03.FAC.08- Tenure

Non-substantive changes approved by FHMC/COB Faculty (December 4, 2025)

[Revision History](#)

Definition of Tenure

Tenure is defined in Texas A&M University-Corpus Christi (TAMU-CC) University Rule 12.01.01.C1.

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

https://www.tamucc.edu/faculty/faculty-affairs/assets/promotion-tenure-deadlines.pdf

Faculty should be aware that Section 5 of University Rule 12.01.01.C1 – Tenure gives academic units the authority to set deadlines in advance of the university deadlines. The dean is responsible for setting the college deadlines and sharing them with all faculty members before the end of the spring semester of each academic year prior to the upcoming promotion reviews.

Consideration for Tenure

College procedure is governed by Texas A&M University-Corpus Christi University Rule 12.01.01.C1.

Academic Unit Promotion and Tenure Committees

In the College of Business, tenure reviews occur at the department and college level. Only tenured faculty members will review and vote on tenure candidates. Members ineligible to vote on a candidate will not participate in the review or discussion of that candidate's case.

Department Promotion and Tenure Committee and Procedure

Refer to Section 7 of TAMU-CC Rule 12.01.01.C1 (available at the link below) for the complete Department Review Process.

https://www.tamucc.edu/governance/rules-procedures/assets/12.01.01.c1-tenure.pdf

College Promotion and Tenure Committee and Procedure

Refer to Section 8 of TAMU-CC Rule 12.01.01.C1 (available at the link below) for the complete College Review Process.

https://www.tamucc.edu/governance/rules-procedures/assets/12.01.01.c1-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 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, and/or other similar activities compiled in a teaching portfolio. Additionally, the candidate should authenticate quality teaching efforts and performance through student evaluations, peer observations, self-evaluation, and (if applicable) 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.

Effective Fall 2024, to be eligible for consideration for Tenure, the candidate should include, along with their teaching evaluations, documentation from at least two peer observations of teaching in the last two academic years. Refer to the COB Faculty Handbook, 03.FAC.25 Peer Observation of Teaching Process for more information regarding the procedure to be followed and the forms that are required to be completed. If applying for promotion concurrently, the same peer evaluations can be used for both tenure and promotion packets.

Evidence of Performance in Research, Scholarship, and Creative Activity (RSCA)

Intellectual contributions are accrued in the areas of basic or discovery scholarship, applied or integrative/application scholarship, and teaching and learning 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 academic conferences and research seminars/ workshops, writing book reviews, 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 (basic or discovery scholarship, applied or integrative/application scholarship, and teaching and learning 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 academic years including a research seminar presentation at the College of Business Research Seminar Series and a minimum of three peer-reviewed articles in professional, pedagogical, or scholarly journals on the College of Business' List of Accepted Journals, one of which ranking at High Quality or higher on the COB List of Accepted Journals as rated by the Faculty Qualifications Committee. 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 an active role in service of the Department, the College of Business and/or to the University through participation on committees, task forces, councils, and/or special projects. The candidate must have served on at least one standing department, college, or university committee. 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.

Evidence from External Reviews
Independent external review is a critical source of supplemental evaluation, allowing an assessment of the prominence of a candidate's scholarship as viewed by one's professional peers. Per University Procedure 33.99.04.C0.02 Promotion of Full-Time Faculty Members, candidate portfolios of all tenured/tenure-track faculty applying for promotion and/or tenure must include external review letters.

External reviewers must be established scholars in the candidate's field of study or a closely related area at peer or aspirational institutions. The reviewers must have an appointment at the rank to which the candidate is applying or higher or hold significant stature in the profession. External reviewers will be asked to specifically comment on the candidate's scholarly work and the significance of the contributions to the discipline, as guided by the External Reviewer Request Form (provided on the college website). The candidate's portfolio must include a minimum of two external review letters; at least one should come from the list provided by the Department Promotion and Tenure Committee and at least one from the list provided by the candidate.

External reviewers will be selected by the Department Chair, with half coming from the list of four nominated by the candidate and half from four potential reviewers nominated by the Department Promotion and Tenure Committee. All of the potential external reviewers will be individuals acceptable to the candidate. The Dean must approve the final list of reviewers. The candidate may submit a list of external reviewers who should be excluded from the selection.

Timeline and Process for External Reviews

The deadlines listed below are the latest dates for this process to ensure adequate time to review the candidate's materials (dates can be modified to the closest business day). Dates marked "*" are from the [College of Business promotion and tenure timeline.](#)

May 1*	Faculty member submits a letter to the Dean of the College of Business indicating the intention to apply for promotion and/or tenure in the next academic year. The faculty member will submit a curriculum vitae, at least three representative samples of the candidate's scholarly activity, and a list of four suggested external reviewers.
May 10	Department Promotion & Tenure Committee submits a list of four potential external reviewers to the Department Chair.
May 15*	The Dean and Department Chair meets with each candidate to review timelines, processes, portfolio expectations, and the list of potential external reviewers.
May 20	The deadline for the candidate to inform the Department Chair of objections to any of the proposed external reviewers. The Chair will ask the Department P&T Committee for additional reviewers if needed.
May 30	The Department Chair meets with the Dean to confirm the list of reviewers. All of the potential external reviewers will be individuals acceptable to the candidate.
June 15	The Department Chair will send requests for review (at least one from the candidate's list and at least one from the Department P&T Committee list). One letter from each list is required for the portfolio to be considered complete. The Chair will make follow-up requests as needed.
August 15	Due date to receive external review letters from evaluators. The Department Chair provides the candidate with redacted copies of the external review letters.
September 1*	The candidate may submit a response to any external review for inclusion in the portfolio.

As external reviews are a common practice, the University does not anticipate that obtaining the minimum required number of letters from external reviewers will be a common problem. However, there are timelines to advance the process if external reviewers are not responsive. If no acknowledgment is received by the 7th day, the department chair should reach out a second time. If no response is received within 14 days, the Chair should note no response on the external letters of evaluation request sheet and move on to the next set of names on the external reviewer list.

External reviewers are instructed to evaluate the candidate's dossier based on the criteria listed in the P&T guidelines provided to them. External reviewers are explicitly told that they should not evaluate the candidate by criteria used at their university. All external review letters received from accepted reviewers and the reviewers' curriculum vitae will be advanced with the portfolio.

The external review letters are treated as confidential. Redacted copies of external review letters (excluding names and other identifying information) will be shared with the candidate, who may submit a response by September 1 to be included in the file.

Documentation for Tenure Review

Documentation for Tenure Review will follow the documentation requirements for tenure as described in Section 6 of University Rule 12.01.01.C1 Tenure.

Related Policies & Information

University Rule 12.01.01.C1 – Tenure

University Procedure 12.01.99.C0.03 – Responsibilities of Faculty Members

University Procedure 12.99.99.C0.02 – Faculty Attendance at University Commencement

University Procedure 12.01.99.C0.01 – Academic Rank Descriptors for Tenured and Tenured-Track Faculty

University Procedure 12.01.99.C0.04 – Descriptions of Teaching, Librarianship, Scholarship and Creative Activity, and Service

University Procedure 33.99.04.C0.02 – Promotion of Full-Time Faculty Members

Revision History

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- Updated April 19, 1996
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- Revised and Approved by COB Faculty August 23, 2010
- Revised and Approved by COB Faculty November 10, 2017
- Revised and Approved by COB Faculty March 9, 2018
- Revised and Approved by COB Faculty March 2020 (Vote Documented Via Qualtrics Survey July 6, 2021)
- Revised and Approved by COB Faculty (May 4, 2023)
- Revised and Approved by COB Faculty (May 10, 2024)