

12.01.01.H1 Tenure and Promotion



Approved: September 1, 2020
Revised: June 23, 2022
Revised: March 13, 2024
Next Scheduled Review: March 12, 2029

Rule Summary

The institutional rule for implementing tenure and promotion at Texas A&M University-Texarkana (A&M-Texarkana) is based on The Texas A&M University System (A&M System) Policy [12.01, Academic Freedom, Responsibility and Tenure](#) and Regulation [12.01.01, Institutional Rules for Implementing Tenure](#). This rule applies equally to current faculty members and future appointees unless specified otherwise.

This rule seeks to provide useful guidelines for situations related to faculty tenure and promotion not specifically described in A&M System policies. Additionally, the tenure and promotion guidelines focus on the successful recruitment, development and evaluation of faculty.

To ensure an equitable university-wide approach to decisions involving promotion and tenure, each academic college must have written guidelines describing its standards for tenure and promotion. The criteria must indicate a clear progression of expectations to ensure faculty awareness of the standards by which their contributions must be evaluated in the decision process.

Procedures and Responsibilities

1. TENURE AND PROMOTION

- 1.1. Tenure is a privilege and an honor. The granting of tenure is the most important decision in the development of an outstanding faculty. As such, it is a selective process, which recognizes an individual as worthy to be a continuing member of the faculty based on performance during the probationary period. The importance of this decision to the university dictates that tenure is to be awarded when there is sufficient evidence and documentation that an individual will continue to make significant long-term contributions in each of the areas of evaluation and to the overall goals of the university. To be eligible for tenure, a faculty member must be a full-time employee of A&M-Texarkana holding an academic rank as assistant professor, associate professor, or professor and hired in a tenure-track position.
- 1.2. To be awarded tenure at A&M-Texarkana, a faculty member must display excellence in teaching and a strong commitment to the intellectual growth of students; a high level of achievement in scholarly and/or creative contributions to the academic discipline; and a record of quality service to the university, the profession, and community.

1.3. Employment Contract

- 1.3.1. All faculty appointments will be for a fixed term of nine months (September through May) unless otherwise stated in the appointment letter and are subject to renewal or non-renewal each year or until tenure, for tenure-track positions, is achieved. Employment during the summer months (June through August) is not guaranteed but is determined by the needs of the university and the availability of faculty. The appointment letter for a faculty with an administrative position must state the portion of the employee's salary that is associated with the administrative position. Annual notice of salary will reflect this structure. Also, in such case, the appointment letter must state that the administrative position and the salary associated with such position may be terminated without cause. All appointment letters must indicate whether the appointment offered is with tenure, tenure-accruing, or non-tenure accruing.
- 1.3.2. All new tenure-track and non-tenure-track faculty members must be provided with an appointment letter stating the initial terms and conditions of employment. The appointment letter must indicate the necessary teaching, research and/or service requirements expected of the faculty member as well as whether, if for a tenure-track position, any years of prior teaching may be counted toward tenure requirements at A&M-Texarkana.

1.4. Faculty Rank

1.4.1. Assistant Professor

This rank is the typical entry rank for new faculty hired in tenure-track positions that have the required position-specific advanced degree and limited or no previous full-time experience in higher education.

1.4.2. Associate Professor

1.4.2.1. A high level of accomplishment as measured against the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;

1.4.2.2. Evidence indicating a commitment to maintaining the level of competence in teaching, service, and scholarly or creative activity expected of a tenured faculty member;

1.4.2.3. Evidence of scholarship and publication in the years prior to promotion, as defined by the expectations of the discipline of a tenured faculty member;

1.4.2.4. A minimum of five years of service at the rank of Assistant Professor, including up to three years of prior tenure-track service at another institution as indicated in the appointment letter. Credit may include prior scholarship as indicated in the appointment letter; and

1.4.2.5. A faculty member must have completed the requisite number of service years prior to the application year.

1.4.3. Professor

- 1.4.3.1. An exemplary level of accomplishment as measured against the contributions of contemporaries in the field with regard to university mission, resources, and responsibilities;
- 1.4.3.2. A record of excellence in teaching;
- 1.4.3.3. Consistent evidence of scholarship as defined by the expectation of the discipline of a tenure-track faculty member as outlined in College guidelines;
- 1.4.3.4. A notable record of contributions to one's profession, community, and university; and
- 1.4.3.5. A minimum of ten years of total full-time teaching experience in a tenure-track position at an accredited college or university with a minimum of five years at the rank of Associate Professor.
- 1.4.3.6. A faculty member must have completed the requisite number of service years prior to the application year.

1.5. Tenure

- 1.5.1. Administrative personnel, such as Deans and department heads, who hold academic rank in addition to their administrative titles, retain their tenured status as faculty members, but administrative positions are not subject to tenure.
- 1.5.2. Faculty members awarded tenure at other institutions in System or any other institution have no claim to tenure at A&M-Texarkana. Persons whose initial appointment to the A&M-Texarkana faculty is at the rank of associate professor or professor and who held the rank of associate professor or professor and were tenured at another institution may be eligible for tenure upon appointment.
- 1.5.3. Newly hired tenure-track faculty who are not tenured upon arrival may receive credit for prior years served in a tenure-track faculty position at other universities, as determined by the provost at the time of employment and stated in the initial appointment letter. Credit toward tenure will not exceed three years.
- 1.5.4. The probationary period for a tenure-track faculty member is seven years of continuous service at A&M-Texarkana. The initial appointment letter will clearly indicate the length of the probationary service at A&M-Texarkana.
- 1.5.5. Early tenure is defined as applying for tenure before a faculty member has served five full academic years at A&M-Texarkana and receiving tenure earlier than the seventh year of employment at A&M-Texarkana. Credit toward tenure awarded upon employment may reduce these minimums up to three years. Early tenure will be granted only under rare and extraordinary circumstances.

- 1.5.6. Under certain circumstances, the probationary period may be extended as outlined by [University Rule 12.01.99.H1, Extension of the Tenure Probationary Period.](#)

1.6. Portfolio

Applicants for tenure and/or promotion must submit a portfolio to the College Dean in accordance with the published timeline. The portfolio may be a hard copy version or an electronic version. Applicants for tenure must include all related documentation since the date of their employment in a tenure-track position. Applicants for promotion must include all related documentation since their last promotion. Revisions to the candidate's portfolio, once submitted, require the approval of the College Dean. The portfolio must contain the following order of presentation.

- 1.6.1. An application letter addressed to the Dean of the College. The applicant's letter must state the action requested (i.e., tenure, promotion, or tenure and promotion), provide a comprehensive summary (with a suggested limit of 3000 words) of the faculty member's achievements in teaching, research, and service; and include an explanation of why those reviewing the application should support the request.
- 1.6.2. Current Curriculum Vita
- 1.6.3. Copies of all the applicant's annual faculty performance reviews with the most recent on top and prior years in reverse chronological order.
- 1.6.4. Documentation of teaching excellence, including but not limited to a description of the use of high impact practices in course delivery, self-assessments, peer review, representative student work that demonstrates a high level of student learning outcome achievement, and any disciplinary-specific criteria. Results of student evaluation of courses (quantitative and qualitative data) must be included for all semesters under review for all courses taught by the faculty member.
- 1.6.5. Documentation of scholarship or artistic endeavors, such as copies of actual published work, presented conference papers, and/or evidence of other scholarly or artistic activities as outlined in this rule and the disciplinary-specific criteria.
- 1.6.6. Documentation of service (university, college/department, professional, and discipline-related community) including relevant reports, commentary, artifacts and/or outcomes as outlined in this rule and any disciplinary-specific criteria.

1.7. College Guidelines

As a supplement to the criteria for tenure and promotion outlined in System policies, and any university rules and procedures, each College will establish requirements and guidelines for tenure and promotion that apply to faculty working within that College. College guidelines must be in compliance with this document. All College guidelines must be submitted to, and approved by, the provost/VPAA. Revisions to College guidelines must be approved by the provost no later than June 1 before the academic year in which they take effect. Faculty in transition (first year eligible to apply for tenure and/or promotion during the academic year in which changes take effect) will be allowed to apply for tenure/promotion under the existing guidelines. Further explanation and examples of evidence in the categories of performance are:

- 1.7.1. Teaching: Teaching excellence is a minimum expectation for the granting of tenure and/or promotion. Recommendation for tenure or promotion must not be made when teaching excellence is in doubt. Evaluation of teaching excellence will be as comprehensive as possible. The process will include information from a variety of sources such as a systematic assessment of student opinion and input from peers and the Dean. As referenced in System Regulation 12.01.01, Institutional Rules for Implementing Tenure, evaluation of teaching effectiveness must include student evaluations, as well as some of the techniques cited in [System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#).
- 1.7.2. Service: Including service to the institution—to students, colleagues, department, College, and the university—as well as service to the community and the faculty member’s professional society.
- 1.7.3. Scholarly or artistic endeavor: Scholarship is the creation and dissemination of new knowledge or creative activities. Scholarship and artistic endeavors can take many forms and should be evaluated in the context of discipline norms. In most disciplines, peer reviewed articles published in high quality professional journals represent the standard by which scholarship is judged. “High quality” [journals] will be defined by the College and evidenced by the applicant. Defining criteria include, but are not limited to, journal acceptance rate, article citation frequency, and ranking in discipline-specific or general academic journal ranking systems. Faculty are expected to show continuing growth and professional development through research (externally or internally funded), writing, or other creative activities, and through participation in professional activities within their disciplines.

1.8. Tenure and Promotion Committees

Each College will establish one or more committees to review applications for tenure and/or promotion. Composition, method of selection, and appointment of the committee chair(s) must be stipulated in the College guidelines and in compliance with the following:

- 1.8.1. All members of a tenure and promotion committee must be tenured and serving in a rank that is at or above the rank being considered. The tenure and/or promotion committee(s) will be comprised of peers from the faculty member’s College, with preference given to faculty in the member’s discipline and will be appointed/elected from within each College to review the portfolios.
- 1.8.2. The College tenure and promotion committee(s) will review the faculty member’s portfolio and official faculty file (maintained in the provost’s office) to determine the applicant’s level of accomplishment in teaching; service; and scholarly activities relative to disciplinary norms and standards. The committee will submit a written report and recommendations that reflect the committee’s summary vote, statements of strengths and weaknesses, and an overall recommendation for each applicant to the dean of the College. The committee’s vote will be conducted by secret ballot, with the chair of the tenure and promotion committee tallying and announcing the results to the committee.

1.9. Tenure and/or Promotion Application Timeline

The following timeline will apply to all applications for tenure and/or promotion. Action must be taken no later than the date indicated.

- 1.9.1. 3rd Friday in April: The provost/VPAA will send written notice to tenure candidates who are entering the penultimate year of tenure eligibility during the next academic year. This written notice will explain the candidates' status as a tenure candidate.
- 1.9.2. 1st Friday in May: (1) The dean will hold a meeting open to tenure candidates to review timelines, processes, and portfolio expectations. (2) The dean will inform tenure candidates that in order to continue faculty employment beyond the seventh year of probationary period, they must secure tenure as described in [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#).
- 1.9.3. 1st Friday in September: Each faculty member who plans to apply for tenure and/or promotion will submit written notification of intent to the dean of the hiring College, who will forward a summary list to the provost/VPAA's office no later than the 3rd Friday in September.
- 1.9.4. 1st Friday in October: Each applicant for tenure or promotion must submit a portfolio of accomplishments and current curriculum vita to the appropriate dean. Guidelines for the development of the portfolio are delineated in each College's guidelines for tenure and promotion. The dean will forward the documents to the appropriate tenure and promotion committee for its review and recommendation. At least 5 business days must be permitted between each of the deadlines below to allow for the faculty member to submit a written rebuttal for consideration by the next level prior to their recommendation deadline.
 - 1.9.4.1. 1st Friday in December: The tenure and promotion committee's recommendations for faculty tenure and/or promotion in rank are due to the respective dean.
 - 1.9.4.2. 1st Friday in January: The dean's recommendations for tenure and/or promotion are due to the provost/VPAA.
 - 1.9.4.3. 3rd Friday in January: The provost/VPAA's recommendations for tenure and/or promotion are due to the President.
 - 1.9.4.4. 1st Friday in February: The president renders a decision regarding all recommendations for tenure and/or promotion and authorizes submission to System Board of Regents (for tenure) for approval during the May BOR meeting and/or chancellor (for promotion in rank). Written notice of denials of tenure will be provided in accordance with [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#).
- 1.9.5. At each stage of internal review, the faculty member will receive a copy of the recommendation when it is forwarded to the next stage. If the recommendation is that tenure and/or promotion be denied, the faculty member has the right to submit a written rebuttal that accompanies the portfolio as it moves forward. The responsible parties of these communications are committee chair, dean,

provost/VPAA, and president, respectively. At any stage of review, a faculty member may withdraw the application for tenure and/or promotion.

1.10 Mandatory Fourth-Year Review

In lieu of the annual performance review in the fourth year, all tenure track faculty must receive a comprehensive pre-tenure review to determine the progress toward meeting all tenure requirements established in the tenure track appointment. If a tenure track faculty is not progressing adequately toward the requirements for tenure, action may be taken to non-renew the contract of the faculty member. The rules and timeline for the mandatory fourth-year review will parallel those for tenure and promotion and will become a major component of the faculty member's annual performance review. The provost will review the conclusions and recommendations and provide feedback to the Dean, committee, and candidate.

1.11 Recommendations Against Tenure Recommendation and Appeals

1.11.1 A tenure candidate may appeal a decision denying tenure recommendation for reasons detailed in [System Policy 12.01, Academic Freedom, Responsibilities, and Tenure](#).

1.11.2 If the decision is not to recommend the awarding of tenure, the faculty member is entitled to serve for two additional long semesters following the term or semester in which the notice is received.

2. ADMINISTRATIVE LEAVE

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

3. FACULTY DISMISSAL FOR CAUSE

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

4. NON-RENEWAL OF NON-TENURED AND TENURE-TRACK FACULTY AT END OF APPOINTMENT

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#) and UP 12.01.99.H1.04, *Committee on Academic Freedom, Responsibility, and Tenure (CAFRT) Hearings*.

5. DISMISSAL FOR CAUSE HEARING

See [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#) and UP 12.01.99.H1.04, *Committee on Academic Freedom, Responsibility, and Tenure (CAFRT) Hearings*.

6. TENURE, FINANCIAL EXIGENCY, AND PHASING OUT OF PROGRAMS

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

If a faculty member is notified that s/he has been selected for termination based on a bona fide financial exigency or program reduction/termination, the faculty member will have 10 business days to request a hearing before a committee appointed by the provost/VPAA. The provost/VPAA will appoint a committee consisting of the two most senior faculty members

from each College (based on time in rank at A&M-Texarkana) and who are not subject to the termination order being considered by the hearing committee.

7. LOSS OF TENURE

Tenure is relinquished when a faculty member:

- Retires;
- Resigns;
- Is dismissed for cause pursuant to [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#); or is not employed with A&M-Texarkana for more than one calendar year unless on approved leave of absence.

8. DOCUMENT ADMINISTRATION

- 8.1. Prior to adopting new or revised rules or procedures for implementing System Policy 12.01 or 12.06, the university must seek input, and consider the input received, from the institution's faculty. Review by the Faculty Senate can fulfill this requirement.
- 8.2. On or before September 1st of each year, the vice chancellor for academic affairs must file a copy of System Policies 12.01 and 12.06, System Regulation 12.01.01, and the university's rules and procedures for implementing such policies with the Texas Higher Education Coordinating Board.

Related Statutes, Policies, or Requirements

Texas Education [Code](#) § 51.942

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

[System Policy 12.01.01, Institutional Rules for Implementing Tenure](#)

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

[University Rule 12.01.99.H1, Extension of the Tenure Probationary Period](#)

[University Procedure 12.01.99.H1.04, Committee on Academic Freedom, Responsibility, and Tenure \(CAFRT\) Hearings](#)


Prior to August 2020, this rule was published as University Procedure 12.01.99.H1.02, *Tenure and Promotion*

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