

33.99.04.C0.02 Promotion of Full-Time Faculty Members



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[Revision History](#)

Procedure Summary

The granting of promotion is one of the most important decisions in the development of an outstanding faculty member. As such, it is a reflective process, which recognizes an individual as worthy to be advanced to a higher rank within the faculty based on performance. It is essential that faculty demonstrate dedication and achieve excellence in their areas of responsibility (e.g., teaching, librarianship, research, scholarship, creative activity, and service) to preserve and strengthen the vitality of the university. Promotion in rank is awarded to those faculty making continuing and increasing contributions in these areas. This procedure describes the criteria and review process for the promotion of full-time faculty members at Texas A&M University-Corpus Christi (TAMU-CC).

Procedure

1. GENERAL

- 1.1. Promotion in rank is recognition of past achievement of the individual being considered. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities.
- 1.2. Ranks for promotion of tenured and tenure-track faculty positions are defined in university procedure *12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*.
- 1.3. Ranks for promotion of fixed-term faculty positions are defined in university procedure *12.07.99.C0.01, Fixed-Term Faculty Members*.
- 1.4. All promotion proceedings and discussions will be strictly confidential to the extent permitted by law, Texas A&M University System (System) policies and regulations, and TAMU-CC rules and procedures.

2. INITIAL APPOINTMENT AND ELIGIBILITY TIMELINE

- 2.1. The Provost and Vice President for Academic Affairs (Provost) will provide faculty members with a written statement of terms of employment including conditions for promotion when employment is initiated.
- 2.2. A tenure-track faculty member will not be considered for promotion to the rank of Associate Professor they have completed at least two (2) years of full-time service at TAMU-CC and have begun their third year of full-time service at the university. Assistant Professors with five (5) years of full-time, tenure-track faculty experience at TAMU-CC are required to apply for tenure and promotion to the rank of Associate Professor concurrently unless an extension of the tenure probationary period has been granted in accordance with university rule *12.01.99.C1, Granting Extension of Tenure Probationary Period*. Additional promotion eligibility timeline information may be found in university procedure *12.01.99.CO.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*. These requirements do not apply to fixed-term faculty.
- 2.3. Early promotion for untenured tenure-track faculty members to the rank of Associate Professor will only be considered as part of an application for early tenure. See university rule *12.01.01.C1, Tenure* for information on the application process for early tenure.
- 2.4. A maximum of three years of full-time service at another academic institution may be granted at the time of hire. Years of credit will be agreed upon and stated in the initial appointment letter from the Provost. Years of credit may be stated in terms that provide faculty members “up to” the stated numbers of years allowing the faculty member to choose whether to utilize some, all, or none of those years of credit. In such cases, the appointment letter will note the earliest and latest date that an application for promotion may be submitted.

3. UNIVERSITY STANDARDS FOR PROMOTION

- 3.1. To be eligible to receive promotion, a faculty member must be an employee of TAMU-CC, have an earned terminal degree in their academic discipline or a related discipline, and hold the academic rank of Assistant Professor or Associate Professor. Members of the faculty whose appointments are not full-time positions are not subject to the requirements outlined in this procedure.

- 3.2. Each faculty member shall be evaluated annually in the electronic faculty review system by their department chair/supervisor to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to performance in their areas of responsibility (e.g., teaching, librarianship, scholarship and creative activity, and service). Annual evaluations are reviewed by the dean/director of the academic unit (e.g., college, school, and library). All annual evaluations are submitted to the Office of the Provost for inclusion in the faculty member's official file.
- 3.3. Eligibility for promotion includes a record of achievement in the faculty member's areas of responsibility and the responsibilities described in university procedure *12.01.99.C0.03, Responsibilities of Faculty Members*. The average of the faculty member's annual overall performance evaluation ratings must be "Meets Expectations" or higher during the time-period under consideration to be eligible to apply for promotion. Eligibility to apply for promotion does not guarantee that the faculty member has met all their academic unit's standards to be awarded promotion.
- 3.4. Ranks and general expectations for promotion for tenured or tenure-track faculty members are defined in university procedure *12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*. Ranks and general expectations for promotion for fixed-term faculty members are defined in university procedure *12.07.99.C0.01, Fixed-Term Faculty Members*.
- 3.5. Department and academic unit criteria may utilize some quantitative measures. Interdisciplinary work efforts and university initiatives may be acknowledged across areas of evaluation. Excellence, as exemplified by the quality, impact, and significance of accomplishments is of utmost importance. Examples of performance for promotion include:
 - 3.5.1. Teaching: This category includes classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; service learning; distance education; publication of instructional materials; advising; supervision of undergraduate students and/or graduate students; and other examples defined by department and academic unit criteria.
 - 3.5.2. Librarianship: This category includes the recurring and specialized assigned tasks of fixed-term faculty librarians in support of the mission and goals of TAMU-CC. Professional effort, as performed by fixed-term faculty librarians, is outlined in the Library Faculty Handbook and position descriptions.

- 3.5.3. Research, Scholarship, and Creative Activity (RSCA): This category includes creation and dissemination of new knowledge or other creative activities and/or the preservation of knowledge. For most disciplines, this category consists of research, grants, intellectual property, peer-reviewed publications, and/or creative work as defined by department and academic unit criteria. Research and grant funding may also be factored into the review of RSCA productivity. This category may also include securing patents, copyrights, and commercialization as defined by department and academic unit criteria.
- 3.5.4. Service: This category includes service to the university, academic unit, department, colleagues, students, student organizations, and service beyond the campus. Examples of the latter include service to professional societies, research organizations, governmental agencies, the local community, and the public at large, as it relates to the faculty member's discipline and area of expertise, as well as other activities that benefit and enhance the community and university/community relations as defined by department and academic unit criteria.
- 3.6. Each academic unit must establish written criteria for each area of responsibility and provide examples of evidence to be used for judging the candidate's performance to date. The guidelines must be appropriate to the various disciplines within the academic unit and consistent with the missions of the academic unit and university. Promotion procedures and measures shall be provided in writing to all incoming faculty members at the time of hire.
 - 3.6.1. Academic unit criteria must be ratified by a simple majority of the full-time faculty for whom the criteria apply either by balloting or through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the academic unit dean/director and provost.
 - 3.6.2. The academic unit dean/director will forward the current criteria for promotion to the Office of the Provost annually in the spring semester. If changes to the criteria have been approved by the faculty and the academic unit dean/director since the previous cycle, an executive summary should be included outlining those changes.
- 3.7. Departments shall determine additional written criteria, consistent with the missions of the department, academic unit, and university, to include in the promotion process regarding full-time faculty members.

- 3.7.1. Departmental measures must be ratified by a simple majority of the full-time department faculty either by balloting or through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the academic unit dean/director and provost.
- 3.7.2. When revisions are made to departmental promotion criteria, the revisions should address how they apply to current full-time faculty. Any special provisions for current faculty should consider the degree of change in the criteria and the time until promotion review. Revisions shall be approved by a simple majority of full-time faculty.
- 3.8. 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 and Tenure Review Unit at the time of the joint appointment.

4. PROMOTION REVIEW REQUIREMENTS

- 4.1. The evaluation of candidates for promotion will take place in the academic unit in accordance with the following university guidelines. Before the end of the spring semester prior to the fall semester in which the faculty member is eligible for and plans to apply for promotion, the academic unit dean/director will hold a meeting with each candidate to review timelines, processes, dossier expectations, and submission deadlines.
- 4.2. The academic unit dean/director must determine whether the candidate meets the minimum eligibility requirements to apply for promotion. If there is a disagreement over whether the candidate is eligible to apply for promotion, the faculty member may seek final clarification and review of their relevant academic record from the Office of the Provost. In such an instance the Office of the Provost, in consultation with the faculty member, academic unit dean/director, and other relevant parties will provide a written clarification and justification for whether the faculty member is eligible to apply for promotion, based on the formal criteria outlined in this document, as well as the relevant university rules and procedures and academic unit and departmental level guidelines.
- 4.3. It is the responsibility of the faculty member applying for promotion to submit a complete dossier with all appropriate documentation to the academic unit dean/director's office via the electronic faculty review system on or before the due date. Final deadlines for submitting the dossier and for each step in the review shall be set by the academic unit dean/director and shared with all

faculty and academic administrators before the end of the spring semester of each academic year prior to the upcoming promotion reviews.

- 4.4. Academic units may set deadlines in advance of the university deadlines.
- 4.5. Evaluation of faculty performance for promotion should be conducted in a manner that is consistent with the faculty member's assigned workload during the period under evaluation, typically all the full-time experience at TAMU-CC since the faculty member's initial hire into their current position or the most recent five years since their last successful promotion (whichever is more recent), including the year the faculty member applied for said promotion.

5. DOCUMENTATION FOR PROMOTION REVIEW

- 5.1. Candidates for promotion will provide the academic unit dean/director's office with sufficient documentation to support their candidacy via the electronic faculty review system. Except as detailed in this procedure, additional documents may not be added to the candidate's dossier once the review process has begun. All candidates for promotion must present documentation to support their promotion candidacy as specified by their academic unit. At a minimum the dossier must include the following:

Section I. A letter from the department chair/supervisor noting the nature of the appointment (percent teaching, librarianship, RSCA, and service including semi-administrative and administrative duties) and any changes in those duties over time.

Section II. An executive summary (two pages maximum) that clearly illustrates how the candidate's qualifications meet each of the applicable requirements listed in section 3.5 of this procedure.

Section III. A current curriculum vita.

Section IV. Evidence of performance in teaching, if applicable.

- 1. A statement of teaching philosophy and growth (two pages maximum) discussing improvements, innovations, and changes initiated over the period under review.
- 2. An account of teaching assignments and teaching loads, by semester, during the period under review.
- 3. Additional evidence of teaching excellence may include a peer review of teaching effectiveness as defined by

department and/or academic unit criteria and other evidence of teaching effectiveness as determined by academic unit policy.

Section V. Evidence of performance in librarianship, if applicable

1. A statement of librarianship philosophy and growth (two pages maximum) discussing improvements, innovations, and changes initiated over the period under review.
2. Documentation demonstrating performance in librarianship.

Section VI. Evidence of performance in RSCA, if applicable.

1. A statement explaining contributions and success in RSCA (two pages maximum).
2. Documentation demonstrating performance in RSCA.

Section VII. Evidence of performance in service, if applicable.

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

Section VIII. Other documentation as defined and required or permitted by the department or academic unit.

- 5.2. Dossiers should consist of no more than 750 electronic standard letter-size pages but may be subject to further expectations as defined by academic unit policy. Candidates should focus on demonstrating quality in their areas of responsibility.
- 5.3. The academic unit dean/director will upload copies of annual or other evaluations (e.g., pre-tenure reviews) from the department chair/supervisor, academic unit dean/director, and provost along with student course evaluations for the period under review and any faculty responses to those evaluations.
- 5.4. External reviews are required for tenured/tenure-track faculty only and should follow academic unit guidelines. External reviewers will be solicited from peer or aspirational institutions via the electronic faculty review system as described in academic unit guidelines.

- 5.5. Understanding that the promotion review process provides for review by individuals outside of the candidate's field of expertise, candidates should make every effort to provide context and explanations relating to their documentation and evidence of excellence.

6. DEPARTMENT REVIEW PROCESS

- 6.1. If provided for in the academic unit policy and agreed to by the departments, more than one department may be grouped together to form a Promotion and Tenure Review Unit. Such Promotion and Tenure Review Units must be explicitly detailed in academic unit policy. For purposes of this procedure, a Promotion and Tenure Review Unit may be synonymous with a department where appropriate. Each department (or Promotion and Tenure Review Unit) shall have a Department Promotion and Tenure Committee.
- 6.2. The Department Promotion and Tenure Committee shall consist of all tenured and fixed-term faculty members in the department that are not currently seeking promotion or tenure and are at or above the associate faculty rank. The committee shall have at least three (3) members. Tenured faculty members will vote on all fixed-term promotion candidates. They will also vote on all tenured/tenure-track promotion candidates if they are at or above the rank at which promotion is being requested. Fixed-term faculty members will only vote on fixed-term promotion candidates if they are at or above the rank at which promotion is being requested. A simple majority rule shall prevail. The committee shall not include the department chair/supervisor.
 - 6.2.1. If the number of eligible committee members in a department is fewer than three (3), the actual eligible faculty members in the department, plus additional eligible faculty members nominated by the Department Promotion and Tenure Committee members and confirmed by the academic unit dean/director, shall act as an ad hoc Department Promotion and Tenure Committee for promotion recommendations.
 - 6.2.2. If an academic unit does not have distinct academic departments or enough eligible faculty sufficient to create a Department Promotion and Tenure Committee, an alternate process is acceptable if it is detailed in the academic unit's handbook; agreed to by the faculty, department chairs/supervisors, and academic unit dean/director; and approved by the provost.
- 6.3. After consultation with the appropriate department chair(s)/supervisor(s), the academic unit dean/director shall convene a meeting of each Department Promotion and Tenure Committee. The academic unit dean/director and the

department chair(s)/supervisor(s) shall review academic unit policies and university rules and procedures related to promotion with each Department Promotion and Tenure Committee. Each Department Promotion and Tenure Committee shall elect a chair at the meeting.

- 6.4. The chair of the Department Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all promotion candidates. The academic unit dean/director and the department chair/supervisor must not be present during these subsequent meetings. All candidates for promotion shall be reviewed in the electronic faculty review system.
- 6.5. Within at least five (5) business days of written notice, the chair of the Department Promotion and Tenure Committee shall reconvene the committee for a final meeting to hold the promotion vote. By a simple majority of those voting, the committee shall make a recommendation to grant or deny promotion for each candidate. Only votes to grant or deny promotion are permitted; no abstentions are allowed. The chair of the Department Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 6.6. After receiving the report and recommendation from the Department Promotion and Tenure Committee, the department chair/supervisor shall develop a written recommendation to grant or deny promotion and upload it to the faculty member's case in the electronic faculty review system.
- 6.7. The department chair/supervisor will meet with the candidate and review their recommendation and the recommendation from the Department Promotion and Tenure Committee. The candidate will be provided a copy of these recommendations via the electronic faculty review system.
- 6.8. The candidate may submit a written response to the Department Promotion and Tenure Committee's and/or department chair/supervisor's recommendations through the electronic faculty review system. Responses must be submitted to the department chair/supervisor within five business days of the meeting with the department chair/supervisor and will be included in the case.

7. ACADEMIC UNIT REVIEW PROCESS

- 7.1. Each department in the academic unit shall elect one member of the department to serve a two-year term on the Academic Unit Promotion and Tenure Committee with the term starting October 1st. This elected faculty member must not be currently seeking or expected to apply for promotion or tenure during their term. Members shall not be the department chair/supervisor or the assistant or associate dean/director, cannot have greater than a 49 percent administrative appointment, and cannot serve consecutive terms unless there are fewer than three (3) eligible faculty members in the department. Members may be tenured or fixed-term faculty at or above the associate faculty rank. Tenured faculty members will vote on all fixed-term promotion candidates. They will also vote on all tenured/tenure-track promotion candidates provided that they are at or above the rank at which promotion is being requested. Fixed-term faculty members will only vote on fixed-term promotion candidates provided that they are at or above the rank at which promotion is being requested.
 - 7.1.1. After the department elections, the academic unit dean/director may appoint up to one person per department to serve a two-year term on the Academic Unit Promotion and Tenure Committee starting October 1st. This person must meet the eligibility criteria above. This appointed faculty member cannot serve consecutive terms unless there are fewer than three (3) eligible faculty members in the department.
 - 7.1.2. If an academic unit does not have distinct academic departments or enough eligible faculty sufficient to create an Academic Unit Promotion and Tenure Committee, an alternate process is acceptable provided that it is detailed in the academic unit's handbook, agreed to by the faculty, department chairs/supervisors, and academic unit dean/director, and approved by the provost.
- 7.2. After the Department Promotion and Tenure Committee and the department chair/supervisor have made their recommendations, the academic unit dean/director shall call a meeting of the Academic Unit Promotion and Tenure Committee. The academic unit dean/director shall review academic unit policies and university rules and procedures related to promotion with the committee. The Academic Unit Promotion and Tenure Committee shall elect a chair.
- 7.3. The chair of the Academic Unit Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all promotion candidates. The academic unit dean/director, assistant

dean/director, and associate dean/director shall not be present during subsequent meetings. All candidates for promotion shall be reviewed in the electronic faculty review system.

- 7.4. Within at least five (5) business days of written notice, the chair of the Academic Unit Promotion and Tenure Committee shall reconvene the committee for a final meeting to hold the promotion vote. By a simple majority of those voting, the committee shall make a recommendation to grant or deny promotion for each candidate. Only votes to grant or deny promotion are permitted; no abstentions are allowed. A tie vote is insufficient to recommend promotion. The recommendations shall be based on the written criteria of the academic unit (and the department, if applicable) and on discussion among the committee members. The chair of the Academic Unit Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 7.5. After reviewing the recommendations from the department chair/supervisor and the department and academic unit committees, the academic unit dean/director shall write an individual recommendation to grant or deny promotion for each candidate and upload it to their case in the electronic faculty review system.
- 7.6. The academic unit dean/director will meet with the candidate and review their recommendation and the recommendation from the Academic Unit Promotion and Tenure Committee. The candidate will be provided a copy of these recommendations including a breakdown of the committee's vote via the electronic faculty review system.
- 7.7. The candidate may submit a written response to the Academic Unit Promotion and Tenure Committee's and/or academic unit dean/director's recommendations through the electronic faculty review system. Responses must be submitted to the academic unit dean/director within five business days of the meeting with the academic unit dean/director and will be included in the case.

8. UNIVERSITY REVIEW PROCESS

- 8.1. Each academic unit elects one (1) tenured professor to the University Promotion and Tenure Committee. The Provost, in consultation with Faculty Senate, will appoint two (2) fixed-term faculty members from across the

university to the University Promotion and Tenure Committee. Each committee member serves a three-year term. Members may not be a department chair/supervisor and may not serve on the Academic Unit Promotion and Tenure Committee while on the University Promotion and Tenure Committee.

- 8.2. The committee's promotion recommendations shall be based on the written criteria of the academic unit (and the department, if applicable) and on discussion among the committee members. Fixed-term faculty members will only participate in the reviews of fixed-term candidates for promotion. After a review of each candidate's material, the committee shall prepare a written recommendation for each candidate. The chair of the University Promotion and Tenure Committee shall upload the results of the review to the faculty member's case in the electronic faculty review system in a written recommendation which shall be signed by all members of the committee and include the result of the vote alongside a written explanation of the vote and decision.
- 8.3. After reviewing all recommendations, the Provost shall write an individual recommendation to grant or deny promotion for each candidate and upload it to their case in the electronic faculty review system. The Provost may consult with the committees, department chair/supervisor, academic unit dean/director, and/or candidate regarding the recommendations.
- 8.4. The Provost will meet with the President to discuss all promotion recommendations. After that meeting, the President will develop and approve a final promotion list to submit to the System Board of Regents. The President may consult with the committees, department chair/supervisor, academic unit dean/director, Provost, and/or candidate regarding the recommendations.
- 8.5. The Provost will inform the candidate of their recommendation, the recommendation of the University Promotion and Tenure Committee, and the recommendation of the President via the electronic faculty review system.
- 8.6. The President shall submit their recommendation to the Board of Regents.
- 8.7. Following action by the Board of Regents, the Provost will send a letter to the candidate relaying the Board of Regents' decision regarding promotion, with copies provided to the academic unit dean/director and department chair/supervisor.

- 8.8. The university shall retain all materials for a period of five (5) years beyond the faculty member's association with the university.

9. CANDIDATE WITHDRAWAL FROM PROMOTION CONSIDERATION

- 9.1. A candidate for promotion may withdraw from promotion consideration at any time prior to the routing of their case to the University Promotion and Tenure Committee in the electronic faculty review system.
- 9.2. A withdrawal request must be made in writing, signed, and dated to the academic unit dean/director. Once the letter is submitted to the academic unit dean/director, it may not be rescinded, and the case will be deleted from the electronic faculty review system.

10. RECOMMENDATIONS AGAINST PROMOTION

- 10.1. If a tenure-track candidate's application for tenure and promotion to the rank of Associate Professor has been denied, the candidate will be given a one-year terminal contract with the current workload and salary to begin in the academic year immediately following the year in which the application for tenure and promotion was denied.
- 10.2. If a tenured candidate's application for promotion to Professor has been denied, the candidate cannot reapply until one additional year of full-time service has passed beginning in the academic year immediately following the year in which the application for promotion was denied.
- 10.3. If a fixed-term candidate's application for promotion has been denied, the candidate will remain at their current rank for remainder of their current appointment.
- 10.4. Any grievances related to the promotion process will follow the process described in university procedure 32.01.01.C0.01, *Complaint and Appeal Process for Faculty Members*.
- 10.5. Faculty members appealing a decision not to reappoint because of a denial of promotion should refer to university procedure 12.01.99.C0.05, *Faculty Dismissals, Administrative Leave* and system policy 12.01, *Academic Freedom, Responsibility and Tenure*.

Related Statutes, Policies, or Requirements

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

System Regulation [32.01.01, Complaint and Appeal Process for Faculty Members](#)

System Regulation [33.99.04, Promotion, Transfer and Voluntary Moves](#)

University Rule [12.01.01.C1, Tenure](#)

University Rule [12.01.99.C1, Granting Extension of Tenure Probationary Period](#)

University Procedure [12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty](#)

University Procedure [12.01.99.C0.03, Responsibilities of Faculty Members](#)

University Procedure [12.01.99.C0.05, Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments](#)

University Procedure [12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members](#)

University Procedure [12.07.99.C0.01, Fixed-Term Faculty Members](#)

University Procedure [32.01.01.C0.01, Complaint and Appeal Process for Faculty Members](#)

This procedure supersedes:

- [12.01.99.C1, Evaluation and Promotion of Full-Time Faculty Members](#)
- [12.01.99.C1.05, Promotion of Tenured Faculty Members](#)
- [33.99.04.C0.02, Promotion of Tenured and Tenure-Track Faculty Members](#)
- [33.99.04.C0.04, Promotion of Fixed-Term Faculty Librarians](#)

Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs (361) 825-2722