

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



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[Revision History](#)

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## Procedure Summary

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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 the areas of responsibility outlined in their notices of appointment 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 provides the criteria and review process for the promotion of full-time faculty members at Texas A&M University-Corpus Christi (TAMU-CC).

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## Procedure

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### 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 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 until the faculty member has completed at least two (2) years of full-time service at TAMU-CC and has 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 unless an extension is granted in writing by the faculty member's dean and the Provost in accordance with university rule *12.01.99.C4, Granting Extension of Tenure Probationary Period*. These requirements do not apply to fixed-term faculty.

### 2.3. Application for Early Promotion for Tenure-Track Faculty

2.3.1. Early promotion for untenured tenure-track faculty members will only be granted as part of the tenure process. See university rule *12.01.01.C1, Tenure* for information on the application for early tenure.

2.3.2. Tenure-track faculty members with the rank of Assistant Professor who have demonstrated exceptional records (based on annual overall evaluation ratings of excellent in every year under consideration for promotion) in terms of teaching, scholarship/creative activity, and service may apply for promotion no earlier than the beginning of their fourth year of full-time service at TAMU-CC. Faculty members must consult with their department chair and dean before applying for early promotion.

### 2.4. Notification of Years of Credit

Credit for appropriate full-time service at other academic institutions may be granted at the time of hire if agreed to in writing and so stated in the appointment letter from the Provost at the time of initial appointment. 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 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 classification of Assistant or Associate. 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 by the department chair/supervisor to discuss progress, accomplishments, opportunities for improvement, and expectations with regard to responsibilities in their notice of appointment (e.g., teaching, librarianship, scholarship and creative activity, and/or service). Annual evaluations are reviewed by the dean. 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 areas of responsibility outlined in the faculty member's notice of appointment. The average of 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 (e.g., colleges or library) 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. Scholarship and Creative Activity: 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 scholarship 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 their 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 evaluation 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 they are hired.
- 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 a) balloting or b) through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the dean and Provost.
  - 3.6.2. The dean 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 dean 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 tenured and tenure track faculty members.
  - 3.7.1. Departmental measures must be ratified by a simple majority of the full-time department faculty either by a) balloting or b) through an alternative process that has been approved through balloting. In either case, the criteria and measures must be approved, in writing, by the dean and Provost.
  - 3.7.2. When revisions are made to departmental promotion criteria, the revisions should address how they apply to current faculty. Any special provisions for current faculty should take into account the degree of change in the criteria and the time until promotion review. Revisions shall be approved by a simple majority of 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 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 review, the dean will hold a meeting with each candidate to review timelines, processes, dossier expectations, and submission deadlines.
- 4.2. During promotion review, the dean must assess whether the candidate has fulfilled the applicable faculty responsibilities described in university procedure *12.01.99.C0.03, Responsibilities of Faculty Members* and position description and must assess their qualifications in the areas of responsibility outlined in the faculty member's notice of appointment. Each candidate shall provide a dossier to the dean's office. If there is a disagreement over whether the faculty member applying for promotion has fulfilled their responsibilities to the extent they are eligible to apply for promotion review, 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, dean, and other relevant

parties will provide in writing a clarification and justification for whether the faculty member is eligible to apply for promotion review, based on the formal criteria outlined in this document, as well as the relevant 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 on or before the due date to the dean's office. Final deadlines for submitting the dossier and for each step of the review to be completed shall be set by the dean 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 5 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 review will provide the dean's office with sufficient documentation to support their candidacy. 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, in the following order:

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

Section II. An executive summary (2 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. A tab for evaluations (provided by the candidate for promotion). The dean will insert copies of annual or other evaluations (e.g., pre-tenure reviews) from the department chair/supervisor, dean, and Provost along with student course evaluations for the time period under review and any faculty responses to evaluations.

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

1. A statement of teaching philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-promotion period.
2. An account of teaching assignments and teaching loads, by semester, during the pre-promotion period.
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 VI. Evidence of performance in librarianship, if applicable

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

Section VII. Evidence of performance in scholarship and creative activity, if applicable.

1. A statement explaining contributions and success in the area of scholarship/creative activity (2 pages maximum).
2. Documentation demonstrating performance in scholarship/creative activity.

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

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

Section IX. External reviews (for tenured/tenure-track faculty only) should follow academic unit guidelines and be solicited from reviewers at peer or aspirational institutions as described in academic unit guidelines.

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

5.2. Dossiers should consist of no more than one 4-inch binder or electronic equivalent (i.e., 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 those qualities outlined in their letter of appointment.

5.3. 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.

5.4. The dean is responsible for maintaining the faculty member's promotion file and providing access to that file to the faculty reviewers and to other administrative personnel with a role in the promotion review process.

## 6. DEPARTMENT REVIEW PROCESS

6.1. If provided for in the academic unit policy and agreed to by departments, more than one department may be grouped together in a Promotion Review Unit for promotion review. Such Promotion Review Units must be explicitly detailed in academic unit policy. For purposes of this procedure, Promotion Review Unit may be synonymous with a department where appropriate. Each department (or Promotion Review Unit) shall have a Department Promotion and Tenure Committee.

6.1.1. If an academic unit does not have distinct academic departments sufficient to conduct a department review process described below, 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 unit dean; and approved by the Provost.

6.2. The Department Promotion and Tenure Committee shall consist of all faculty members not currently seeking promotion and who are at or above the rank and classification (fixed-term or tenured/tenure-track) at which promotion is requested in the department. The committee shall have at least three (3)



members. Tenured/tenure-track faculty members will vote on all promotion candidates, and fixed-term faculty members will only vote on fixed-term promotion candidates. A simple majority rule shall prevail. The committee shall not include the department chair/supervisor.

- 6.2.1. In the event that 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 committee members and confirmed by the dean, shall act as an ad hoc Department Promotion and Tenure Committee for promotion recommendation.
- 6.3. After consultation with the appropriate department chair(s)/supervisor(s), the dean shall convene a meeting of the Department Promotion and Tenure Committee. Each Department Promotion and Tenure Committee shall elect a chair at the meeting convened by the dean. The dean and the department chair(s)/supervisor(s) shall review academic unit policies and university rules and procedures related to promotion with the committee.
- 6.4. The dean's office shall maintain control of the dossiers throughout the process, and designate a secure location where the dossiers are available for review by the committee members. The dean and the department chair/supervisor must not be present during subsequent meetings of the Department Promotion and Tenure Committee.
- 6.5. The chair of the Department Promotion and Tenure Committee shall convene subsequent meetings sufficient to conduct the reviews of all promotion candidates.
- 6.6. 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. Only votes to grant or deny promotion are permitted; no abstentions are allowed. The chair of the Department Promotion and Tenure Committee shall submit the results of the review to the department chair/supervisor 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.
- 6.7. 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.

- 6.8. The department chair/supervisor will meet with the candidate and review the Department Promotion and Tenure Committee's and the department chair/supervisor's recommendations. The candidate will be provided a copy of the Department Promotion and Tenure Committee's and the department chair/supervisor's written recommendations.
- 6.9. Each candidate may submit a written response to the Department Promotion and Tenure Committee's and the department chair/supervisor's recommendations. Responses must be submitted to the department chair/supervisor within five (5) business days of the meeting with the department chair/supervisor and will be included in the dossier.
- 6.10. The department chair/supervisor's recommendation, the Department Promotion and Tenure Committee's recommendation, and the candidate's response, if available, must all be added to the dossier and forwarded to the dean.

## 7. ACADEMIC UNIT REVIEW PROCESS

- 7.1. By the end of September each year, 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. This elected faculty member must be at or above the rank at which promotion is requested, cannot currently be seeking promotion, shall not be the department chair/supervisor, shall not be the assistant or associate dean, 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.
  - 7.1.1. If an academic unit does not have distinct academic departments 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 unit dean, and approved by the Provost.
- 7.2. After the election, the dean may appoint up to one person per department to serve a two-year term on the Academic Unit Promotion and Tenure Committee. This person must be at or above the rank at which promotion is requested, cannot currently be seeking promotion, shall not be the department chair/supervisor, and shall not be the assistant or associate dean. This appointed faculty member cannot serve consecutive terms,

unless there are fewer than three (3) eligible faculty members in the department.

- 7.3. After the Department Promotion and Tenure Committee and the department chair/supervisor have made their recommendations, the dean shall call a meeting of the Academic Unit Promotion and Tenure Committee. At this meeting, the Academic Unit Promotion and Tenure Committee shall elect a chair, and the dean shall review academic unit policies and university rules and procedures related to promotion with the committee. The dean's office shall make available to all committee members the dossiers submitted by the candidates. The dean, assistant dean, and associate dean shall not be present during subsequent meetings of the Academic Unit Promotion and Tenure Committee. All faculty members eligible for promotion shall be reviewed.
- 7.4. With at least five (5) business days of written notice, the chair of the Academic Unit Promotion and Tenure Committee shall reconvene the review committee for a final meeting to hold the promotion vote. For each promotion candidate, the Academic Unit Promotion and Tenure Committee, by a simple majority of those voting, shall make a recommendation to grant or deny promotion. 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 measures 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 submit the results of the review to the dean 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 receiving the recommendations from the department chair/supervisor and from the department and academic unit committees, the dean shall write an individual recommendation for each candidate, to grant or deny promotion.
  - 7.5.1. The dean will meet with the faculty member to inform the candidate of the dean's and academic unit-level recommendation and the results of the other levels of review. The candidate will be provided a copy of the Academic Unit Promotion and Tenure Committee's and dean's written recommendations.
  - 7.5.2. Upon request by the promotion candidate, the dean shall inform the candidate of the numerical results of the department and academic unit votes.

- 7.6. The candidate may submit a written response to the dean's recommendation. Responses must be submitted to the dean within five (5) business days of the meeting with the dean and will be included in the dossier forwarded to the Provost.
- 7.7. The recommendations provided by the Department Promotion and Tenure Committee, department chair/supervisor, the Academic Unit Promotion and Tenure Committee, the dean's recommendation, and the candidate's response, if available, must all be added to the dossier and forwarded to the Provost.

## 8. UNIVERSITY REVIEW PROCESS

- 8.1. The Provost shall receive the dean's recommendation on promotion along with the department chair/supervisor's recommendation, the recommendations provided by both the academic unit- and department-level Promotion and Tenure Committees, and the candidate's responses, if available, and shall forward all documentation to the University Promotion and Tenure Committee for review.
- 8.2. 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 may serve a three-year term. Members may not serve on the Academic Unit Promotion and Tenure Committee while on the University Promotion and Tenure Committee.
- 8.3. The committee's promotion recommendations shall be based on the written measures of the academic unit (and the department or discipline, 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 submit the results of the review to the Provost 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.
- 8.4. After reviewing all recommendations, the Provost shall write a personal recommendation for each candidate to grant or deny promotion. The Provost may consult with the committees, department chair/supervisor, dean, and/or

candidate regarding the recommendations.

- 8.5. 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 Texas A&M University System Board of Regents. The President may consult with the candidate, committees, department chair/supervisor, dean, and/or Provost regarding the recommendations.
- 8.6. The Provost will inform the candidate of the Provost's recommendation, the recommendation of the University Promotion and Tenure Committee, and the recommendation of the President.
- 8.7. The President shall submit their recommendation to the Board of Regents.
- 8.8. Following action by the Board of Regents, the Provost will send a letter to the candidate relaying the Board of Regents' decision regarding the recommendation for promotion, with copies provided to the dean and department chair/supervisor.
- 8.9. The university shall retain all materials for a period of five (5) years beyond the faculty member's association with the university, except for the dossier, which shall be returned to the dean and on to the candidate within 20 days of the notification of promotion by the Board of Regents, or after the appeals deadline has elapsed.

## 9. CANDIDATE WITHDRAWAL FROM PROMOTION CONSIDERATION

- 9.1. A candidate for promotion may withdraw from promotion consideration at any time prior to the forwarding of the recommendations to the Provost for review by the University Promotion and Tenure Committee.
- 9.2. A withdrawal request must be made in writing, signed, and dated to the dean. Once the letter is submitted to the dean it may not be rescinded.

## 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 after 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 laid out 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 as a result 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](#).

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## Related Statutes, Policies, or Requirements

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

System Regulation [32.01.01, Complaint and Appeal Procedures 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.C4, 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 [12.07.99.C0.01, Fixed-Term Faculty Members](#)

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

University Procedure [33.99.99.C0.02, Performance Reviews of Full-Time 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

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Contact for clarification and interpretation: Provost and Vice President for Academic  
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