

**Tenure and Promotion Policy**  
**Department of Agricultural Leadership, Education, and Communications**  
**Texas A&M University**  
Approved May 19, 2008

I. **Introduction:** The Department of Agricultural Leadership, Education, and Communications (ALEC) proactively seeks tenure and/or promotion (T&P) of faculty members who contribute significant productivity to the missions of the Department, College, Texas AgriLife Research, Texas AgriLife Extension Service, and Texas A&M University. To that end, ALEC follows the Rules and Standard Operating Procedures of Texas A&M University and the College of Agriculture and Life Sciences. ALEC faculty members seeking advancement should use the following guidelines in preparing and submitting materials for the T&P process. This document primarily concerns tenure-track T&P packages that progress through the Agriculture Peer Review Committee.

**II. Departmental Committee**

- A. The T&P committee of the Department of ALEC shall consist of fulltime faculty members with the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Distinguished Lecturer, Senior Lecturer, Lecturer, and Assistant Lecturer, and whose administrative location is in the department.
- B. For discussion purposes, evaluation processes, and voting decisions on tenured or tenure-track candidates, committee members are those faculty members with tenure and who hold rank at or higher than the rank sought by the candidate<sup>1</sup>.
- C. For discussion purposes, evaluation processes, and voting decisions on non-tenure track candidates, committee members are those faculty members who hold rank at or higher than the rank sought by the candidate<sup>2</sup>.
- D. Chair and Alternate Chair: The T&P Committee Chair and Alternate Chair will be ALEC faculty members who are eligible to vote at all levels (i.e., tenured Professors). Additionally, the Chair and Alternate Chair:
  1. Are elected by tenured and tenure-track T&P committee members (Note: In the event the T&P Chair cannot attend to his/her T&P committee duties, the Alternate Chair assumes all T&P Chair duties/responsibilities).
  2. Serve three-year terms starting in September (at time of election).
  3. **Cannot be the Department Head.**

**III. Evaluation and Voting Processes**

- A. Committee Members for Tenure-track and Tenured Candidates for Promotion and/or Tenure
  1. Discussion Policies: Discussions related to T&P will be conducted in strictest confidence. Only those faculty members eligible to vote can participate in the T&P committee discussion and evaluation of a candidate's packet. In addition, the process must uphold and observe scrupulous standards of fairness. (Note: Committee discussions and recommendations regarding a candidate's materials will be independent of the ALEC Department Head. For this reason, the Department Head

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<sup>1</sup> See table for faculty members' eligibility of participation in discussion, evaluation, and voting.

<sup>2</sup> See table for faculty members' eligibility of participation in discussion, evaluation, and voting.

- will not be in attendance in meetings during which the committee is processing a case.)
2. Evaluation Components: Committee members will evaluate a candidate's materials using, at a minimum, the following components:
    - a. *Teaching Evaluation*: A variety of independent indicators are necessary to develop an overall teaching profile that can be used to evaluate teaching effectiveness. See TAMU and COALS' Guidelines for detailed descriptions.
    - b. *Research Evaluation*: A research evaluation can include an analytical summary of the candidate's research record, but a qualitative judgment should be included. The research evaluation should examine all examples of creative work (scholarly activities). Additional information may be located in the TAMU and COALS' Guidelines.
    - c. *Service/Outreach Evaluation*: A key characteristic in evaluating service/outreach activities is the activities' significance and impact. See TAMU and COALS' Guidelines for detailed descriptions.
    - d. Additionally:
      - i. The eligible T&P committee members will consider and/or discuss confidentially a candidate's materials and external letters of evaluation. The committee will prepare summary reports on the candidate's teaching, research, service/outreach, and other activities. Summary reports will follow the Guidelines established by the Dean of Faculties office.
      - ii. The T&P Chair may assign members or elect to write reports, based on comments and documentation provided to the Chair or committee. These written reports must reflect the views and opinions of the committee, and must reflect the candidate's areas of strengths and weaknesses.
      - iii. Tenure-track faculty members will have a midterm (3<sup>rd</sup> year) review, conducted by tenured faculty members from the tenure-track T&P committee. The review will use all evaluation components, excluding external letters of evaluation.
  3. Voting Procedures: Following confidential T&P committee discussions, a confidential and verifiable vote will be conducted. Tenured and tenure-track T&P committee members with rank at or above the rank sought by the candidate being considered are eligible to vote (AYE or NAY or ABSTAIN or RECUSE) on T&P decisions. The committee votes will be explained by the T&P Chair in a memorandum to the Department Head; this explanation will become a part of the candidate's packet.
- B. Committee Members for Non-tenure Track Candidates for Promotion
1. Discussion, evaluation, and voting policies: Discussion, evaluation, and voting eligibility mandates those participating faculty members hold a rank equal to or above the rank being sought by the candidate. Candidates should consult the TAMU and COALS' Guidelines for detailed descriptions for evaluations in *Teaching*, *Research*, and *Service/Outreach*. Following confidential T&P committee discussions, a confidential and verifiable vote will be conducted.

#### IV. Timeline and Packet Components

- August 1: T&P committee receives packets for review.
  - August 31: Department Head receives tenure-track T&P committee reports.
  - Mid-September: Candidate's packet is due in the Dean's office (COALS).
- A. External Letters of Evaluation: The packet must contain at least three letters from external reviewers who have been asked to evaluate the candidate's accomplishments and potential. Evaluators should be leading individuals in their discipline and especially knowledgeable in the candidate's area of expertise. See TAMU and COALS' Guidelines for additional information regarding external letters of evaluation.
- B. Materials: T&P materials will be compiled by the ALEC T&P Chair, Department Head, and the faculty member seeking advancement. The packet of materials shall be in a form consistent with the current requirements of Texas A&M University and the College of Agriculture and Life Sciences. Faculty members are advised to adhere to the stated requirements when compiling their respective curriculum vitas and to seek mentorship at the departmental level; they may request preliminary reviews of materials from the Department Head, senior faculty members, and/or the T&P Chair prior to requisite submission deadlines. Typical components of T&P materials include the following and/or other items:
1. Curriculum Vitae: See TAMU and COALS' Guidelines for detailed descriptions.
  2. Committee Summary Reports: Summary reports on the candidate's teaching, research, service/outreach, and other activities should reflect accurately the views of voting committee members. See TAMU and COALS' Guidelines for detailed descriptions.
    - a. *Teaching*: The teaching report includes the T&P committee's syntheses of classroom and laboratory instruction, development of new courses, laboratories and teaching methods, publication of instructional materials including textbooks, and supervision of graduate students. See TAMU and COALS' Guidelines for detailed descriptions.
    - b. *Research*: The research report includes the T&P committee's syntheses of all examples of creative work (scholarly activities). See TAMU and COALS' Guidelines for detailed descriptions.
    - c. *Service/Outreach*: The service/outreach report includes T&P committee's syntheses of clear and concise explanation of the significance and impact of the candidate's activities. See TAMU and COALS' Guidelines for detailed descriptions.
  3. Department Head Duties
    - a. Summary Report: This report gives the Department Head an opportunity, after reviewing reports and recommendations from the committee, to convey the rationale that ultimately leads to the Department Head's recommendation for or against promotion. This report includes a discussion of the T&P committee's evaluations and recommendations, outside letters, and any further evaluation by the Department Head.

Format and Guidelines:

      - Provide a general basis for strength and weakness of the case.

- Provide the context of this particular case within the department.
- Explain special consideration cases (i.e. early promotion/tenure, delays in promotion/tenure, special hiring circumstances).
- Explain any mixed or negative votes, if not explained in the committee report.
- Explain the Department Head’s vote—especially if it is contrary to the departmental recommendation.

V. **Faculty Promotion Recommendation Packages:** See TAMU and COALS’ Guidelines for detailed descriptions.

**Tables**

*Non-Tenure Track Positions: Faculty Members’ Eligibility of Participation in Discussion, Evaluation, and Voting.*

		Position Sought by the Candidate					
		Texas A&M University only				AgriLife Research & AgriLife Extension	
Faculty Members’ Current Titles	Tenure & Non-tenure Track Committee Members	Assistant	Lecturer	Senior	Dist.	Associate	Professor
		Lecturer	Lecturer	Lecturer	Lecturer	(non- tenure)	(non- tenure)
	Professor	x	x	x	x	x	x
	Associate Professor	x	x	x	x	x	
	Assistant Professor	x	x	x	x		
	Distinguished Lecturer	x	x	x	x		
	Senior Lecturer	x	x	x			
	Lecturer	x	x				
	Assistant Lecturer	x					

*Faculty Members’ Eligibility of Participation in Discussion, Evaluation, and Voting*

		Position or Tenure Sought by the Candidate		
		Associate Professor (tenure-track)	Professor (tenure-track)	Tenure Only
	Professor	x	x	x
	Associate Professor	x		x