

COLLEGE OF LIBERAL ARTS

TENURE AND PROMOTION POLICY



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TENURE AND PROMOTION
THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF LIBERAL ARTS
APPROVED BY THE COUNCIL OF CHAIRS, JANUARY 18, 1979

REVISED SEPTEMBER 1, 1984
REVISED MARCH 29, 1996
REVISED JANUARY 20, 1998
MINOR REVISIONS MARCH 3, 2000
REVISED JULY, 2004

INTRODUCTION

- 1.0 The awarding of tenure and the granting of promotion in rank are among the principal actions taken by the University. Tenure carries a commitment by the University to the individual faculty member. Promotion recognizes academic achievement, not only in the University, but for the profession at large. It is essential that the processes leading to these actions be equitable and discriminating.
- 1.1 It should be noted that admission to the tenured faculty and promotion in rank are not, strictly speaking, due to any faculty member by right; they are privileges extended by the University community to deserving members. The academic profession has always been jealous of its standards and its collective reputation and rigor in applying these standards has perennially been the best protection it could afford its membership. The criteria or procedures outlined below will not supply the spirit of professionalism if that be lacking. Faculty imbued with this spirit are the best judges of academic performance and best qualified to advise on its rewards.
- 1.2 The Board of Regents of The University of Texas System has stated that a principal objective of its administration is to "devote its best efforts to making all institutions composing The University of Texas System institutions of the 'first class.'"(*Regents' Rules*, Chapter IV, Section 1, 1.1.) Essential to the realization of this objective is the selection and retention of excellent faculty. The criteria for tenure and promotion, as prescribed by the *Regents' Rules* and reiterated in the *Handbook of Operating Procedures*, consist of teaching effectiveness, scholarly and professional accomplishments and service to the institution. These three categories are not unique to either UTA or the Texas System; most universities have established these categories or their equivalent. It is important that the faculty of the College have a common understanding about the meaning of the criteria and their relative applicability.
- 1.3 There are some general assumptions that underlie these criteria:
 - 1.31 Although there will be relative differences in individual cases, every person granted tenure or promotion will be expected to demonstrate distinction in all three categories: teaching, scholarship, and service.
 - 1.32 In departments with graduate and undergraduate programs, candidates for tenure or promotion should have demonstrated capability of participating on all levels of departmental programming.
- 1.4 These general statements are intended to protect the flexibility of the programs of instruction and to inform the aspiring faculty member about the general conditions for evaluation. The specifications that follow should be understood in the light of these assumptions.

CRITERIA FOR THE GRANTING OF TENURE

- 2.0 A faculty member considered for tenure should have the following qualifications:
- 2.01 The terminal degree in his/her field. A faculty member considered for tenure should have the terminal degree in his/her field as determined by the department with the Dean's approval. Exceptions may be made in the case of special qualifications, but any exception should be specified and approved at the time of the initial appointment.
- 2.02 All tenure track faculty members must be reviewed for tenure following completion of their five-year probationary period unless on an approved leave or if the probationary period has been extended by an earlier approved leave. A faculty member in a tenure track position may request consideration for tenure and promotion prior to the completion of their fifth year, however, if the faculty member is denied tenure they must wait one full academic year before resubmitting their credentials for reconsideration. For faculty members whose employment begins between 2 September and 31 August, the tenure clock will start on September 1 of the academic year following their employment start date.
- 2.03 Teaching – Faculty members seeking promotion and/or tenure are expected to demonstrate effective teaching of undergraduate and graduate students (where applicable). Because teaching effectiveness is not accurately assessed by a single indicator, a variety of indicators may be utilized. All faculty members being considered for promotion and/or tenure are expected to provide a statement elaborating their approach to teaching and their teaching philosophy, as well as a summary of student responses to the University-mandated teaching-evaluation questions for every class taught. In addition, the faculty member's application for tenure and/or promotion should be supplemented with some or all of the following:
- Student ratings, grade distributions, and number of students taught.
 - Teaching assignments (to include course number, title and semester taught) and course syllabi.
 - Evidence of willingness and ability to supervise independent studies, to prepare graduate students for qualifying examinations, and to direct theses and dissertations.
 - Evidence of willingness and ability to undertake administrative activities that are directly related to curriculum development and to assume duties of student advising.
 - Evidence of contribution to improving teaching effectiveness such as the development, implementation, and publication of innovative educational methods and materials.
 - Peer evaluation. At minimum, peer evaluation of teaching performance involves a review and appraisal of student evaluations and of the instructor's comments on student evaluations. Additional methods of peer evaluation, e.g., classroom visitation, may be employed with the candidate's permission.
- 2.04 Evidence of scholarly research/creative productivity. Faculty members seeking promotion and/or tenure are expected to demonstrate distinction in the area of scholarship. Excellence in scholarship may be demonstrated by creative activity and/or research. Documentation of excellence will include the informed judgment of the faculty member's peers. Evidence of scholarship may include, but is not limited to: 1) scholarly books, chapters, essays, or peer reviewed journal articles published or certified as accepted for publication, and editorial activities; 2) peer-reviewed, juried or solicited creative and professional work (e.g. art, theatre, music), as evidenced by

regional, national, and international public presentations, exhibitions, performances; and 3) sponsored activities, funded grants and contracts received or reviewed as meritorious, and intellectual properties developed; 4) special awards or other similar recognition for scholarly or creative publications, performances, exhibitions.

- 2.05 Service to the University and Profession. Faculty members seeking promotion and/or tenure are expected to participate as citizens of the university and of the profession. Service to the university may include membership in governance bodies and committees, administrative duties, program planning and development, and special administrative assignments. Service to the profession may involve assisting various constituencies in areas related to the faculty member's area of expertise. Because of the diversity of units and variations in the extent and character of their external interactions, service activities will be manifested differently but will have a common connectedness to teaching and scholarship. Documentation of service activity may include, but is not limited to, the following:
- Offices held and committee membership and contributions at the Department, College and University levels.
 - Service and offices held in professional associations.
 - Involvement in community events related to area of professional expertise.
 - Participation at the local, state, national and international levels in activities related to area of professional expertise.
 - Promoting alumni support for the university.
 - Active involvement in student recruitment and retention.
 - Television and radio appearances, as well as newspaper and newsletter editorials, of a professional nature.
 - Clinical practice or activities.
 - Service on a professional certification body.
- 2.1 These criteria provide the grounds on which individual cases can be built. It is essential that individual claims be supported by adequate documentation so that reviewers unacquainted with the faculty member may assess the case effectively.

CRITERIA FOR PROMOTION

- 3.0 The criteria for tenure supply a framework within which criteria for promotion are to be understood. Statements above about providing sufficient documentation apply also to candidates for promotion.

To Assistant Professor

- 3.1 The rank of Instructor is generally reserved for those faculty who have not completed work on the terminal degree. On completion of the degree the faculty member should show fair promise of fulfilling the requirements for tenure and promotion by meeting the following standards:
- 3.11 Terminal degree in the relevant field or the equivalent.
 - 3.12 Demonstrated effectiveness in teaching with potential for improvement.
 - 3.13 Evidence of scholarly research/creative work in progress.
 - 3.14 Participation in departmental and University activities: student advising, committee work, special assignments. Willingness to participate where appropriate should also be a consideration.

3.15 Memberships in professional societies where appropriate.

To Associate Professor

3.2 Elevation to the rank of Associate Professor indicates that the faculty member evidences significant achievement in all areas and will continue to contribute effectively to the University and the profession. Since promotion to Associate Professor automatically confers tenure on the faculty member, the criteria for tenure apply to promotion to this rank.

3.21 Terminal degree in the relevant field or the equivalent or experience explicitly agreed to at the time of appointment.

3.22 Demonstrated excellence in teaching. Evidence should include items under 2.03 above:

3.23 Evidence of scholarly research/creative productivity. See criteria listed in 2.04 above.

3.24 Service to the University and Profession.

3.241 Within the University. Committee work in the department, College, University, student advisement, special assignments indicate service.

3.242 Outside the University. Activity in professional societies, editorships, contributions to local, state, and federal organizations, and professional activities in the community related to one's area of expertise provide additional confirmation of professional commitment.

To Professor

3.3 Elevation to the rank of Professor indicates that the faculty member has made an outstanding contribution to the University and to the profession. The criteria reflect this degree of accomplishment.

3.31 Terminal degree in the relevant field or the equivalent as agreed at the time of appointment. Promotion to Professor should not impose a further degree requirement beyond what was required for tenure.

3.32 Demonstrated excellence in teaching. The demonstration should include evidence of continued development of teaching performance of undergraduate and graduate students (where applicable). Because teaching effectiveness is not accurately assessed by a single indicator, a variety of indicators may be utilized. All faculty members being considered for promotion are expected to provide a statement elaborating their approach to teaching and their teaching philosophy, as well as a summary of student responses to the University-mandated teaching-evaluation questions for every class taught since their last promotion. In addition, the faculty member's application for promotion should be supplemented with some or all of the following:

- Student ratings, grade distributions, and number of students taught.
- Teaching assignments (to include course number, title and semester taught) and course syllabi.

- Evidence of willingness and ability to supervise independent studies, to prepare graduate students for qualifying examinations, and to direct theses and dissertations.
 - Evidence of willingness and ability to undertake administrative activities that are directly related to curriculum development and to assume duties of student advising.
 - Evidence of contribution to improving teaching effectiveness such as the development, implementation, and publication of innovative educational methods and materials.
 - Peer evaluation. At minimum, peer evaluation of teaching performance involves a review and appraisal of student evaluations and of the instructor's comments on student evaluations. Additional methods of peer evaluation, e.g., classroom visitation, may be employed with the candidate's permission.
- 3.33 Record of distinguished research/creative productivity. Evidence of significant and continuing contributions to the profession are required of the candidate. At the professional level faculty should represent superior achievement in the academic community.
- 3.34 Service to the University and Profession.
- 3.341 Within the University. Ongoing participation in departmental, College, and University committees, student advising, and special assignments provide evidence of involvement.
- 3.342 Outside the University. Activity in professional societies, contributions to local, state, and federal organizations, editorships of professional publications, special awards and professional activities in the community related to one's area of expertise indicate service.

PROCEDURES FOR TENURE AND PROMOTION

4.0 These procedures will be followed in applying for candidacy in the College:

Preparation of Candidates' Dossiers

4.1 Faculty members who are to be considered for tenure and/or promotion are responsible for submitting all information as specified in the Tenure and Promotion Guidelines, and for the preparation of boxes containing all supporting materials.

Peer Evaluation of Candidates

4.2 Peer Evaluation of Candidates.

4.21 Departmental Evaluation.

4.211 The Advisory Committee on Tenure and Promotion (ACTP). The departmental committee will have a minimum of three tenured faculty. The structure of the committee and the process of its selection (committee size, number of faculty in each rank, membership, and term of office) will be decided by vote of the tenured and tenure track voting faculty of the department. Deans, assistant and associate deans, chairs or equivalent are not eligible to serve on the committee. If the department lacks sufficient tenured

faculty members to constitute a committee, qualified faculty from related disciplines shall be selected by vote of the voting faculty of the department.

4.2111 Only full-time tenured faculty shall be eligible for membership on the Committee.

4.2112 Each open position on the Committee shall be filled in turn by accepting nominations from faculty eligible to vote and by secret ballot. A majority vote of the faculty is necessary to elect.

4.2113 Elected or appointed members of the Committee who are candidates for tenure and/or promotion are to be excused from the deliberations while their cases are under discussion.

4.2114 Responsibility of the ACTP. The ACTP has the responsibility of compiling the list of external reviewers. The dossier must include a minimum of six outside review letters, at least three of which should come from a list of reviewers nominated by the ACTP, and at least three from a list of reviewers nominated by the candidate. All outside review letters received shall be included in the candidate's dossier. The outside reviewers must be respected scholars of appropriate rank or stature who serve in the candidate's field of training, specialty, or a closely related field. Individuals who have served as dissertation committee members or co-authors with the candidate shall not be selected as outside reviewers. The ACTP shall prepare letters requesting outside reviews. The chair of the ACTP shall ensure that outside reviewers are given enough time to meet the deadlines for the process. The chair of the ACTP shall ensure that the candidate is notified when outside review letters have been requested and received.

Letters requesting an outside review shall specifically ask for an evaluation of the candidate's record of scholarly, creative and/or professional work in his/her discipline, a general assessment of his/her vita, and how they know the faculty member. The material for review should include a sample of the candidate's most significant published or creative/professional works as determined by the candidate. The contents of all outside review letters will be kept confidential to the extent permitted by law and University regulations. Consequently, all letters requesting an outside review must include the following statement: Under University policy, your letter will become a part of the official tenure and promotion dossier and will be held in confidence to the extent permitted by law and University regulations.

The ACTP reviews and evaluates the candidate's submitted materials and develops a written report. The report should recommend tenure or denial of tenure, or, if appropriate, promotion. Any dissenting viewpoints from committee members shall be reflected by the report. A secret vote on the recommendation by the ACTP shall be conducted and the results recorded in the report. If departmental guidelines adopted by the department require that all tenured faculty members in the department cast a secret vote on the report and

recommendation made by the ACTP, this vote shall also be recorded in the report.

The chair of the ACTP shall prepare a summary of the results of the outside review process. This summary shall list the name, position, and organization of each person from whom evaluations were requested but shall not specify whether the request originated with the candidate or the committee. Additionally, for those whose letters are included in the dossier, the chair's summary shall include relevant information about the reviewers' professional/ academic qualifications for evaluating the candidate for tenure and/or promotion. The report shall be added to the dossier and then forwarded to the department chair.

All committee proceedings and discussions will be strictly confidential to the extent permitted by law and University regulations. Committee members shall not divulge any information pertaining to their committee meetings, discussions, or recommendations.

- 4.212 Responsibility of the Departmental Chair. The Chair reviews dossiers of the candidates along with the evaluations of the ACTP, and evaluates them in the light of the relevant criteria. Judgment should be exercised apart from the deliberations and conclusions of the departmental ACTP. Written evaluations and independent written recommendations regarding tenure or promotion by the Chair shall be included in the dossier that is submitted to the Dean.

4.22 College Evaluation.

- 4.221 College Committee on Tenure and Promotion (CCTP). This Committee consists of 12 full-time tenured faculty members, one from each department in the College. Each of these members will be elected by a secret ballot of all tenured and tenure-track faculty in his/her department. If a unit does not have an eligible tenured member, qualified faculty from related disciplines shall be selected by vote of the voting faculty of the College.

4.2211 Eligibility of Members. Only tenured full-time faculty are eligible to be elected. Since representing the faculty of the College on this Committee is a significant mandate from peers, electees will be excused from service only for serious cause.

4.2212 Term of Service. Elected members will serve for a term of two academic years. Members currently sitting are ineligible for reelection for one academic year.

4.2213 Responsibilities of the College Committee. The College Committee on Tenure and Promotion reviews the dossiers of all candidates for tenure and promotion for adequacy of information and documentation. After certifying that the dossier is complete, the committee will review ACTP and department chair recommendations, offer an independent evaluation of the candidate's dossier, and make a written recommendation regarding tenure and/or promotion. A vote by secret ballot shall be conducted and the results of the vote recorded in the report. Any dissenting viewpoints from

committee members shall be included in the report. The report shall be added to the dossier and then forwarded to the Dean.

4.222 Dean of the College. The Dean is responsible for reviewing the dossiers of all candidates for completeness and documentation and weighing the recommendations from the College Committee, the Chairs, and the ACTP. In the light of these recommendations, he or she evaluates the candidates and makes a recommendation for action along with his/her evaluation of the candidate.

4.23 The complete dossiers of all candidates along with the Dean's evaluations, the conclusions of the CCTP's review, and the recommendations of the Department Chair and ACTP are presented to the University Promotion and Tenure Committee. Their recommendations are then forwarded to the University President for his recommendation to the Board of Regents.

Summary of Procedures

4.3 Summary of Procedures.

4.31 Faculty Candidacy.

4.311 Faculty to be promoted or tenured shall submit materials for consideration according to a predetermined schedule.

4.312 Faculty in the sixth year of service or associate professors in the third year of service must be considered for tenure.

4.32 Candidate's Dossier.

4.321 Candidates for tenure or promotion must prepare a dossier for submission to the departmental committee. Contents of the dossier are described in "Preparation of Candidates' Dossiers."

4.33 Departmental Evaluations and Recommendations.

4.331 Candidates' dossiers are delivered to the Chair and the departmental ACTP for evaluation and recommendation.

4.332 Candidates certify that the materials in the dossier are accurate and complete.

4.333 The Chairs and the ACTP submit dossiers, evaluations, and recommendations to the Dean.

4.34 College Committee Evaluations and Recommendations.

4.341 Certified dossiers and departmental and Chairs' evaluations are submitted to the College Committee for review and appropriate action.

4.342 The CCTP submits dossiers with all evaluations (CCTP, Chairs, ACTP) to the Dean.

4.35 Dean Evaluation and Recommendation.

4.351 The Dean submits all complete dossiers with his/her evaluations and the recommendations of the CCTP, Chairs, ACTP to the University P/T Committee, who then forwards the dossiers and their evaluations and recommendations to the President for final disposition.