

TENURE

*University Rule 12.01.99.C2 – Approved April 23, 2001; Revised May 29, 2002
Supplements System Policies 12.01 and 12.02*

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. 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, 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 of 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 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, 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 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 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 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 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.

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 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.

Contact for Interpretation: Provost/Vice President for Academic Affairs

This rule replaces University Rule 2.5.1.4