Section III. Faculty Performance, Development and Evaluation

This section of the Handbook covers professional expectations of COS faculty. Because different faculty positions have different expectations, not all sections below apply to all faculty. Faculty and administrators should use this section as a guide to faculty performance, development, and evaluation.

An outline of this section is:

- III.1, Performance Criteria: Lists general college-level guidelines used for evaluation in the areas of Teaching, Research, and Service.
- III.2. Promotion (all faculty) and Tenure Timeline
- III.3, Promotion and Tenure (P&T) for Tenured and Tenure-Track (T/TT) Faculty: Includes important definitions, specific college-level expectations for promotions to Associate and full Professor, and the college P&T process. Departments have more detailed expectations; see Appendix XXX for these.
- III.4, Promotion for Fixed-Term Faculty: Lists college-level expectations and process for promotion of Professional, Research, and Clinical faculty. Departments may develop more detailed explanations.
- III.5, Annual Evaluation: Describes the college annual evaluation process, as well as minimal college-level criteria for annual evaluation. Again, departments may have more specific criteria.
- III.6, Pre-Tenure (Midterm) Review: Describes the process for the midterm review of tenure-track faculty.
- III.7, Post-Tenure Review: Describes the process and criteria for post-tenure review.

III.4 Faculty Promotion Criteria and Process for Fixed-Term Faculty

Consideration for promotion in rank shall follow the standard departmental processes. The candidate's promotion portfolio shall include required documentation for only those areas of teaching, research and/or service that have been part of the faculty member's responsibility. The promotion process follows university procedure 33.99.04.C0.02, Promotion of Full-Time Faculty Members, up to the academic unit level where the process ends.

III.4.1. Promotion of Professional Track Faculty

III.4.1.1 Promotion of Professional Assistant Professor to Professional Associate Professor.

A candidate for the rank of professional associate professor shall be considered after a period of not less than five years in the rank of professional assistant professor or comparable rank. Promotion requires demonstration of a strong commitment to excellence in teaching and service as appropriate to their work assignment as well as collegiality over the last five years. The candidate's professional record should show an active role as a member of the faculty and provide evidence for an expectation of continuous dedication and future contributions to the teaching and service mission of the department and the university.

In order for a candidate to be recommended for promotion to the rank of professional associate professor, the candidate should have demonstrated the following:

1. Eligibility – At the time of application for promotion, the candidate must have a minimum of five years of teaching experience at the professional assistant professor rank, at TAMUCC.

2. Teaching – The candidate should have demonstrated a high level of competence in the classroom and the ability to successfully teach an adequate variety of courses as evidenced by:

- High evaluations of teaching by students and peers. Student evaluations are done in each course, and peer evaluations are done at least once each academic year and include teaching skills, course syllabi, course objectives, copies of examinations and other materials as appropriate.
- Contributions to the educational endeavors of the college through a consistent pattern of one or more of the following: great classroom teaching, mentoring for teaching assistants, or leading instructors for a specific course offering, updating of existing courses and/or the development of new curricula.
- Teaching philosophy statement that provides evidence of improvements, innovations and changes initiated over the pre-promotion period.
- Documented effort in several areas listed under "Other criteria" in III.1.a.
- High score on the teaching portion of the annual evaluations for three (3) out of the last five (5) years.

3. Service – the candidate should have demonstrated effective participation in department, college, university, and professional service activities as appropriate to their work assignment.

- Service to the department, college, and university – examples include but are not limited to:
    1. Demonstrating initiative in committee service and other activities.
    2. Performing administrative duties.
    3. Assuming leadership in the development of the curriculum.
- Service to the community and your profession – examples include but are not limited to:
    1. Actively contribute to the efforts of the appropriate professional organizations, and/or similar activities.
    2. Actively contribute to Community service including STEM outreach, Science communication, and professionally related service.
    3. Giving presentations at conferences, symposia, workshops.
- Documented effort in several areas listed under "Other criteria" in III.1.c.
- High score on the service portion of the annual evaluations for three (3) out of the last five (5) years.

III.4.1.2 Promotion of Professional Associate Professor to Senior Professional Professor.

A candidate for the rank of professional senior professor shall be considered after a period of not less than five years in the rank of professional associate professor or comparable rank. Promotion requires demonstration of a strong commitment to excellence in teaching and service as appropriate to their work assignment as well as collegiality over the last five years. The candidate's professional record should show an active role as a member of the senior faculty and

provide evidence for an expectation of continuous dedication and future contributions to the teaching and service mission of the department and the university.

In order for a candidate to be recommended for promotion to the rank of senior professional professor, the candidate should have demonstrated the following:

1. Eligibility – At the time of application for promotion, the candidate must have a minimum of five years of teaching experience at the professional associate professor rank.

2. Teaching – The candidate should have a record of sustained excellence and success in teaching as well as assume an instructional leadership role within the department and college, through lead teaching, improvement of key aspects of the curriculum, development of new courses, and/or a recognized expertise in one or more subject areas. The record must be supported by evidence such as:

- Excellent evaluation of teaching by students and peers. Student evaluations are done in each course, and peer evaluations are done at least once each academic year and include teaching skills, course syllabi, course objectives, copies of examinations and other materials as appropriate.
- Contributions to the educational endeavors of the college through a consistent pattern of one or more of the following: excellent classroom teaching, mentoring for teaching assistants, or leading instructors for a specific course offering, updating of existing courses and/or the development of new curricula.
- Teaching philosophy statement that provides evidence of improvements, innovations and changes initiated over the pre-promotion period.
- Documented effort in several areas listed under "Other criteria" in III.1.a.
- Excellent score on the teaching portion of the annual evaluations for three (3) out of the last five (5) years.

3. Service – the candidate should reflect a sustained capacity to significantly contribute to the mission and goals of the college and university by:

- Service to the department, college, and university – examples include but are not limited to:

1. Demonstrating initiative in committee service and other activities (ex. Chairing committees).
2. Performing administrative duties.
3. Assuming leadership in the development of the curriculum.
4. Participation in teaching-related professional development activities.
5. Advising or involvement with student organizations.
6. Participating in teaching focused grants.
7. Faculty awards related to teaching/service (e.g., university, community, national recognition of teaching/service).

- Service to the community and your profession – examples include but are not limited to:

1. Actively contribute to the efforts of the appropriate professional organizations, and/or similar activities.
2. Actively contribute to Community service including STEM outreach, Science communication, and professionally related service.

3. Giving presentations at conferences, symposia, workshops, or publishing on the scholarship of teaching.

- Documented effort in several areas listed under "Other criteria" in III.1.c.
- Excellent score on the service portion of the annual evaluations for three (3) out of the last five (5) years.

III.4.2 Promotion of Instructor

Instructors have full-time appointments that bring excellence to the university through teaching and may have service expectations. Instructors must hold, at a minimum, a master's degree in the teaching field or related discipline or equivalent teaching/professional experience and be appropriately credentialed for the courses they teach prior to the first day of class. Instructors are hired on annual contracts and may be reappointed. The dean makes the final decision regarding promoting instructors.

III.4.2 Promotion of Instructor to Senior Instructor

1. **Eligibility**: At the time of application for promotion, the candidate must have at least five years of teaching experience at the instructor or comparable rank.

2. **Teaching**: The candidate should have demonstrated a high level of competence in the classroom and the ability to successfully teach an adequate variety of courses as evidenced by high score on the teaching portion of the annual evaluations for at least three (3) out of the last five (5) years, which is based upon the following criteria which should be considered by the promotion committee:

High evaluations from both students (each course) and peers (at least one per academic year)to assess teaching skills, syllabi, learning objectives, examinations, and other materials as appropriate.

- Contributions to the educational endeavors of the college through a consistent pattern of one or more of the following:
  - classroom teaching that engages and supports student learning,
  - Active mentorship of teaching assistants,
  - leading instructors for a specific course offering,
  - updating existing courses and/or developing new curricula, demonstrating responsiveness to evolving educational needs.
- Teaching philosophy statement that provides evidence of improvements, innovations, and changes initiated over the pre-promotion period.
- Documented effort in several areas listed under "Other criteria" in III.1.a.

III.4.3 Promotion of Research Track Faculty

III.4.3.1 Promotion of Research Assistant Professor to Research Associate Professor. In order for a candidate to be recommended for promotion to the rank of research associate professor, the candidate should have not less than five years of experience at the rank of research assistant professor and demonstrated the following:

1. Research – The candidate should have demonstrated a high level of competence in his/her field and the ability to successfully conduct independent research as evidenced by being actively engaged in research activities. The research activities include peer- reviewed or externally validated contributions, including but not limited to publications in high quality journals, presentations at appropriate local, national and international conferences or workshops, funding from external sources to sustain research agenda, external reputation of excellence in research.
2. Teaching – The candidate should have demonstrated a high level of competence serving on thesis and dissertation committees as appropriate to their appointment and workload.
3. Service – The candidate should have demonstrated effective participation in various department, college, university, and professional service activities as appropriate, examples of which include

- Service on department, college, and/or university committees.
- Non-committee department, college, and/or university service.
- Professionally related community service.
- Service in professional organizations.

III.4.3.2 Promotion of Research Associate Professor to Research Professor. For a candidate to be recommended for promotion to the rank of research professor, the candidate should have no less than five years of experience at the rank of research associate professor and demonstrated a strong commitment to excellence in research and service

III.4.4 Promotion of Clinical Track Faculty

Application for promotion in rank shall follow the standard department, college, and university processes with the exception that the portfolio shall include required documentation for only those areas of teaching and/or training that have been part of the faculty member's responsibility.