

03.FAC.08
FACULTY PROMOTION AND TENURE

PROMOTION

(Approved February 1995)
(Updated April 19, 1996)
(Updated April 30, 2003)
(Approved COB Faculty March 25, 2005)
(Updated January 12, 2009)
(Updated April 30, 2010 and Approved by COB Faculty August 23, 2010)
(Updated September 18, 2017 and Approved by COB Faculty November 10, 2017)
(Revised and Approved by COB Faculty March 9, 2018)

Promotion of Faculty

Texas A&M University-Corpus Christi (TAMU-CC) University Procedure 12.01.99.C0.01 provides faculty rank descriptors. This section further indicates that appointment to an academic rank is based on past and anticipated success in performance, accomplishments, and leadership in the areas of experience, academic preparation, knowledge in the teaching field, quality in teaching, academic advisement/career counseling, service, and intellectual contributions. As faculty advance in rank, faculty members are expected to achieve increasing success both by progressively mastering and by progressively improving in these areas. The consistently sustained performance of faculty responsibilities--as described in TAMU-CC University Procedure 12.01.99.C0.01 --is requisite for all promotions.

The Provost's office lists the Annual Promotion and Tenure Review Process for Faculty Deadlines at the following website:

Promotion and Tenure Timeline:

<http://academicaffairs.tamucc.edu/sacs/assets/timeline.pdf>

Faculty should be aware that the dates in the College Promotion and Tenure document may be superseded by the Provost's office.

Consideration for Promotion

The promotion procedure of tenured and tenure-track faculty members is defined in Texas A&M University-Corpus Christi University Procedure 33.99.04.C0.02.

Department Promotion and Tenure Committee and Procedure

Refer to the TAMU-CC Procedure 33.99.04.C0.02 (available at the link below) for the complete Department Review Process.

http://academicaffairs.tamucc.edu/rules_procedures/assets/33.99.04.C0.02_promotion_of_tenured_and_tenure-track_faculty_members.pdf

College Promotion and Tenure Committee and Procedure

Refer to the TAMU-CC Procedure 33.99.04.C0.02 (available at the link below) for the complete College Review Process.

http://academicaffairs.tamucc.edu/rules_procedures/assets/33.99.04.C0.02_promotion_of_tenure_d_and_tenure-track_faculty_members.pdf

Criteria for Promotion from Assistant Professor to Associate Professor Include:

Academic Preparation and Experience:

Normally, the candidate should hold the earned doctorate or equivalent terminal degree from an accredited school in an appropriate teaching field. Five years' experience in full-time university teaching including three years in the rank of Assistant Professor or related academic experience is required (related professional experience may in rare cases substitute). The Dean's Office verifies that each faculty member on the promotion list satisfies the university standards for education and experience.

Portfolio of Performance:

Candidates for promotion to the Associate Professor level are expected to engage in a variety of teaching, service, and intellectual contribution activities. Candidates are evaluated on a total portfolio of these three endeavors. The college recognizes that not all teaching loads require equal effort because of differences in class size, number of preparations, and course difficulty. In addition, the college acknowledges that intellectual contribution performance varies in that acceptance for publication in highly respected journals is more difficult than publication in other journals. Service effort also varies depending on level of effort, type of committees, and visibility of effort. The Committee considers these variances when evaluating individual candidates.

The discussion below of teaching, service, and intellectual contributions describes expectations for performance. Significant administrative duties may lessen these performance expectations.

Evidence of Performance in Regards to Teaching:

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

Evidence of Performance in Scholarly and/or Creative Activity:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. Intellectual contributions can be accumulated through publication in peer reviewed professional, pedagogical, or scholarly journals; papers in proceedings; published case studies; instructor manuals; instructional software; books; or chapters in books. In addition, intellectual contributions can be accomplished through presentations at faculty research seminars and faculty workshops, writing book reviews, presenting research papers for peer review, new course development which is publicly reviewed, and publishing in in-house journals. While peer-reviewed consulting is considered part of applied scholarship, it alone will not meet the requirements of ongoing intellectual contributions for purposes of promotion

The intellectual contributions described in the following paragraphs are normal requirements to be satisfied to be eligible for promotion to Associate Professor. The intent is to encourage faculty to be productive in developing skills to produce intellectual contributions.

The candidate must demonstrate competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate's discipline and to the mission of the college. While not expected to be leaders in their respective scholarly arenas, candidates must demonstrate a record of participation, competence, and productivity in their field. The candidate's work must be peer reviewed or otherwise publicly evaluated.

The candidate should have numerous intellectual contributions. To be eligible for consideration for promotion to Associate Professor, the candidate should have no less than seven intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals ranking C or higher in the College of Business' accepted list of journals. Each contribution must significantly differ to be counted individually. The committee will evaluate the merits of the intellectual contributions as a whole, with consideration given to the number of publications, the quality of publications, the candidate's contributions to the publications, the impact of the contributions, the alignment to the college's mission, the appointment letter, and departmental requirements. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published.

Evidence of Performance in Service:

The candidate must document how he or she has taken an active role in service of the Department, the College of Business and/or to the University on committees, task forces, councils, and/or special projects. Participation and leadership in professional and community service will also be considered as long as the service supports the mission of the college, the university's purposes, or the candidate's academic discipline.

Criteria for Promotion from Associate Professor to Professor Include:

Academic Preparation and Experience:

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

Portfolio of Performance:

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

Evidence of Performance in Regards to Teaching:

The candidate should demonstrate maturity and skill in teaching, a proven record of teaching excellence, and continued demonstration of interest in improving pedagogical skills. The candidate should have assumed leadership in curricular development and issues related to teaching improvement in the discipline and may be considered a mentor in teaching effectiveness. Evidence of quality in teaching may be demonstrated by instructional innovation, new course development, or other similar activities compiled in a teaching portfolio. Additionally, the candidate may authenticate quality teaching efforts and performance through student evaluations, peer evaluations, self-evaluation, and student advising activities. Weight should be given to teaching load, average number of students taught, average number of classroom preparations, and undergraduate versus graduate courses.

Evidence of Performance in Scholarly and/or Creative Activity:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. Intellectual contributions can be accumulated through publication in peer reviewed professional, pedagogical, or scholarly journals; papers in proceedings; published case studies; instructor manuals; instructional software; books; or chapters in books. In addition, intellectual contributions can be accomplished through presentations at faculty research seminars and faculty workshops, writing book reviews, presenting research papers for peer review, new course development which is publicly reviewed, and publishing in in-house journals. While peer-reviewed consulting is considered part of applied scholarship, it alone will not meet the requirements of ongoing intellectual contributions for purposes of promotion.

The intellectual contributions described in the following paragraphs are normal requirements to be satisfied to be eligible for promotion to Full Professor. The intent is to encourage faculty to be productive in developing skills to produce intellectual contributions.

The candidate must demonstrate competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate's discipline and to the mission of the college. While not expected to be leaders in their respective scholarly arenas, candidates must demonstrate a record of participation, competence, and productivity in their field. The candidate's work must be peer reviewed or otherwise publicly evaluated.

The candidate should have numerous intellectual contributions. To be eligible for consideration for promotion to Full Professor, the candidate should have no less than ten (10) intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals ranking C or higher in the College of Business' accepted list of journals. Each contribution must significantly differ to be counted individually. The committee will evaluate the merits of the intellectual contributions as a whole, with consideration given to the number of publications, the quality of publications, the candidate's contributions to the publications, the impact of the contributions, the alignment to the college's mission, the appointment letter, and departmental requirements. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published.

Evidence of Performance in Service:

The candidate must document how he or she has taken an active role in the service of the College of Business and/or to the university on committees and/or special projects. Participation and leadership in professional and community service is considered insofar as they serve the mission of the college, the university's purposes, or the candidate's academic discipline. Significant participation in professional service is shown through professional association activities such as serving as an editor, officer, program chair, or in similar roles.

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

Criteria for Promotion for Professional Track Faculty (Non-Tenure Track Faculty)

Professional Track Faculty positions are full-time appointments that bring excellence to the university through high quality professionals in teaching and/or research/creative activity and/or service. Professional Track faculty must hold at least a master's degree in the teaching field or related discipline and be appropriately credentialed to the courses they teach prior to the first day of class.

Promotion from Professional Assistant Professor to Professional Associate Professor

To be promoted to Professional Associate Professor, the candidate must have a terminal degree and five years of experience at the professional assistant professor rank. In addition, the candidate must meet all the requirements for the promotion to associate professor in the tenure track section.

Promotion from Professional Associate Professor to Professional Senior Professor

To be promoted to Professional Senior Professor, the candidate must have a terminal degree and five years of experience at the professional associate professor rank. In addition, the candidate must meet all the requirements for the promotion to full professor in the tenure track section.

Documentation for Promotion Review

Documentation for Promotion Review will follow the documentation requirements for promotion as described in University Procedure 33.99.04.C0.02 Promotion of Tenured and Tenure-Track Faculty Members.

[See University Procedure 12.01.99.C0.03 - Responsibilities of Full-Time Faculty Members.](#)

[See University Procedure 12.99.99.C0.02 - Responsibilities of Part-Time Faculty Members.](#)

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

[See University Procedure 12.01.99.C0.04 – Descriptions of Teaching, Scholarship and Creative Activity, and Service.](#)

[See University Procedure 33.99.04.C0.02 – Promotion of Tenured and Tenured-Track Faculty Members.](#)

[HTTP://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEDURES/INDEX.HTML](http://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEDURES/INDEX.HTML)

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Definition of Tenure

Tenure is defined in Texas A&M University-Corpus Christi (TAMU-CC) University Procedure 12.02.99.C0.01.

The Provost's Office lists the Annual Promotion and Tenure Review Process for Faculty Deadlines at the following website:

Promotion and Tenure Timeline:

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Faculty should be aware that the dates in the College Promotion and Tenure document may be superseded by the Provost's office.

Consideration for Tenure

College procedure is governed by Texas A&M University-Corpus Christi University Procedure 12.02.99.C0.01.

Department Promotion and Tenure Committee and Procedure

Refer to the TAMU-CC Procedure 12.02.99.C0.01 (available at the link below) for the complete Department Review Process.

http://academicaffairs.tamucc.edu/rules_procedures/assets/12.02.99.C0.01_tenure.pdf

College Promotion and Tenure Committee and Procedure

Refer to the TAMU-CC Procedure 12.02.99.C0.01 (available at the link below) for the complete College Review Process.

http://academicaffairs.tamucc.edu/rules_procedures/assets/12.02.99.C0.01_tenure.pdf

Criteria for Tenure

Academic Preparation:

The candidate for tenure must hold a doctorate or equivalent terminal degree from an accredited school in the appropriate teaching field.

Knowledge in the Teaching Field:

The candidate for tenure must possess a broad knowledge of the field and an in-depth knowledge of one or more parts of the field. The candidate must have the ability and expertise to teach both graduate and undergraduate courses. As such, he or she must be a member of the Graduate Faculty.

Portfolio of Performance:

Candidates for tenure are expected to engage in a variety of teaching, service, and intellectual contribution activities. Candidates are evaluated on a total portfolio of these three endeavors. The college recognizes that not all teaching loads require equal effort because of differences in class size, number of preparations, and course difficulty. In addition, the college acknowledges that intellectual contribution performance varies in that acceptance for publication in highly respected journals is more difficult than publication in other journals. Service effort also varies depending on level of effort, type of committees, and visibility of effort. The Committee considers these variances when evaluating individual candidates. The discussion below of teaching, service, and intellectual contributions describes expectations for performance. Significant administrative duties may lessen these performance expectations.

Evidence of Performance in Regards to Teaching:

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

Evidence of Performance in Scholarly and/or Creative Activity:

Intellectual contributions are accrued in the areas of applied scholarship, instructional development, and basic scholarship. Intellectual contributions can be accumulated through publication in peer reviewed professional, pedagogical, or scholarly journals; papers in proceedings; published case studies; instructor manuals; instructional software; books; or chapters in books. In addition, intellectual contributions can be accomplished through presentations at

faculty research seminars and faculty workshops, writing book reviews, presenting research papers for peer review, new course development which is publicly reviewed, and publishing in in-house journals. While peer-reviewed consulting is considered part of applied scholarship, it alone will not meet the requirements of ongoing intellectual contributions for purposes of promotion.

The intellectual contributions described in the following paragraphs are normal requirements to be satisfied to be eligible for tenure. The intent is to encourage faculty to be productive in developing skills to produce intellectual contributions.

The candidate must demonstrate competence and productivity in scholarly activities (applied scholarship, instructional development, and/or basic scholarship) that are related to the candidate's discipline and to the mission of the college. While not expected to be leaders in their respective scholarly arenas, candidates must demonstrate a record of participation, competence, and productivity in their field. The candidate's work must be peer reviewed or otherwise publicly evaluated.

The candidate should have numerous intellectual contributions. To be eligible for consideration for tenure, the candidate should have no less than seven (7) intellectual contributions within the last five years including a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals ranking C or higher in the College of Business' accepted list of journals. Each contribution must significantly differ to be counted individually. The committee will evaluate the merits of the intellectual contributions as a whole, with consideration given to the number of publications, the quality of publications, the candidate's contributions to the publications, the impact of the contributions, the alignment to the college's mission, the appointment letter, and departmental requirements. At least one of these journal articles must be published with credit to this institution. Normally, a maximum of one refereed journal article, which may be the one written with credit to this institution, may be evidenced by a letter of acceptance for publication. The acceptance letter must state that the article requires no further revision before being published.

Evidence of Performance in Service:

The candidate must document how he or she has taken an active role in service of the Department, the College of Business and/or to the University on committees, task forces, councils, and/or special projects. Participation and leadership in professional and community service will also be considered as long as the service supports the mission of the college, the university's purposes, or the candidate's academic discipline.

Documentation for Tenure Review

Documentation for Tenure Review will follow the documentation requirements for tenure as described in University Procedure 12.02.99.C0.01 Tenure.

[See University Procedure 12.01.99.C0.03 - Responsibilities of Full-Time Faculty Members.](#)
[See University Procedure 12.99.99.C0.02 - Responsibilities of Part-Time Faculty Members.](#)

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

[See University Procedure 12.01.99.C0.04 – Descriptions of Teaching, Scholarship and Creative Activity, and Service.](#)

[See University Procedure 33.99.04.C0.02 – Promotion of Tenured and Tenured-Track Faculty Members.](#)

[See University Procedure 12.02.99.C0.01 – Tenure.](#)

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