12.01.99.C2 Tenure

2.4 – The tenured faculty of a particular program and/or dean of a college may determine that it is in the University’s best interest to appoint a faculty member with tenure, credit, or variations from this rule.

What are the variations of the rule?

-4.2.3 All faculty members who are granted tenure are expected to achieve competency in teaching, scholarship, and service at a level that is consistent with widely accepted criteria for faculty in the given discipline.

Reword as "All faculty members who are granted tenure are expected to HAVE ACHIEVED competency in teaching, scholarship, and service at a level that is consistent with DEPARTMENTAL CRITERIA FOR FACULTY IN THE DISCIPLINE."

"widely accepted" has no operational meaning here. Accepted where? Austin? Harvard? San Angelo? The departmental criteria, which should be specific to each discipline, can be more detailed and bench-marked against peer and aspiration groups. Further those departmental criteria must incorporate the rest of that paragraph (faculty teaching loads, service responsibilities, ...) This was the thrust of the April 2004 senate recommendation.

4.4.1- The committee will consist of a minimum of five full-time tenured faculty members. Faculty members who are candidates for tenure during the period under consideration may not serve on this committee.

Remove the following statement: Faculty members who are candidates for tenure during the period under consideration may not serve on this committee. (It is a contradiction)

4.4.1 The committee must ask for assessment from all tenured colleagues in the programmatic department and/or area if needed be.

Change may instead of must: The committee may ask for assessment from all tenured colleagues ….

4.6.3 Remove the statement: “The committee shall avoid consideration of irrelevant and extraneous information.”

It is not clear what those would be. Our concern is that some submission of an applicant being dubbed "irrelevant and extraneous information". Some more clarity on this would be helpful.

5. Appeals Procedure

On request, the faculty member who is not recommended for tenure will be provided an opportunity to meet with the committee and/or dean.
replace "committee and/or dean" with "the College and/or Departmental P&T committee and/or the College Dean".

**Evaluation and Promotion of Full-Time Faculty Members**

3.2.4 An evaluation for consideration for promotion is more comprehensive than an annual review. If faculty member undergoes promotion review in an academic year, a separate annual review is optional.

Reword as: An evaluation for consideration for promotion is more comprehensive than an annual review. If faculty member undergoes promotion review in an academic year, a separate annual review may or may not be required by the faculty member respective unit.

3.4.2 The members of the University Promotion and Tenure Committee are elected by the respective college faculties. Members should not serve simultaneously on departmental or college promotion and tenure committees.

Reword as "Members should not serve simultaneously on the University Promotion and Tenure Committee and Departmental or College Promotion and Tenure Committees"

3.4.3 - remove the statement. “The committee shall avoid consideration of irrelevant and extraneous information.”

**Academic Rank Description**

2.4 - Scholarship – Continues to advance in scholarly or creative activity beyond instructional assignments.

Change to: “Begin to establish an agenda in scholarly or creativity beyond instructional assignments”

3.4 Scholarship Has an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product/creative activity at the regional or national level

Change to: “Continues an agenda of inquiry ……..”

**Description of Teaching, Scholarship, and Service**

2 Teaching/Learning – 2nd paragraph: Each college must develop a clear and fair process for determining teaching and learning which is done is done well.

Change to: “which assures that teaching and learning expected outcomes are achieved.

3.2 Scholarship at Texas A&M University-corpus Christi consists of three separate, yet interconnected elements: Scholarship of Discovery, Scholarship of Integration and Teaching and learning, and Scholarship of Application and engagement
February 8, 2006

TO: Dr. Diana Ivy
FROM: Kathy Winston
SUBJECT: Proposed Revision of Rules Related to Faculty Promotion and Tenure

In December 2005, Dr. Sandra Harper sent the Faculty Senate proposed modifications of four rules and statements related to faculty promotion and tenure. According to her notes, the proposals are a response to several things:

1) The addition of the University Promotion/Tenure Committee and a clarification of that group's role;

2) A more intentional focus on student learning outcomes;

3) A clarification about the need to be competent in all areas (teaching, scholarship, service) and a need to have peer-review on scholarly and creative activity in order to be considered for tenure;

4) A recognition of civic engagement as one of the university's unifying themes;

5) A recognition that to reach the goals of Momentum 2015, our internal standards will need to match our aspirations.

These changes, she said, are a result of studying the Faculty Senate document that was advanced in April 2004, the Provost's research on the standards of our aspiration institutions, the goals advanced in Momentum 2015, and discussion with the College Deans' Council. I hope this information will be helpful for your review.
12.01.99.C2 Tenure
Supplements System Policies 12.01 and 12.02
Approved May 29, 2002

1. GENERAL

1.1 Tenure means the entitlement of a faculty member to continue in an appointed academic position unless dismissed for good cause. System Policy 12.01, Academic Freedom, Responsibility and Tenure, identifies the conditions or circumstances that will constitute good cause for dismissal of a faculty member.

1.2 A faculty member with tenure will not be dismissed until he or she has received reasonable notice of the cause for dismissal and only after an opportunity for a hearing that meets the requisites of established procedures of due process. At this hearing, the institution will bear the burden of proving that the cause of dismissal is adequate.

2. UNIVERSITY STANDARDS FOR TENURE

2.1 To be eligible to receive tenure, a faculty member must be an employee of Texas A&M University-Corpus Christi, must have the terminal degree in his/her academic discipline or a related discipline, and should hold the academic rank of assistant professor, associate professor, or professor. The Provost/VPAA will provide faculty members with a written statement of tenure conditions when employment is initiated. Members of the faculty whose appointments are part-time or temporary, such as lecturers, instructors, visiting professors of any rank, or graduate student teaching assistants, are not entitled to tenure and consequently are not subject to the provisions of this document. A faculty member with tenure, however, may request a half or three-quarter time appointment for a fixed period of time. If such a request is approved, the faculty member's tenure status will not be forfeited.

2.2 Faculty members who hold joint appointments with other state, federal, or private agencies or with two or more parts of The Texas A&M University System may or may not be entitled to tenure, depending on the nature of their duties and the terms of the written agreement at the time of their appointment.

2.3 Administrative personnel, such as department heads and deans, who hold academic rank at Texas A&M University-Corpus Christi in addition to their administrative titles retain their tenured status as faculty members, but administrative positions per se are not subject to tenure. Except in extraordinary cases, administrators who have not held a tenured faculty position at an institution of higher learning will not be hired with tenure at Texas A&M University-Corpus Christi.
2.4 The tenured faculty of a particular program and/or dean of a college may determine that it is in the University's best interest to appoint a faculty member with tenure, tenure credit, or variations from this rule. Such a circumstance must be accompanied by a written recommendation to the Provost from the dean in consultation with the appropriate faculty. The Provost will consider the recommendation before making the faculty appointment.

2.5 To receive tenure at Texas A&M University-Corpus Christi, a faculty member must: demonstrate broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field, be a capable and competent teacher, have an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product/creative activity, be productive in scholarly or creative activity, display leadership in the college and university by serving on committees, councils, or special projects, and be active professionally in his/her academic discipline.

3. THE TENURE APPLICATION TIME LINE

3.1 Beginning with appointment to the rank of full-time assistant professor or a higher rank, the probationary period for a faculty member will not exceed seven years of full-time service at Texas A&M University-Corpus Christi. Up to three years of appropriate full-time service at other institutions may be included as a portion of the probationary period if agreed on in writing at the time of initial appointment. Tenure is granted only by the affirmative action of the Board of Regents upon recommendation of the President of the institution. At the conclusion of the probationary period, the faculty member will be notified in writing by the President of the decision of the Board of Regents.

3.2 Normally, a faculty member comes under tenure consideration during the sixth year of service at Texas A&M University-Corpus Christi. Faculty members who believe their teaching, scholarship, and service record merits early tenure may apply during the fifth year of service at the university. To be considered for tenure, a faculty member must send a letter to the college dean by September 1, May 30 prior to the academic year in which the faculty member desires consideration. The college dean must certify that the length of service requirements have been met, and must respond to the faculty member in writing within two weeks. Should the dean fail to certify the request, the faculty member has the right to appeal the case to the Provost/Vice President for Academic Affairs, who shall respond to the faculty member in writing within two weeks.

3.3 A faculty member who is to be considered for tenure will be so notified thirty days before the evaluation process commences. During that time a faculty member must provide written information or documentation as to performance or accomplishments. Such information and documentation is used in addition to, and supplemental to, information and documentation routinely available on all
faculty. The format used by the college for faculty promotion will also be used for tenure. If tenure is not recommended at the college level, the faculty member may be advised regarding the likelihood of tenure being recommended in the near future. If tenure is not recommended by the college dean, the faculty member will be notified in writing and the results of such consideration will be discussed with the faculty member.

3.4 Following favorable consideration on the college level, the college dean will submit the materials related to tenure (curriculum vitae and recommendation for tenure from the department chair, dean, and college or departmental promotion/tenure committee) to the University Promotion and Tenure Committee and to the Provost/Vice President for Academic Affairs prior to February 1 of each year. Tenure recommendations must come from the Dean of the College to the Provost/Vice President for Academic Affairs prior to February 1 of the academic year.

3.5 After reviewing the recommendations with the Provost, the President will submit a tenure list for approval by the Board of Regents. The President will send a letter to the candidate relating the Board of Regents' action on the recommendation for tenure.

3.6 If the decision is not to award tenure, the faculty member is entitled to serve for one additional contract year following the term or semester in which the notice is received.

4. TENURE REVIEW

4.1 General

The evaluation of candidates for tenure will take place in the college in accordance with the following university guidelines. Each college, by a majority vote of its faculty, may develop additional steps in the process and additional criteria necessary to evaluate candidates for tenure. Documents on procedures and criteria to be used in the evaluation process are on file with the Faculty Senate and the Office of the Provost. When departments or divisions within colleges develop further steps in the process and further criteria necessary to evaluate candidates for tenure, these as well must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and Office of the Provost. The appropriate documents on tenure will be made available to all tenure-line faculty. The college and department procedures are subject to review by the college faculty, the Faculty Senate, and the Provost and Vice President for Academic Affairs every two years. If a faculty member is appointed jointly to more than one college, primary responsibility for tenure review will be assigned to one college, with concurrence of all involved colleges.
4.2 Criteria Used in Tenure Review

4.2.1 During tenure review, the college must assess whether the candidate has fulfilled faculty responsibilities (as described in 12.01.99.C1.03) and must assess his or her qualifications in the following five areas: academic preparation and experience (12.01.99.C1.01), and teaching, scholarship, and service (12.01.99.C1.04). The college must clearly establish criteria for each area and must provide the types of evidence to be used for judging the candidate's performance as delineated below and in 12.01.99.C1. The criteria must be appropriate to the various disciplines within the college. If interviews are a part of the process, the protocol for conducting interviews must be described.

4.2.2 Section 2.5 above identifies qualities that a faculty member must demonstrate in order to receive tenure. Because of the importance of teaching to the mission of the University, the faculty member must demonstrate broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field and must be a capable and competent teacher. In addition, the candidate must be productive in scholarly or creative activity, have an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product/creative activity, display leadership in the college and university by serving on committees, councils, or special projects, and be active professionally in his/her academic discipline.

4.2.3 All faculty members who are granted tenure are expected to achieve competency in teaching, scholarship, and service at a level that is consistent with widely accepted criteria for faculty in the given discipline. Although each academic department is responsible for accomplishing university goals for teaching, scholarship, and service, individual faculty members will not be required to have identical commitments to teaching, scholarship, and service. Within a department, some faculty members might contribute greater effort to scholarship than others whose efforts focus more on teaching or service. Such diversity is appropriate so long as the department is holistically accomplishing university goals in the three areas of teaching, scholarly activity, and service. Therefore, evaluation of faculty performance for tenure should be conducted in a manner that is consistent with the faculty member’s assigned workload during the period under evaluation.

4.2.4 Consistently sustained performance of faculty responsibilities (as described in 12.01.99.C1.03) is requisite for tenure.
4.3 Documentation for the Tenure Review

4.3.1 After the college dean certifies that the education and experience standards have been met, candidates for tenure will provide the dean's office with sufficient documentation to support their candidacy. The documentation should include:

1. A current curriculum vitae.
2. An account of teaching assignments and teaching loads, by semester, for a specified number of years.
3. Course syllabi, student evaluations, teaching portfolio, and student learning outcomes assessment.
4. Other documentation regarding teaching, such as summaries of teaching innovations, new course development, and other activities related to teaching effectiveness and teaching quality.
5. Evidence of scholarly or creative activity, based on university and college guidelines.
6. A listing of service contributions to the university, community, and profession with dates, type of service, and documentation.
7. Documentation of attendance at or development of workshops, research seminars, and so forth.
8. Consulting activities both paid and unpaid.
9. Other documentation that the college may require, such as peer review of teaching effectiveness, program development, or scholarly production.
10. Other documentation that the candidates wish to provide the committee.

4.3.2 The Office of the Dean is responsible for maintaining the faculty member's promotion/tenure file and providing access to that file to the faculty tenure committee and to other administrative personnel with a role in the tenure review process. The faculty member has a right to see and comment on all items in the file that are provided to those involved in the tenure review process.
4.4 Review by the College and/or Departmental Faculty Tenure Committee

4.4.1 The faculty tenure committee, which is charged with evaluating candidates for tenure, will review the documentation. This function may be performed by either a college-level or department-level faculty committee. The committee will consist of a minimum of five full-time tenured faculty members. At least half of the committee members will be elected by the college faculty. The dean may appoint the other members. Faculty members who are candidates for tenure during the period under consideration may not serve on this committee. The committee must ask for assessment from all tenured colleagues in the programmatic department and/or area.

4.4.2 The tenure committee may request the candidate for tenure to meet with the committee to discuss specific aspects of the candidate's record. The candidate, likewise, may request to meet with the committee. Colleagues of any type may be requested by the committee or the candidate to submit written letters of evaluation or answers to specific queries. Such written material becomes a part of the faculty member's promotion/tenure file that is maintained in the Dean's office.

4.5 Recommendations by the Committee, Department Chair and Dean

4.5.1 The tenure committee's recommendation to grant tenure or not grant tenure to a candidate will be made in writing to the dean of the college by the last class day of the fall semester.

4.5.2 In addition, the candidate's department chair will provide to the dean a separate written recommendation concerning tenure. The recommendation will be provided by the last class day of the fall semester.

4.5.3 The dean is responsible for independently assessing the tenure candidate's record of performance. After reviewing the documentation of the candidate, the recommendation of the committee, and the recommendation of the department chair, the dean will submit a formal written recommendation to the Provost. The dean will inform the faculty member of her/his recommendation to the Provost. The dean's written recommendation will be placed in the faculty member's official file in the Provost's Office.

4.6 Recommendations by the University Promotion and Tenure Committee

4.6.1 The college dean will submit the materials related to tenure (curriculum vitae and recommendations for tenure from the department chair, dean.
and college or departmental promotion/tenure committee) to the
University Promotion and Tenure Committee and to the Provost/Vice
President for Academic Affairs prior to February 1 of each year.

4.6.2 The members of the University Promotion and Tenure Committee are
elected by the respective college faculties. A non-voting chair is selected
by the Provost and the President. For more information, see the University
Committees and University Administrative Councils document.

4.6.3 The University Promotion and Tenure Committee shall review the
materials related to tenure concurrently with the Provost. This committee
shall evaluate each candidate’s materials according to the appropriate
college’s most recent tenure bylaws/guidelines and the University’s tenure
criteria. The committee shall avoid consideration of irrelevant and
extraneous information. The committee may ask for additional
information from candidates.

4.6.4 The non-voting chair may participate in the discussion of each candidate’s
material. After review of each candidate’s material, the committee shall
prepare a written assessment of the candidate’s qualifications and a
recommendation for each candidate. The votes for and against the
recommended candidates will be recorded by the chair (without the names
of those casting the votes) and sent to the Provost along with the
recommendation and assessment no later than March 5. This committee is
advisory to the Provost and President. Even if the committee’s assessment
is negative, that negative assessment will not halt the consideration of the
candidate’s file by the Provost and President.

4.6.5 After reviewing the recommendations with the Provost, the President will
submit a tenure list for approval by the Board of Regents. The President
also will send a letter to the candidate relating the Board of Regents’
approval of the recommendation for tenure. Typically, the candidate will
receive notification in June.

5. APPEALS PROCEDURE

On request, the faculty member who is not recommended for tenure will be provided an
opportunity to meet with the committee and/or the dean. Following this meeting, a
faculty member who still feels deserving of tenure should present his/her case in writing
to the Provost/Vice President for Academic Affairs. The Provost will investigate the
matter and may forward the appeal to the University Promotion and Tenure Committee
for review and recommendation. The Provost will make a final written response to the
faculty member within 30 days after receiving the faculty member’s written appeal. The
decision of the Provost is final.
This rule replaces University Rule 2.5.1.4
12.01.99.C1 Evaluation and Promotion of Full-Time Faculty Members

Approved July 31, 2000
Revised

1. FACULTY EVALUATION

1.1 Non-tenured and tenured faculty members are evaluated annually. The minimum requirements for the annual evaluation process are:

(1) A clear explanation of the criteria and procedure to be used in evaluation presented to faculty at the beginning of the evaluation cycle.

(2) A written evaluation prepared by the faculty member's department chair or supervisor.

(3) A provision for the faculty member to review the evaluation and to respond in writing. This response will be placed in the faculty member's official personnel file in the Provost's Office.

(4) A provision for a final review of the evaluation by the dean of the college if the dean was not involved in the initial evaluation procedure.

(5) A provision for the dean of the college and the initial evaluator to meet with the faculty member when requested.

1.2 The following minimum criteria will be used in evaluating faculty performance.

1.2.1 Faculty evaluation will focus on (1) academic preparation, (2) experience, (3) teaching, (4) scholarship, and (5) service. Additionally, evaluation will address fulfillment of faculty responsibilities. The University's criteria for evaluating performance in these areas are discussed in the following University rules or documents:

12.01.99.C1.01 - Academic Rank Descriptors
12.01.99.C1.04 - Teaching, Scholarship, and Service
12.01.99.C1.03 - Responsibilities of Full-Time Faculty Members

Other relevant rules or documents may include:

12.01.99.C2 - Tenure
31.01.01.C1 - Merit Salary Adjustments Within Ranks

1.2.2 The evaluation process will include a provision for a faculty member to identify with the supervisor's knowledge an area of primary academic development or
activity for the coming year. This area is to be selected in the light of requirements for promotion, tenure, and professional development and must be considered by the evaluator and mentioned in the written evaluation.

1.2.3 The evaluation forms, or other documents provided to the faculty member, will describe the kinds of evidence to be considered in the evaluation and will indicate, whenever applicable, the priority given to items of evidence within an area.

1.2.4 The criteria and the evidence must be consistent with those widely accepted for the development of faculty in the given discipline.

1.3 Each college, by a majority vote of its faculty, may develop additional steps in the process and additional criteria necessary to evaluate its faculty. Documents on procedures and criteria to be used in the evaluation process will be filed with the Faculty Senate and the Office of the Provost. When departments or divisions within colleges develop further steps in the process and further criteria necessary to evaluate their faculty, these as well must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and the Office of the Provost.

2. ACADEMIC RANK DESCRIPTORS

Academic rank descriptors for full-time faculty members are available in the faculty handbook and on the University Rules website as 12.01.99.C1.01. Academic ranks include instructor, assistant professor, associate professor, and professor.

3. PROMOTION OF FACULTY

3.1 Criteria for Promotion

3.1.1 Appointment or promotion to an academic rank is based on past and anticipated success in performance, accomplishments, and leadership in the following five areas:

(1) Academic Preparation

(2) Experience

(3) Teaching

(4) Scholarship (Discovery, Integration, and Teaching/Learning, and Application and Engagement)

(5) Service
3.1.2 As they advance in rank, faculty members are expected to achieve increasing success both by progressively mastering more of the five areas and by improving in individual areas. (See 12.01.99.C1.01, Academic Rank Descriptors, and 12.01.99.C1.04, Teaching, Scholarship, and Service.) The consistently sustained performance of faculty responsibilities (as described in 12.01.99.C1.03) is requisite for all faculty promotions.

3.1.3 College documents further explaining the criteria for promotion will be provided to all tenure-line faculty.

3.2 Consideration for Promotion

3.2.1 Faculty members will request that they be considered for promotion during the academic year in which they believe the appropriate education, experience, teaching, service, and scholarship standards (as described in 12.01.99.C1.01) will be met. To be considered for promotion, a faculty member must send a letter to the college dean by September 1 of the academic year in which the faculty member desires consideration. The college dean must certify that the appropriate education and experience standards have been met, and must respond to the faculty member in writing within two weeks. Should the dean fail to certify that appropriate education and experience standards have been met, the faculty member has the right to appeal the case to the Provost/Vice President for Academic Affairs, who shall respond to the faculty member in writing within two weeks.

3.2.2 A faculty member must be in a tenure-line position to be considered for promotion.

3.2.3 A faculty member will not be considered for promotion to a rank above assistant professor until the faculty member completes at least the second year of full-time service at Texas A&M University-Corpus Christi and is in the third year.

3.2.4 An evaluation for consideration of promotion is more comprehensive than an annual review. If a faculty member undergoes promotion review in an academic year, a separate annual review is optional.

3.3 Review Process

The evaluation of candidates for promotion will take place on the college level in accordance with the following university guidelines. Each college, by a majority vote of its faculty, may develop additional steps in the process and additional criteria necessary to evaluate candidates for promotion. Documents on procedures and criteria to be used in the evaluation process will be filed with the Faculty Senate and the Office of the
Proposed Revision of University Rule
Draft – 12/13/05

Provost. When departments or divisions within colleges develop further steps in the process and further criteria necessary to evaluate candidates for promotion, these as well must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and Office of the Provost.

3.3.1 After the college dean certifies that the education and experience standards have been met, candidates for promotion will provide the dean's office with sufficient documentation to support their candidacy. The documentation should include:

1. A current curriculum vitae.
2. An account of teaching assignments and teaching loads, by semester, for a specified number of years.
3. Course syllabi and student evaluations.
4. Other documentation regarding teaching, such as summaries of teaching innovations, new course development, student learning outcomes, and other activities related to teaching effectiveness and teaching quality.
5. Evidence of scholarly activity, based on university and college guidelines.
6. A listing of service contributions to the university, community, and profession with dates, type of service, and documentation.
7. Documentation of attendance at or development of workshops, research seminars, and so forth.
8. Consulting activities both paid for and not paid for.
9. Other documentation that the college may require, such as peer review of teaching effectiveness, program development, or scholarly production.
10. Other documentation that the candidates wish to provide the committee.

3.3.2 A faculty committee charged with evaluating candidates for promotion will review the documentation. This function may be performed by either a college-level or department-level faculty committee. The committee will consist of a minimum of five full-time tenured faculty members. At least half of the committee members will be elected by the college faculty. The dean may appoint the other members. Faculty members who are candidates for promotion during the period under consideration may not serve on this committee. The committee must ask for assessment from colleagues in the programmatic department and/or area.
3.3.3 The promotion committee may request the candidate for promotion to meet with
the committee to discuss specific aspects of the candidate's record. The
candidate, likewise, may request to meet with the committee. Colleagues of any
type may be requested by the committee or the candidate to submit written letters
of evaluation or answers to specific queries. Such written material becomes a
part of the faculty member's personnel record that is maintained in the Dean's
office.

3.3.4 The promotion committee's recommendation to promote or to not promote a
candidate will be made in writing to the dean of the college by the last class day
of the fall semester.

3.3.5 In addition, the candidate's department chair will provide to the dean a separate
written recommendation concerning promotion. The recommendation will be
provided by the last class day of the fall semester.

3.3.6 The dean will review the documentation of the candidate, the recommendation of
the committee, and the recommendation of the department chair before making
the formal written recommendation to the Provost. The dean will inform the
faculty member of her/his recommendation to the Provost. The dean's written
recommendation to the Provost will be placed in the faculty member's file in the
Provost's Office.

3.4 Recommendations for Promotion

3.4.1 The college dean will submit the materials related to promotion (curriculum vitae
and recommendations for promotion from the department chair, dean, and college
or departmental promotion/tenure committee) to the University Promotion and
Tenure Committee and to the Provost/Vice President for Academic Affairs prior
to February 1 of each year.

3.4.2 The members of the University Promotion and Tenure Committee are elected by
the respective college faculties. Members should not serve simultaneously on
departmental or college promotion and tenure committees. A non-voting chair is
selected by the Provost and the President. For more information, see the
*University Committees and University Administrative Councils* document.

3.4.3 The University Promotion and Tenure Committee shall review the material
concurrently with the Provost. This committee shall evaluate each candidate's
materials according to the appropriate college's most recent promotion
bylaws/guidelines and the University's promotion criteria. The committee shall
avoid consideration of irrelevant and extraneous information. The committee
may ask for additional information from candidates.
3.4.4 The non-voting chair may participate in the discussion of each candidate's material. After review of each candidate's material, the committee shall prepare a written assessment of the candidate's qualifications and a recommendation for each candidate. The votes for and against the recommended candidates will be recorded by the chair (without the names of those casting the votes) and sent to the Provost along with the recommendation and assessment no later than March 5. This committee is advisory to the Provost and President. Even if the committee's assessment is negative, that negative assessment will not halt the consideration of the candidate's file by the Provost and President.

3.4.5 After reviewing the recommendations with the President, the Provost will submit a promotion list for approval by the Board of Regents. The President or the Provost/Vice President for Academic Affairs will send a letter to the candidate relating the Board of Regents' approval of the recommendation for promotion. Typically, the candidate will receive notification in June.

3.5 Appeals Procedure

3.5.1 On request, the faculty member who is denied an affirmative recommendation for promotion at the college level not promoted will be provided an opportunity to meet with the college or departmental promotion committee and/or the dean. Following this meeting, a faculty member who still feels deserving of promotion may appeal in writing to the Provost/Vice President for Academic Affairs. The written appeal must be made by the faculty member within 30 working days after receiving notification from the dean that promotion is not recommended at this time.

3.5.2 The Provost will review the matter and will issue a written decision, generally within 10 working days, to the faculty member. The Provost may forward the case to the University Promotion and Tenure Committee, which will review the matter and issue a written recommendation to the Provost, generally within 15 working days. The committee will review the complete dossier of the faculty member. The voting and deliberations of the appeals process will be the same as for the recommended candidates with one exception. If the committee's recommendation to the Provost on an appeal case is not unanimous, written rationale for each of the differing views must be presented to the Provost in addition to the vote count.

3.5.1 The Provost will review the findings of the University Promotion and Tenure Committee and other material relevant to the case. The Provost will issue a written decision to the faculty member, generally within 10 working days after receiving the committee's recommendation. The Provost will also provide the
dean with written notification of the decision. The decision of the Provost/Vice President for Academic Affairs will be final.

4. Supporting Resources

4.1 The University's statement on faculty academic freedom may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.02.

4.2 The University's statement on the responsibilities of full-time faculty members may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.03.

4.3 The University's statement and description of teaching, scholarship, and service may be found in the faculty handbook and the University Rules web site under 12.01.99.C1.04.

4.4 The University's rule on merit salary adjustments within ranks may be found in the faculty handbook and the University Rules web site under 31.01.01.C1.

4.5 Other provisions for the evaluation and promotion of faculty will be in part based on the faculty issues contained in Sections 4.1 - 4.4 of this rule.

5. Responsibility and Review

5.1 The operational responsibility for this rule rests with the Provost and Vice President for Academic Affairs. The Provost will review and approve the evaluation and promotion process and criteria used for each college.

5.2 The college procedures are subject to review by the college faculty, the Faculty Senate, and the Provost and Vice President for Academic Affairs every two years.

Contact for Interpretation: Provost/Vice President for Academic Affairs

Replaces Rule 2.5.1.2
Academic rank descriptors for faculty members are as follows:

1. **INSTRUCTOR**

   This rank is usually held by an individual entering the academic profession. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following qualifications:

   (1) **Academic Preparation.** To teach credit courses leading toward the baccalaureate degree, other than kinesiology activities courses, an instructor must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of a master’s degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. In these cases, an instructor must have a bachelor’s degree supplemented by professional or work experience in the field, license or other verification of proficiency in the field.

   (2) **Teaching.** Competence in teaching is required. Demonstrates a basic knowledge of the teaching area, careful classroom preparation, and a willingness to assist students. Shows continuing progress in teaching by deepening knowledge in the teaching specialty and developing effective instructional strategies and techniques. The instructor participates in academic advisement and thus must be familiar with university core curriculum and college degree requirements and other matters related to academic advisement.

   (3) **Scholarship.** Shows evidence of understanding advancements in scholarship that are related to the teaching specialty.

   (4) **Service.** Participates at an introductory level of responsibility in service to the college and university through committees, councils, and special projects.

2. **ASSISTANT PROFESSOR**

   This rank is usually the entry level for a tenure-line position. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following qualifications.

   (1) **Academic Preparation.** An assistant professor must meet one of the following criteria:

   a. Holds the earned doctorate or equivalent terminal degree.

   b. Is in the final stages of a doctoral dissertation, or terminal degree project.
Proposed Revision of University Statement
Draft – 12-14-05

1. ASSOCIATE PROFESSOR

This rank represents maturity, experience and leadership in the academic profession. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following qualifications.

(1) Academic Preparation. An associate professor must meet one of the following criteria:
   a. Holds the earned doctorate or the equivalent terminal degree.
   b. Holds an advanced degree in combination with appropriate certification and professional work experience

(2) Experience. At least five years experience in full-time university faculty experience including at least three years in the rank of assistant professor. Related professional experience may in rare cases substitute.

(3) Teaching. Having a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field, the associate professor is a teacher of proven quality. Has the ability, experience, and expertise to teach both undergraduate and graduate courses. May be involved in experimental, innovative teaching. Knows degree requirements for both

(2) Experience. Some part-time teaching experience or related professional/work experience is preferred.

(3) Teaching. Shows continuing progress in teaching proficiency by deepening knowledge in the teaching specialty and developing effective instructional strategies and techniques. Is developing the expertise needed to teach graduate as well as undergraduate courses by participating in professional development activities aimed at making one a better teacher or at enhancing one's expertise in a teaching subject area. Understands university and college degree requirements and other matters related to academic advisement as well as requirements for graduate study and professional entry into the field. Actively participates in academic advisement and career counseling.

(4) Scholarship. Continues to advance in scholarly or creative activity beyond instructional assignments. Areas of accomplishment are appropriate to the academic discipline.

(5) Service. Participates in service to the college and university through committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline or serve the university mission.
undergraduates and graduates and is experienced in academic advisement and career counseling. Serves as a mentor for students desiring advanced degrees and career entry.

4. **Scholarship.** Has demonstrated competence and productivity an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product/creative activity at the regional or national level, in scholarly or creative activities related to the candidate's discipline.

5. **Service.** Has begun to assume a position of leadership in the college and the university by serving on committees or special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline or serve the university mission.

### PROFESSOR

This is the summit of academic rank, representing a position of leadership in the university. In addition to fulfilling faculty responsibilities, faculty holding this rank must meet the following qualifications.

1. **Academic Preparation.** Holds the earned doctorate or equivalent terminal degree.

2. **Experience.** At least ten years of full-time university faculty experience including at least five years in the rank of associate professor. Related professional experience may in rare cases substitute.

3. **Teaching.** Has demonstrated maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. Has assumed leadership in curricular development and issues related to teaching improvement in the discipline. Is thoroughly familiar with university and college degree requirements and other matters related to academic advisement, career development and opportunities, and placement. Is a teacher and adviser to colleagues in this area.

4. **Scholarship.** Has recognized achievements an agenda of inquiry that has resulted in published scholarly works or peer-reviewed product/creative activity at the national or international level in scholarly or creative activities and is capable of advising has a demonstrated record of mentoring colleagues in such activities.

5. **Service.** Has assumed a position of leadership and service to the university on committees, councils, and special projects. May also participate and lead in professional and community service insofar as the activities relate to the candidate's discipline or serve the university mission.
5. PROFESSIONAL ACCOMPLISHMENTS EQUIVALENT TO A TERMINAL DEGREE

The tenured faculty of a particular program and/or the dean of a college may determine that it is in the University’s best interest to appoint and/or promote an individual who has recognized professional achievements equivalent to a terminal degree. These professional achievements would be activities that have occurred outside of Texas A&M University-Corpus Christi. Such a circumstance must be accompanied by a written recommendation to the Provost from the dean in consultation with the appropriate faculty. The Provost and the President will consider the recommendation before granting the exception to the academic preparation criteria.

Contact for Interpretation: Provost and Vice President for Academic Affairs
12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
Approved February 25, 2002
Revised ______________________

1. GENERAL

1.1 While Academic Preparation, Experience, and Professional Responsibilities form the basis for faculty competence, faculty seeking promotion and tenure must demonstrate achievements in the areas of Teaching, Scholarship, and Service. Faculty members are to take the initiative in promoting their own growth in each of these areas.

1.2 Each academic department will be responsible for accomplishing university goals for teaching, scholarship, and service; however, individual faculty members will not be required to have identical commitments to teaching, scholarship, and service. Within a department, some faculty members might contribute greater effort to scholarship than others whose efforts focus more on teaching or service. Such diversity is appropriate so long as the department is holistically accomplishing university goals in the three areas of teaching, scholarly activity, and service. Therefore, evaluation of faculty performance for promotion and tenure should be conducted in a manner that is consistent with the faculty member’s assigned workload during the period under evaluation.

2. TEACHING/LEARNING

Texas A&M University-Corpus Christi places teaching at the apex of its mission. Teaching includes knowledge in the field, quality in teaching, and academic advisement and career counseling. Consistent with its strong commitment to instruction and student learning, the university requires that teaching effectiveness count in promotion to all ranks. Each college must develop a clear and fair process for determining teaching effectiveness which assures that the teaching and learning which is done is done well. Student evaluation, peer review, and self-evaluation, and assessment of student learning outcomes are recommended avenues for evaluating teaching performance. Teaching activities encompass classroom instruction as well as those professional development activities aimed at making one a better teacher or at enhancing one’s expertise in a teaching subject area.

3. SCHOLARSHIP

3.1 Fundamental to any definition of scholarship is the expansion and application of knowledge and understanding about the world in which we live. Scholarship is particularly necessary for those faculty members who teach at the graduate level. For an endeavor to be considered scholarship, the following criteria must apply:
3.1.1 Scholarship involves a product -- a more or less tangible result; something that observers can examine. In the case of oral presentations, some material evidence of the event must be provided.

3.1.2 Scholarship involves academic peer review of both quality and quantity.

3.1.3 Scholarship implies an activity that is non-routine, novel, creative, imaginative, ingenious, or original yet not accidental. Not necessarily all of these but at least some must apply to the outcome or it is not "scholarly."

3.2 Scholarship at Texas A&M University-Corpus Christi consists of three separate, yet interconnected elements: Scholarship of Discovery, Scholarship of Integration and Teaching, and Scholarship of Application.

3.2.1 SCHOLARSHIP OF DISCOVERY. The scholarship of discovery involves the search for new knowledge in the discipline and for a richer understanding of the academic field. Peer-reviewed products, creative achievements in the fine arts in the person's discipline are considered enterprises of discovery. Productivity may be documented in the form of scholarly books, articles, oral presentations of research, artistic productions, and performances.

3.2.2 SCHOLARSHIP OF INTEGRATION AND TEACHING AND LEARNING. The scholarship of integration emphasizes fitting one's own research—or the research of others—into larger intellectual patterns. It involves making connections across the disciplines, placing the discipline in a larger context, illuminating data or concepts in a revealing way, and evaluating new pedagogical approaches. In addition to the more traditional forums for scholarship, such as academic writing, productivity may take the form of a textbook, multi-media production, and writing that makes one's field accessible to a wider audience. Cross-curricular innovations, and/or interdisciplinary instructional achievements, and web-based pedagogical endeavors that are peer-reviewed are also examples of the scholarship of teaching and learning.

3.2.3 SCHOLARSHIP OF APPLICATION AND ENGAGEMENT. The scholarship of application and engagement brings learning and knowledge to bear upon the solution of practical problems and/or the engagement of students in the community. It flows directly from one's professional expertise. Encompassing activities that relate directly to the intellectual work of the faculty member, productivity may take the form of publications and presentations derived from consultation, technical assistance, policy analysis, and program evaluation.
4. SERVICE

4.1 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. Texas A&M University-Corpus Christi places primary emphasis on service to the university and its mission.

4.2 Service to the University. A faculty member provides service to the university through active participation and leadership in college and university committees, councils, special projects, or duties for which the faculty member is held accountable.

4.3 Service to the Community. As a comprehensive urban university located on the South Texas Gulf coast, Texas A&M University-Corpus Christi also encourages community service and civic engagement in areas related to coastal and urban issues. It also recognizes the emerging role of the institution in business and industrial development, workforce development, and community, educational, and social development. For the purposes of evaluation, however, activities must relate to one's academic field or else be clearly approved by the university.

4.4 Service to the Discipline. The university encourages participation and leadership in professional activities and associations. A professional activity may be considered service when it does not include peer review. Service of all types may be documented by certificates of recognition, letters of appreciation, official minutes, newsletters, products of projects, and other tangible evidence of service rendered.

Contact for Interpretation: Provost/Vice President for Academic Affairs

Replaces Rule 2.5.1.4
Ivy: I gave a response orally to the Faculty Senate about these questions submitted to you anonymously last year. However, I promised to give a brief written response after conversing with the College Deans Council. Here are the questions and responses:

1. What are the rules and regulations according to external accreditation bodies of a college hiring its own graduates to teach courses and run programs? SACS does not have any rules regarding hiring your own graduates, as long as they meet the same academic credentialing requirements necessary to be considered SACS qualified. Other professional accrediting agencies may have different rules but primarily this is usually up to the institution itself. Many universities will not hire their own graduates as a matter of course. Many others attempt to balance their faculty on a variety of elements: alma maters, diversity, areas of expertise, etc. To meet some of the role model goals that we have established regarding recruiting minority faculty, it may indeed be the most pragmatic course of action to intentionally "grow our own" in order to have a cadre of minority faculty members.

2. When faculty members have professional needs as well as program needs that are being unmet by the faculty members' departments and colleges due to perceived financial constraints, would the provost like to be informed of such needs? Faculty members can either express their concerns about their department chairs during their annual evaluation process or college deans during their every two year evaluation process. If these vehicles do not convey the concerns of the faculty, the Faculty Affairs committee of the Senate should review the concerns and determine their validity. The Senate could then forward their findings to the Provost. More general concerns about financial constraints could be forwarded to the Provost by way of the Senate Budget committee. It is not practical to have individual faculty members communicating with the provost about disagreements with their chairs/deans other than the channels that I have mentioned.

3. What are the external accreditation guidelines concerning the numbers of students that can be in one lecture type class? SACS does not specify a limit of students that can be in a lecture class. AACSB does have an SCH guideline per faculty member that it shares with its membership and other professional accrediting bodies may have similar guidelines.

4. Does the university believe that better instruction will occur from a member of the faculty who has a terminal degree versus a master's degree? Do accreditation bodies prefer that members of the faculty have masters degrees or terminal degrees? The College Deans Council believes that better instruction is more likely to occur due to the demonstration of effective pedagogical techniques, which may or may not be related to the terminal degree. Accrediting bodies have different standards. For undergraduate instruction, masters degrees are required. For graduate degrees, terminal degrees are required. Typically, one of the measures of university excellence is the percentage of full-time faculty who have attained their terminal degrees.

5. To what extent should deans be allowed to hire faculty who have non-terminal degrees to teach in the undergraduate program? The deans are charged with delivering the instructional programs in their colleges within the financial resources made available to them by the university. While it is preferable to have terminally qualified professors teaching at the undergraduate level, it is likely that the university will rely more heavily on graduate teaching assistants, adjuncts, and
other clinical faculty as enrollment expands and financial resources shrink. In fact, the Faculty Senate will be receiving a proposal about clinical faculty that addresses the challenges that are being faced by all the colleges.

6. Are deans allowed to rewrite college handbooks and publish them without a faculty vote? It depends on the contents of the college handbook. The University faculty handbook specifies that when colleges develop further steps in the process and further criteria necessary to evaluate candidates for tenure, these must be approved by a majority vote of the faculty of the department or division in question and filed with the Faculty Senate and Office of the Provost. Other important policy matters have similar language in the university handbook. However, some college handbooks have a lot of procedural material. These do not need faculty vote.

Sincerely,
Sandra Harper
Provost and Vice President for Academic Affairs
January 28, 2006