of faculty for promotion and tenure. This evaluation of each faculty member is conducted at the end of each academic year. The instrument - Performance Expectation/Evaluation - is employed in conducting this evaluation. For the purposes of this policy and for the process involved in the annual decisions concerning promotion and tenure, the following definitions are provided.

In this regard, the committee recommends a rating system based on points in evaluating the faculty member's contributions in the three major areas. Teaching is rated at an overall 60 points, Research/Scholarly Activity at 30 points and Service at 10 points. The overall rating of the faculty member is expected to be in one of five categories: Excellent, very Good, Good, Marginal or Unsatisfactory.

The specific points for each category are discussed below.

### **A. TEACHING**

The Departmental Committee, when applicable, the Department Head, the College Promotions and Tenure Advisory Committee, and the Dean evaluate teaching performance. Teaching is understood to include not only classroom performance, but other factors such as preparation for courses, staying current in the discipline, instructional innovation, curriculum improvement and development, course content and requirements, advising, tutoring, and other activities directly related to student development.

- |              |   |
|--------------|---|
| 1. EXCELLENT | An average score, over the previous five years, in the Teaching/Advisement Category of the Annual Performance Evaluation in the range of 54 to 60 points. |
| 2. VERY GOOD | An average score, over the previous five years, in the Teaching/Advisement Category of the Annual Performance Evaluation in the range of 45 to 53 points. |
| 3. GOOD      | An average score, over the previous five years, in the Teaching/Advisement Category of the Annual Performance Evaluation in the range of 36 to 44         |

points.

4. MARGINAL

An average score, over the previous five years, in the Teaching/Advisement Category of the Annual Performance Evaluation in the range of 24 to 35 points.

5. UNSATISFACTORY

An average score, over the previous five years, in the Teaching/Advisement Category of the Annual Performance Evaluation below 24 points.

## B. RESEARCH/SCHOLARLY/ARTISTIC/CREATIVE ACTIVITIES

Research activities include research and publications that enhance the professional growth and development of faculty members. Scholarly activities include research and publications that enhance teaching effectiveness of faculty members. Examples of research activities include: publishing books, journal articles, papers, and case studies, presenting of papers and research findings at professional meetings; conducting research. Quantitative measures will be made based on the annual performance evaluations.

1. EXCELLENT                      An average score, over the previous five years, in the Research/Scholarly/Creative Activities Category of the Annual Performance Evaluation in the range of 25 to 30 points.
2. VERY GOOD                      An average score, over the previous five years, in the Research/Scholarly/Creative Activities Category of the Annual Performance Evaluation in the range of 20 to 24 points.
3. GOOD                              An average score, over the previous five years, in the Research/Scholarly/Creative Activities Category of the Annual Performance Evaluation in the range of 15 to 19 points.
4. MARGINAL                      An average score, over the previous five years, in the Research/Scholarly/Creative Activities Category of the Annual Performance Evaluation in the range of 9 to 14 points.
5. UNSATISFACTORY              An average score, over the previous five years, in the Research/Scholarly/Creative Activities Category of the Annual Performance Evaluation of below 9 points.

### C. SERVICE

Service includes any professional activities that contribute to the accomplishment of the internal and external service mission of the department, college and university, and the community. Examples of service activities include: Active participation / contribution on committees, holding offices in professional organizations, sponsoring student organizations.

- |                   |  |
|-------------------|--|
| 1. EXCELLENT      | An average score, over the previous five years, in the Service Category of the Annual Performance Evaluation in the range of 9 to 10 points. |
| 2. VERY GOOD      | An average score, over the previous five years, in the Service Category of the Annual Performance Evaluation in the range of 7 to 8 points.  |
| 3. GOOD           | An average score, over the previous five years, in the Service Category of the Annual Performance Evaluation in the range of 5 to 6 points.  |
| 4. MARGINAL       | An average score, over the previous five years, in the Service Category of the Annual Performance Evaluation in the range of 3 to 4 points.  |
| 5. UNSATISFACTORY | An average score, over the previous five years, in the Service Category of the Annual Performance Evaluation in the range of 1 to 2 points.  |

### VI. TYPICAL EXPECTED PERFORMANCES FOR TENURE AND PROMOTION

The following table shows the minimum expected cumulative performance for consideration of positive recommendations towards tenure and promotion.

Action	Teaching	Research	Service
Tenure	Excellent	Very Good	Very Good
	Very Good	Excellent	Very Good
Promotion to Associate Professor	Excellent	Very Good	Very Good
	Very Good	Excellent	Very Good
Promotion to Professor	Excellent	Excellent	Very Good
	Very Good	Excellent	Excellent
	Excellent	Very Good	Excellent

APPENDIX A

PRAIRIE VIEW A&M UNIVERSITY  
College of Arts and Sciences

APPLICATION SUMMARY FORM

BACKGROUND INFORMATION

1. NAME \_\_\_\_\_ 2. DEPARTMENT \_\_\_\_\_.

3. YEARS AT PVAMU \_\_\_\_\_ 4. HIGHEST DEGREE \_\_\_\_\_.

5. CHECK APPROPRIATELY:

\_\_\_\_\_ ADJUNCT FACULTY (INDICATE NUMBER OF YEARS)

\_\_\_\_\_ ASST. PROFESSOR \_\_\_\_\_ ( )  
YEARS TENURED

\_\_\_\_\_ ASSOC. PROFESSOR \_\_\_\_\_ ( )  
YEARS TENURED

\_\_\_\_\_ PROFESSOR \_\_\_\_\_ ( )  
YEARS TENURED

6. REQUESTED FOR: ( ) REAPPOINTMENT ( ) PROMOTION ( ) TENURE

**APPENDIX B**

**PRAIRIE VIEW A&M UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES**

**DEPARTMENTAL TENURE AND PROMOTION REVIEW COMMITTEE RECOMMENDATION  
FORM**

DATE: \_\_\_\_\_

Name of Faculty Candidate: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_  
\_\_\_\_\_

Highest Degree:

Years of Service at: Prairie View A&M University: \_\_\_\_  
\_\_\_\_\_

Other Institutions:

**RECOMMENDED ACTION**

We, the members of the Tenure and Promotion Review Committee of the Department/Division of \_\_\_\_\_, have reviewed the portfolio and recommend the following:

Tenure: Approved ( )  
Denied ( )

Denied ( )

Promotion: Approved ( )

**RECORD OF MEMBERS' VOTES**

Committee Member's Name & Signature	Recommended Action			
	Tenure		Promotion	
	Approve	Deny	Approve	Deny
Number of Votes Approving/Denying				

**APPENDIX C**

**SUMMARY FINDINGS OF THE  
DEPARTMENTAL TENURE AND PROMOTION REVIEW COMMITTEE**

Name of Faculty Candidate: \_\_\_\_\_

**1. TEACHING**

**2. RESEARCH**

**3. SERVICE**

APPENDIX D

PRAIRIE VIEW A&M UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES

COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE RECOMMENDATION FORM

DATE: \_\_\_\_\_

Name of Faculty Candidate: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_  
\_\_\_\_\_

Highest Degree:

Years of Service at: Prairie View A&M University: \_\_\_\_  
\_\_\_\_\_

Other Institutions:

RECOMMENDED ACTION

We, the members of the Tenure and Promotion Review Committee of the College of Arts & Sciences, have reviewed the portfolio and recommend the following:

Tenure: Approved ( )  
Denied ( )

Denied ( )

Promotion: Approved ( )

Denied ( )

RECORD OF MEMBER VOTES

Committee Member's Name & Signature	<u>Recommended Action</u>			
	<u>Tenure</u>		<u>Promotion</u>	
	<u>Approve</u>	<u>Deny</u>	<u>Approve</u>	<u>Deny</u>
Number of Votes Approving/Denying				

**APPENDIX E**

**SUMMARY FINDINGS OF THE  
COLLEGE TENURE AND PROMOTION REVIEW COMMITTEE**

Name of Faculty Candidate: \_\_\_\_\_

**1. TEACHING**

**2. RESEARCH**

**3. SERVICE**