

**DEPARTMENTAL PROMOTION AND TENURE POLICY**  
**Department of Horticultural Sciences**  
**Texas A&M University**  
(revised and approved effective September 23, 2009)

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### **Introduction**

The Texas A&M Department of Horticultural Sciences is judged by the quality of its academic, extension and research programs and the total professional contributions of its faculty. For this reason, the Department of Horticultural Sciences seeks to hire and retain faculty members who develop distinguished teaching programs, at the graduate and undergraduate levels, develop distinguished research and/or extension programs, and share their time and professional expertise in service both within and outside of the Texas A&M University System (TAMUS).

In order to increase the probability of retaining outstanding faculty, various guidelines and policies for promotion and tenure have been developed. The policies and procedures for promotion and/or tenure set forth in this document apply to both tenure-

track and non-tenure-track faculty within the Department of Horticultural Sciences on the Texas A&M University campus and at off-campus locations.

These guidelines are intended to inform candidates concerning the expectations of the faculty of the Department of Horticultural Sciences and the procedures for promotion and tenure within this program. In all cases, the policies and procedures of Texas A&M University College of Agriculture and Life Sciences, Texas AgriLife Research and Texas AgriLife Extension supersede those contained herein. Candidates are urged to familiarize themselves thoroughly with the policies and procedures of the appropriate system part(s) and to exercise due diligence in adhering to deadlines and expectations. The Rules for TAMU are set forth in University Rule *12.01.99.M2 - University Statement on Academic Freedom, Responsibility, Tenure, and Promotion*. The Dean of Faculties Office publishes yearly guidelines and the process to follow for that year.

### **I. Definition of Faculty, Rights and Privileges**

Consistent with Texas A&M University College of Agriculture and Life Sciences, Texas AgriLife Research, and Texas AgriLife Extension policy, to be considered a **faculty member** of the Department of Horticultural Sciences, an individual must hold one of the following titles:

Professor  
 Associate Professor  
 Assistant Professor  
 Research Professor  
 Research Associate Professor  
 Research Assistant Professor  
 Adjunct Professor  
 Adjunct Associate Professor  
 Adjunct Assistant Professor  
 Visiting Professor  
 Visiting Associate Professor

Visiting Assistant Professor  
Instructor  
Lecturer  
Senior Lecturer  
Distinguished Lecturer  
Assistant Lecturer

### **Rights and Privileges of Faculty Members**

All faculty members should receive communications intended for “faculty” and are invited to participate in faculty meetings. To be a voting member of the faculty, individuals must be adloc’d to the Department of Horticultural Sciences (with a title of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Lecturer, or Distinguished Lecturer), and have Horticultural Sciences designated as their home department (as in the case of off-campus Texas AgriLife Research appointments), and have no modifiers in their professorial titles. Therefore, Adjunct, Visiting, and Research modifiers are non-voting faculty members. Issues which require a faculty vote typically include department-wide issues (e.g. hiring of a new faculty member or Head, changes in departmental policy). In addition, for agency (TAMU COALS, Texas AgriLife Research, Texas AgriLife Extension) specific issues, votes may be taken that are restricted to faculty that carry those agency appointments.

### **II. Composition, Voting and Tenure on the Promotion and Tenure Committee**

The Promotion and Tenure Committee is composed of all full Professors in the Department of Horticultural Sciences, including Professors with TAMU, Texas AgriLife Research and Texas AgriLife Extension appointments, both on-campus and off-campus,

but not including Professors with modifiers (Research, Visiting or Adjunct). There will be a minimum of 2 full Professors each from the following categories:

- A. On-campus, TAMU or joint Texas AgriLife Research-TAMU or joint Texas AgriLife Extension-TAMU appointments
- B. On-campus, Texas AgriLife Extension appointment
- C. Off-campus, Texas AgriLife Research appointment
- D. Off-campus, Texas AgriLife Extension appointment

If no or only one full Professor in any of these categories exists in the current Department of Horticultural Sciences and/or off-campus units, then the remaining slot(s) in the category(ies) will be filled by an Associate Professor(s) from the deficient category as recommended by the T&P Committee and appointed by the Department Head.

### **Voting**

The whole committee will vote on matters related to promotion with the following exceptions.

Associate Professors cannot participate in decisions regarding promotion to full Professor.

When tenure considerations are made, all committee members may participate in discussion of the candidate's credentials and all members may register a vote. The vote will be reported separately for tenured committee members and non-tenured and/or non-tenure-track committee members. As per TAMU policy, only the vote of committee members already holding tenure will be reported as the formal tenure vote.

The Chair of the P&T Committee will tally votes, communicate committee decisions to the department head, and communicate the department head's comments to the committee.

**Abstain, Absent and Recuse Votes**

The committee should attempt to minimize abstain and absent votes in order for the committee's recommendation to carry maximum influence as the packets move forward through the process. Recuse votes should be used sparingly, and for valid reasons that compromise one's decision.

**Tenure on Departmental Promotion and Tenure Committee**

Appointment to the Departmental Promotion and Tenure Committee is permanent, but contingent on participation as follows:

- If a committee member fails to participate and register a vote in tenure and promotion considerations for two consecutive academic years, then they will be removed from the committee. Abstain or absent votes do not constitute a participating vote. A recuse vote (given a valid reason) does constitute a participating vote.
- Two years after removal, the faculty member will regain eligibility, and may be re-appointed to the committee by petition to the Head.

### **III . Timing of Reviews**

#### **Tenure and Promotion from Assistant to Associate Professor**

The general time line for reviews is as follows (exact dates will vary from year to year): March-May, candidate solicits input on dossier from senior faculty members; mid-June, candidate submits dossier and names of possible external peer reviewers to the Department Head; mid-August, dossier is assembled in preparation for going to the Department Promotion and Tenure Committee; early to mid-September, Department Promotion and Tenure Committee convenes and votes on cases; late September, Department Promotion and Tenure Committee report and Department Head letter is submitted to Dean's or Director's offices. Candidates are strongly encouraged to seek input from their mentoring committee and other senior faculty members regarding the timing for submitting their dossiers.

Any individual hired in a tenure-track position will be required to submit materials for review during the academic year prior to the end of their probationary period. The exact timing of this depends upon the length of the probationary period (see the formula below or as superceded by TAMU system policy). The start of a tenure-track faculty member's mandatory consideration year (academic year) can be calculated as follows:

**Calendar year hired + Probationary period – 2 years = Tenure Consideration Year**

For example, for a faculty member hired in 2009:

<b>If probationary period is:</b>	<b>Mid-Term Review will occur between:</b>	<b>Mandatory Tenure Review (at all levels) will occur:</b>
7 years	Mar – Dec 2012	2014/15
6 years	Mar – Dec 2011 (encouraged)	2013/14
5 years	Mar – Dec 2011 (encouraged)	2012/13
4 years	Mar – Dec 2010 (encouraged, but usually not done)	2011/12
3 years	N/A	2010/11

**NOTES:**

- (1) Semester of hire does not necessarily constitute “hire year.”
- (2) The probationary period will be found in the faculty member’s original letter of hire.
- (3) The Board of Regents will review recommendations in the spring semester of the tenure consideration year.
- (4) See the separate Guidelines for Annual and Midterm Reviews for more information about midterm review timing.

A faculty member must be informed of a negative tenure decision at least 1 year before the termination of employment (except in the case of financial exigency as defined by TAMU System policy).

Promotion from Assistant to Associate Professor, with or without the granting of tenure, will take place prior to the beginning of the last probationary year (i.e. going up for tenure and/or promotion early) only in exceptional cases. Such an action recognizes the accomplishments of the faculty member in making unusually quick progress in the development of teaching, research or extension programs.

## **Promotion from Associate Professor to Professor**

There is no set schedule for consideration of promotion from Associate Professor to Professor. The timing should be part of the discussion between the faculty member and the Head, Resident Director or Associate Head for Texas AgriLife Extension during the Annual Review. Twelve total years in rank (Assistant plus Associate) would be a typical time in rank to begin the discussion on timing of promotion to Professor; however, the exact timing is dependent on the progress and accomplishments of the faculty member.

## **IV. Mid-Term Review**

### **(3-Year Review for 7-Year Probationary Period)**

<http://dof.tamu.edu/admin/faculty/annual-midtermguidelines.pdf>

The Mid-Term Review often is referred to as “3<sup>rd</sup> Year Review” because many tenure-track faculty are hired with a 7 year probationary period; therefore, the mid-term review would take place in the third year. Tenure-track faculty with a probationary period of 7 years are required (by University Rule 12.01099.M2) to have a Mid-Term Review. Tenure-track faculty with a probationary period between 4 and 6 years are encouraged to have a Mid-Term Review. Unless the appointment letter states otherwise, the probationary period in the department will be 7 years. See the previous table on Timing of Review for the when the Mid-Term Review is to be conducted.

### **Purpose of Mid-Term Review**

The purpose of the Mid-Term Review is mentoring. The decisions and opinions of the Head, Resident Director, Associate Head, and Tenure and Promotion Committee are not terminal. The Mid-Term Review informs faculty members as to how they are

progressing towards promotion and/or tenure, and in sufficient time in advance to allow the faculty member to correct deficiencies. The Annual Review by the Head, Resident Director or Associate Head for TCE allows annual mentoring. The Mid-Term Review gives candidates an indication as to how the Tenure and Promotion Committee views their progress towards promotion. Candidates are expected to confer with their mentoring committee in preparation for the mid-term review.

### **Mandatory for all Faculty – TAMU, AgriLife Research and AgriLife Extension**

Mid-Term Reviews are mandatory for TAMU faculty with seven year probationary periods. Since the main purpose of the Mid-Term Review is mentoring, departmental policy also requires Mid-Term Reviews for Texas AgriLife Research and Texas AgriLife Extension faculty, both on-campus and off-campus.

### **Mid-Term Review Process**

The Mid-Term Review should be similar to the tenure/promotion review process, including the submission of a dossier. However, no outside letters are sought; but internal letters of recommendation can be included. The Mid-Term Review packet is put together according to the Guidelines for Tenure and Promotion Packages for that year ([http://dof.tamu.edu/admin/tp/tenure\\_guide.doc](http://dof.tamu.edu/admin/tp/tenure_guide.doc) )

At the discretion of the Head, Resident Director or Associate Head for Texas AgriLife Extension, the Mid-Term Review can take the place of the Annual Review during the year of the Mid-Term Review.

The Mid-Term review package goes only to the level of Dean of the College, or Directors of Texas AgriLife Research or Texas AgriLife Extension.

## **V. Promotion and Tenure Review**

(<http://dof.tamu.edu/>)

### **Eligibility for Promotion and Tenure**

To be eligible for tenure consideration, an individual must hold the title of Instructor, Assistant Professor, Associate Professor, Professor or Distinguished Professor, and have a minimum salaried appointment of 33% on a 9-month basis (25% on a 12-month basis) with Texas A&M University (TAMU). Persons with majority appointments with the Texas AgriLife Research, Texas AgriLife Extension, or with joint appointments with less than 33% funding on a 9-month basis, or 25% on a 12-month basis through TAMU are eligible for professorial rank, but are not eligible for tenure consideration. Lecturers, Senior Lecturers, Visiting, Adjunct, and Research Professors of any rank, graduate students serving as teaching assistants, post-doctoral fellows, technicians or Research Scientists are not eligible for tenure consideration and are evaluated annually for reappointment by the department head or his/her designate.

New faculty members who have only recently earned terminal degrees or have only postdoctoral training, are accorded a probationary period not to exceed 7 years during which they must demonstrate competence for promotion, and if the position is on the tenure-track, for the awarding of tenure. The duration of this probationary period must be clearly stated in the initial letter of offer and is governed by the policies of Texas A&M University. Persons with prior appropriate full time service at other institutions of higher education may be accorded lesser probationary terms. Under certain circumstances, advanced professorial rank and tenure or advanced professional rank and

tenure probation may be awarded during the process of hiring. Typically, hiring of faculty at advanced professorial rank or granting of tenure upon hiring only will be considered if the individual currently possesses that rank and/or tenure at another institution of higher education, and in all cases, the Department of Horticultural Sciences Promotion and Tenure Committee will vote on this action.

Assistant Professors in the tenure-track will not be recommended for promotion without also being recommended for tenure. Associate Professors in tenure-track positions, hired without tenure, may have a maximum of 7 years to qualify for tenure as agreed upon at the time of hiring. The awarding of tenure to an Associate Professor is not always accompanied by promotion to Professor.

Promotion of tenured faculty from Associate Professor to Professor will be based on the documentation of distinguished achievement in teaching, research and extension/professional/public service activities. Consideration may be given to promotion of an individual whenever criteria as set forth in the following section are met.

There are four ways in which candidates to be considered for promotion and/or tenure may be identified:

1. As mandated by the probationary period.
2. By recommendation of the Department Head or Resident Director;
3. By the Department of Horticultural Sciences Promotion and Tenure Committee;
4. By the request of the individual faculty member;

Except with the mandatory probationary period, the candidate is ultimately the person who makes the decision as to when consideration for promotion will occur. This

decision should be made after strongly considering the advice from their mentoring committee, other senior faculty members and the Department Head.

## **Criteria for Promotion and the Awarding of Tenure**

### **General Policy**

The criteria for promotion and for the awarding of tenure (if on the tenure-track) in the Department of Horticultural Sciences are identical, that is, tenure or promotion is recommended only if the candidate clearly meets the criteria for promotion not only among others in the Program, but also in comparison with scientists throughout the System and those at peer institutions with horticulture programs.

### **Assistant Professor**

The rank of Assistant Professor usually pertains to an initial appointment, rather than a promotion.

Qualifications for appointment to this rank include receipt of the terminal degree in the discipline, high potential for future teaching, research or extension programming ability, which is based on evaluation of service as a teaching assistant and/or instructor, the candidate's dissertation or other written evidence of original research, prior involvement in extension programming activities, or prior service as an Assistant Professor at another institution.

An Assistant Professor with a teaching appointment will have responsibility for teaching undergraduate and/or graduate courses and for assisting in course and curriculum development, may supervise the efforts of undergraduate and graduate student assistants, assist student organizations within the Department, College or University, and, as a member of the graduate faculty, advise graduate students and serve on graduate

student committees. The Assistant Professor may also assume major responsibility for supervising graduate students who are completing theses or dissertations, and may serve as a member of College and/or University committees. The Assistant Professor with a joint research or extension appointment will also have a responsibility to develop a productive research or extension program, to seek external support for such programs and publish the results of these efforts, to advise students on curricular and career choices, engage in public service activities and serve on faculty committees. The Assistant Professor will develop scholarly maturity as evidenced by professional achievement, such as publication of research results in refereed journals, and by creative and effective teaching or extension activities.

**Mentoring Committee:** A Mentoring Committee will be assigned by the Department Head to all new Assistant Professors within one year of employment. The Mentoring Committee normally will consist of two to four senior faculty (Associate Professor or Professor) who have experience relevant to the new Assistant Professor. Once the Mentoring Committee is assigned, it is the responsibility of the new faculty member to communicate with them on a regular basis regarding professional development activities and progress towards promotion. One member of the Mentoring Committee will assume the role of primary contact. The Assistant Professor is encouraged to solicit an annual review of their progress from the mentoring committee.

### **Associate Professor**

Appointment or promotion to the rank of Associate Professor requires evidence of superior ability as a teacher, researcher and/or extension professional. The demonstration of a substantive research or extension program, excellence in classroom instruction, and publications that reflect one's original contributions are required for advancement to this grade. Other professional and scientific activities, as well as involvement in departmental improvement programs, are positive factors.

The Associate Professor with a teaching appointment will be responsible for teaching undergraduate and/or graduate courses, and for assisting in course and curriculum development. The Associate Professor must have demonstrated skill in teaching undergraduate and/or graduate courses, must have received favorable evaluations from students and departmental administrators, and must have demonstrated a sincere interest in working with students. If assigned research responsibilities, he/she should manifest a high degree of scholarly maturity by conducting research programs of a high caliber in a disciplinary or commodity specialty, by seeking external support for such research, and by publishing the results of these efforts. If assigned extension responsibilities, the individual should have organized an effective extension program to include publications, media development, programs, workshops, and collaborative efforts with county extension professionals, and other means considered appropriate to a comprehensive program. The Associate Professor with teaching and/or research appointments will assume major responsibility for supervising graduate students who are completing theses or dissertations, and may serve as a member of college, university, or agency committees. He/she might have other responsibilities, as assigned by the Department Head. He/she may also be responsible for serving as a resource person for appropriate commodity groups, and for undertaking leadership roles in appropriate professional organizations at the state, regional, or national level.

### **Professor**

Appointment or promotion to the rank of full Professor requires evidence of superior and sustained performance as a teacher, researcher and/or extension professional. Some individuals are better teachers than others, just as some are better researchers than others. The combination of these principal academic functions, at a level of superiority and as appropriate to the appointment, is required of a full Professor. The Professor must have achieved national/international recognition for scientific accomplishment or creative activity. In addition, significant contributions are expected by way of faculty governance and visible participation in national academic and scientific affairs.

The Professor should be recognized as a highly competent professional in his/her discipline, should also have a record of success in assigned teaching, research or extension responsibilities and should continually strive for professional improvement.

Measures that weigh heavily in evaluation for promotion to this rank include quality of teaching; quality of theses and/or dissertations prepared under the candidate's active supervision; chairing/co-chairing Ph.D. student committees for those with on-campus research and teaching appointments; the candidate's own research productivity, quality of extension programming, grantsmanship, participation in departmental, college, Texas AgriLife Research, Texas AgriLife Extension, and university affairs, and leadership in the affairs of relevant professional and scientific organizations, and where appropriate, commodity organizations.

The Professor is responsible for providing leadership in developing the educational and/or research program(s) in his/her area of expertise and for attracting high-quality students. He/she assumes major responsibility for discharging successfully the tasks assigned to department, college, agency, and/or university committees. The Professor exhibits the highest caliber of instructional, extension programming, and/or scholarly skills, and is uniquely responsible for, and capable of, providing leadership for

the overall good of the Texas A&M University System. As a seasoned and mature professional, the Professor contributes significantly to regional and national organizations. Likewise, the Professor is responsible for using his/her skills and reputation to advance the horticulture professions, and to seek ways in which the discipline can assist in improving the quality of life.

### **Criteria for Evaluation**

All faculty are expected to develop distinguished teaching, research and/or extension programs, consistent with the expectations of their position descriptions and annual plans of work, and to serve their profession and TAMUS by participating on committees and in administrative functions as needed. Teaching, research and extension performance will be evaluated with respect to the proportion of budgeted time assigned to each activity. However, the major emphasis for evaluation will be on the quality and balance of effort in the individual's overall academic and professional programs. The criteria for evaluation are (in no particular order of importance):

1. Criteria for the Teaching Function
  - a. Superior teaching performance in the classroom based on student evaluation, etc.
  - b. Development of innovative and effective instructional approaches, materials, books, manuals, and techniques
  - c. Development of new academic programs
  - d. Incorporation of activities and instructional materials that enhance students' exposure to diversity and international awareness and/or increase the students' involvement in interdisciplinary courses and curricula.

- e. Chairship/co-chairship of graduate advisory committees and direction of graduate programs, particularly Ph.D. students for those faculty with the rank Associate Professor or Professor
  - f. Publication in educational journals
  - g. Recipient of awards for teaching from the university and/or professional organizations
  - h. Effective student advising
  - i. Effective student recruitment
2. Criteria for the Research Function
- a. Evidence of independent research in a well-planned and developed program and/or a key role in strong multi-disciplinary research
  - b. Demonstration of significant contributions to interdisciplinary research collaborations involving faculty with different departments in the College of Agriculture and Life Sciences, faculty in other colleges at Texas A&M University, or colleagues from other institutions. International and interdisciplinary collaborations which result in publication of scholarly works are encouraged.
  - c. Publication of research in scholarly and professional refereed journals
  - d. Publication of research in forms that are targeted for user groups
  - e. Recipient of awards for excellence in research
  - f. Significant research funding from external sources
  - g. Presentation of invited papers at regional, national, or international professional and scientific meetings
  - h. Maintenance of effective relationships with research user groups

- i. Evidence that research has contributed to the advancement of knowledge or has produced a tangible benefit to society, e.g., improved crop variety
- j. Chairship/co-chairship of graduate advisory committees and direction of graduate programs, particularly Ph.D. students for those faculty with the rank Associate Professor or Professor

3. Criteria for the Extension Function

- a. Evidence of leadership in extension programming, as judged by substantial impact on clientele served
- b. Quantity and quality of extension materials including bulletins, pamphlets, fact sheets, electronic or multimedia presentations, videos, computer programs, newsletters, web pages and other educational works prepared by the individual
- c. Quantity and quality of extension educational efforts in mass media
- d. Quantity and quality of educational activities in service to individuals, county programs, and commodity groups
- e. Participation in research, independently or in cooperation with others, and the subsequent publication of results in refereed journals and/or industry and trade journals
- f. Demonstrate ability to obtain grant support from external sources
- g. Presentation of invited papers at regional, national, or international industry, professional and/or scientific meetings
- h. Maintenance of effective relationships with commodity groups

- i. Receipt of awards, commendations, or other recognition indicative of excellence in scholarly or service activity
  - j. Evidence of effectively communicating research findings of TAMUS research personnel, or evidence of effective communication or cooperation with TAMUS or researchers from other institutions or entities.
4. Criteria for the Public Service Function
- a. Service to the College, University, and System through committee assignments and leadership roles
  - b. Service to professional and scientific societies
  - c. Maintenance of strong working relationships with counterparts in the Department
  - d. Service to state, regional, and national levels of government
  - e. Service to students, student organizations, etc.
  - f. Presentation of technical information to commodity groups
5. Contributions to a Safe Workplace

Faculty must demonstrate an awareness of and their support for making the departmental environment a safe workplace for themselves, their employees, their students and the University community. Criteria to be assessed in this regard include completion of all mandated safety and risk management trainings, integration of safety instruction and accountability into classroom and laboratory instruction, on-the-job training of all employees and graduate students in appropriate safety measures to be taken in their research, teaching, and extension programs, and correction of

variances under their control noted in University safety inspections. No faculty member will receive an unqualified satisfactory performance evaluation who is deemed by the Department Head to be out of compliance with University training and safety guidelines.

International activities related to teaching, research and service toward the broadest mission of the TAMUS will be recognized as a contribution toward faculty professional development.

In addition, where appropriate, consulting is considered a recognition of unique abilities and programmatic excellence, and will be evaluated in the tenure and promotion processes. Consulting, when done in accordance with university/agency policy, improves academic competence and can bring recognition to the individual, Department and University.

## **Tenure and Promotion Responsibilities**

### **Individual Responsibilities**

Each faculty member has the responsibility to be aware of the criteria for tenure and promotion within the Department, College, University and System and to meet or exceed these criteria. Faculty members should insure that their annual achievement reports and plans of work are current and complete.

The faculty member being evaluated for tenure or promotion or both is responsible for accumulating the information for review as outlined by TAMU policy, and to ensure its accuracy and completeness. The faculty member is also responsible for

timely submission of required documents to the appropriate administrative supervisor when requested.

Faculty members should also be prepared to provide a list of three to six peers (who are not their major Professor or former students) external to the University who can provide an evaluation of their merit for promotion and tenure. A similar list of industry leaders or clientele can also be submitted. The faculty member may submit a “do-not-contact” list, and letters from individuals on the “do-not-contact” list cannot be submitted to the Tenure and Promotion Committee. When called upon for evaluations, each referee will be provided with an up-to-date achievement report of the candidate. The department head or resident director will provide additional names and will select the group to be contacted. The group to be contacted will consist of approximately one third to half of the peers suggested by the faculty member and the remainder to be selected independently by the department head or resident director.

#### **Department of Horticultural Sciences Responsibilities**

All faculty will be reviewed yearly, based on their annual achievement reports, by the Department Head, Associate Department Head for Extension/Program Leader, and/or Resident Director, as appropriate. Assistant Professors will be comprehensively reviewed in their mid-term review with the timing depending upon their probationary period. Associate Professors and Assistant Professors will be evaluated by the Department Head, Resident Director and/or Associate Department Head for Extension/Program Leader and informed annually about their progress toward promotion and/or tenure. The role of the Promotion and Tenure Committee is advisory only. The Department Head (for TAMU or TAMU/Texas AgriLife Research), the Department Head in consultation with the Associate Department Head for Extension/Program Leader

(for Texas AgriLife Extension) or the Resident Director in consultation with the Department Head (for off-campus Texas AgriLife Research) makes the recommendation for the Department of Horticultural Sciences. The faculty member has the right to seek counseling from the Promotion and Tenure Committee, as well as from the Department Head, Associate Department Head for Extension/Program Leader, Resident Director or Mentoring Committee, as appropriate.

### **Promotion & Tenure Review and Evaluation Process**

#### **Department of Horticultural Sciences Level Review**

The dossier of candidates recommended for promotion and/or tenure will be reviewed by the Promotion and Tenure Committee, which will then vote on the recommendation. Only tenured committee members may vote on tenure decisions. The Department Head, the Department Head in consultation with the Associate Department Head for Extension/Program Leader or the Resident Director in consultation with the Department Head, as appropriate, will prepare his or her own recommendation, but must include the vote of the Promotion and Tenure Committee in the recommendation and letter to the Dean or Director. After the vote and final decision is made, the Department Head (or Resident Director, in the case of off-campus Texas AgriLife Research personnel, or Associate Department Head/Program Leader in the case of Texas AgriLife Extension personnel) shall inform the candidate of the decision. The recommendation is then forwarded to the Vice Chancellor for Agriculture (who is the Dean, COALS and Director, Texas AgriLife Research) or the Director of Texas AgriLife Extension as appropriate.

### **College, University, and System Level Review**

Reviews by promotion and tenure committees and/or administrators at the College, University, and System levels follow according to their current respective policies. Efforts will be made by the Unit Head to keep the candidate notified of the recommendations made at each step in the process in a timely manner. Only the Board of Regents can grant tenure. Promotion and tenure approved by the Board of Regents typically becomes effective the following September 1.

### **Non Reappointment**

Since the probationary period consists of a series of one-year contracts, a decision not to reappoint an individual who is on probation can be made any time up to the year of the mandatory review. Non-reappointment should be considered if performance is unsatisfactory to the point that it is clearly unlikely the person will qualify for tenure, as neither party benefits from prolonging an unsatisfactory situation. Such a decision is made, of course, with great care and only in compelling circumstances. Please note that notification of non-renewal may be made in spite of a prior decision to extend the probationary period. However, once notification of non-renewal is made, no probationary period extension may be requested.

### **Candidate's Right to Withdraw**

At any point in the process, a candidate may elect to withdraw his or her name from further consideration. This must be a written request. In the case of mandatory tenure considerations, this will mean submitting a written resignation.

**Right of Appeal**

All appeals and grievances will follow the procedure as outlined (<http://dof.tamu.edu/>) in the Statement on Academic Freedom, Responsibilities, Tenure, and Promotion Policy cited in the Faculty Handbook.

## **VI. Post-Tenure Review**

(<http://www.tamut.edu/administrative/12.06.99.pdf>)

Post-tenure review at Texas A&M University applies to tenured faculty members and is comprised of annual review of performance (PPM 2.3.2.5, Section I., E.) and, in case of unsatisfactory performance as delineated in this policy, the construction of, and subsequent review of, performance in a professional development plan.

As specified in PPM 2.3.2.5, annual reviews of performance are to be conducted for all faculty; must result in a written document of expectations for each faculty member, commensurate with his or her rank and seniority; and provide that evaluations of performance in scholarship, teaching, service, and other assigned responsibilities be made in writing. In order for annual review to be an integral part of post-tenure review, it will have these additional characteristics:

1. In each department, stated criteria for categories of performance to be assessed in the annual review will be established by departmental faculty and approved by the department head and dean. The categories established will range from a level deemed most meritorious to one deemed unsatisfactory by departmental standards.
2. An annual review finding unsatisfactory performance shall state the basis for finding unsatisfactory performance in accordance with the criteria.
3. A report to the dean of unsatisfactory performance as assessed by annual review will be accompanied by a written plan for near-term improvement

## **Criteria for Categories of Performance to be Assessed in Annual Review**

1. Criteria for the Teaching Function
  - a. Superior teaching performance in the classroom based on student evaluation, etc.
  - b. Development of innovative and effective instructional approaches, materials, books, manuals, and techniques; development of new academic programs
  - c. Chairship/co-chairship of graduate advisory committees and direction of graduate programs, particularly Ph.D. students for those faculty with the rank Associate Professor or Professor
  - d. Publication in educational journals
  - e. Recipient of awards for teaching from the university and/or professional organizations
  - f. Effective student advising; effective student recruitment
2. Criteria for the Research Function
  - a. Evidence of independent research in a well-planned and developed program and/or a key role in strong multi-disciplinary research
  - b. Publication of research in scholarly and professional refereed journals; publication of research in forms that are targeted for user groups
  - c. Recipient of awards for excellence in research
  - d. Significant research funding from external sources
  - e. Presentation of invited papers at professional and scientific meetings

- f. Chairship/co-chairship of graduate advisory committees and direction of graduate programs, particularly Ph.D. students for those faculty with the rank Associate Professor or Professor
3. Criteria for the Extension Function
- a. Evidence of leadership in extension programming, as judged by substantial impact on clientele served and or relationship within commodity groups.
  - b. Development of extension materials including bulletins, pamphlets, fact sheets, electronic or multimedia presentations, videos, websites, computer programs, newsletters, mass media and other educational works prepared by the individual
  - c. Development of educational activities in service to individuals, county programs, and commodity groups
  - d. Participation in research, independently or in cooperation with others, and the subsequent publication of results in refereed journals and/or industry and trade journals; evidence of effectively communicating research findings of TAMUS research personnel, or evidence of effective communication or cooperation with TAMUS or researchers from other institutions or entities
  - e. Demonstrate ability to obtain grant support from external sources
  - f. Presentation of invited papers at industry, professional and/or scientific meetings

- g. Receipt of awards, commendations, or other recognition indicative of excellence in scholarly or service activity
- 4. Criteria for the Public Service Function
  - a. Service to the College, University, and System through committee assignments and leadership roles
  - b. Service to professional and scientific societies
  - c. Maintenance of strong working relationships with counterparts in the Department
  - d. Service to state, regional, and national levels of government
  - e. Service to students, student organizations, etc.

### **Three Consecutive Unsatisfactory Reviews**

If a faculty member receives three consecutive unsatisfactory reviews, a professional review is initiated. See the university guidelines for the professional review, hearings, appeals and grievances (<http://tamus.edu/offices/policy/policies/pdf/32-01-01.pdf>); University Rules at <http://rules-saps.tamu.edu/>; and "Faculty Grievance Procedures Not Concerning Questions of Tenure, Dismissal, or Constitutional Rights at <http://rules-saps.tamu.edu/PDFs/12.01.99.M4.pdf>)