

Texas A&M University Department of Biomedical Engineering
Procedures Relating to Promotion and Tenure Review

Overview

The overall purpose of College of Engineering (COE) and Department guidelines is to ensure the integrity of the promotion and tenure process and to promote and retain the best faculty possible.

Promotion and Tenure Committee

The Biomedical Engineering Department Promotion and Tenure Committee (DP&TC) will be comprised of all full professors, excluding the department head and gratis joint appointments. The chair of the DP&TC will be appointed on February 1* of each year by the department head and will serve for a one year term; he/she may be re-appointed no more than two years in succession. The committee charge is as follows:

1. To implement the promotion and tenure policies established by the COE and Texas A&M University.
2. To implement, monitor, and make recommendations on departmental promotion and tenure policies.
3. To conduct an annual review of each non-tenured faculty member. (A tenured associate professor may also request an annual review by the DP&TC with the objective of obtaining the committee's assessment relevant to promotion to professor.)
4. To conduct full reviews in cases of consideration for tenure and for promotion to Associate Professor or Professor and to report findings to the department head.

Policies Relating to Promotion and Tenure

Criteria used to make decisions on promotion and tenure will be consistent with those printed in the current University Policy and Procedures Manual and the College of Engineering document: "Guidelines and Time Lines for Tenure and Promotion".

* All dates are subject to guidance from the COE and/or action by the department head that is consistent with the general timing provided here-in

Annual Review Procedures

1. The DP&TC will review the progress of each non-tenured faculty member on an annual basis. The faculty member will, upon request by the department head, submit to the department head a packet of materials to include a vita, copies of recent publications, and copies of teaching evaluations from the previous two semesters (when available). The department head will then forward these materials to the chair of the DP&TC by March 1. The DP&TC may request additional materials and/or clarifications from the faculty member. Within three weeks following the review, the committee will forward to the department head a written evaluation of the faculty member's progress towards tenure and promotion.
2. The department head will, within 2 weeks of receipt of the DP&TC report, provide the faculty member with a copy of the DP&TC report as well as provide his/her independent recommendations related to progress toward promotion and tenure and the decision on re-appointment.
3. The department head will forward complete reviews to the Dean's office by the date specified by the COE.

Mandatory Mid-term or 3-year Review Procedures

1. Each untenured tenure-track faculty member with a full probationary period will be reviewed by the DP&TC after three years in a tenure-track position. (See university guidelines for faculty hired at times other than September 1, and number 4 below for shorter probationary periods). The department head will collect from the faculty member the necessary documents (vita; faculty progress report form; 1-2 page statement on their philosophy on teaching, research, and service; copies of 2 most significant papers published while at A&M; teaching evaluations; etc.) from the candidate and forward them to the chair of the DP&TC by February 15. The DP&TC may request additional materials and/or clarifications from the faculty member. The DP&TC will, by March 10, forward to the department head a written evaluation of the faculty member's progress towards tenure and promotion.

2. The department head will, within 2 weeks of receipt of the DP&TC report, conduct an independent formal third year review of each tenure-track faculty member. The department head will document his/her findings in a written report indicate whether or not he/she recommends that the faculty member be re-appointed. This recommendation may agree or disagree with the recommendation of the DP&TC.
3. The department head will provide the Executive Associate Dean (EAO) with the faculty progress report, the vitae, papers, DP & TC written evaluations, and a draft of the DH written evaluation /review written as a memo to the faculty member. The draft memo will identify both strengths and weakness in the candidate's record and recommend mid-course corrections.
4. A copy of the faculty member's progress report and materials along with the department head's memo of evaluation and the DP&TC's recommendation will be submitted to a subgroup of the College of Engineering T&P Advisory Committee (CETPAC) in April.
5. The CETPAC will provide the EAD with a written evaluation and recommendation on the faculty member's case and the EAD will meet with the DH to discuss the case.
6. The DH will prepare the finalized written evaluation, meet with the faculty member, provide verbal feedback and present the written review/recommendation by June 1. Faculty members must acknowledge receipt of their evaluation by signing the document.
7. Faculty hired with less than the standard tenure probationary period will receive an equivalent review at a time determined by the department head.

Promotion and Tenure Review Procedures

1. In the year prior to the final year of a tenure-track faculty member's probationary period, the department will conduct a review that results in a recommendation for or against tenure and promotion to associate professor (if the faculty member is an assistant professor.). A faculty member seeking promotion to associate professor with tenure, or seeking tenure at the associate professor level, prior to the terminal year of their probationary period may request that the department head initiate the

review process. A tenured associate professor desiring promotion to professor will be reviewed following these same procedures.

2. A memo from the department head (outlining deadlines and the materials requiring preparation) will be provided to assistant professors who are eligible for promotion to associate professor with tenure, untenured associate professors who are eligible for tenure, or associate professors eligible for consideration for promotion to professor. Information from the Dean's office on preparing a dossier for consideration will be provided to the candidate as received by the department.
3. Upon request candidates will supply the department head with a list of **at least 3 and up to 6** individuals who may be contacted to write external letters of evaluation. The list should be comprised of nationally recognized scholars in the candidate's field of expertise and should **in most cases** hold tenure at a peer academic institution. Names of dissertation advisors, co-authors, and one's own students are not recommended. The candidate may, in addition, supply a list of individuals which are not to be asked for an external letter of evaluation. If the candidate chooses not to exercise **the do-not-ask** option, a signed statement to this effect must be submitted to the department head. The department head will also generate an independent list of external reviewers. It is acceptable if the same individuals appear on both the candidates and the department head's lists of acceptable reviewers. The department head will combine the two lists and select reviewers from this combined list, not to include those excluded by the candidate. **The department head will include in this combined list at least two evaluators from the candidate's list.** Internal letters of recommendation are discouraged unless they provide unique information about unusual collaborative or other activities. Internal letters will not be counted toward the minimum of **four** letters (see below).

All letters of evaluation received will be forwarded to the DP&TC by September 5th. The number of letters must be equal to or greater than four, with at least one letter from the candidate's list and at least one letters from the department head's list. Names that appeared on both lists may be

counted in both categories. If the set of letters received does not meet this criterion additional letters will be solicited drawing from the candidate's or the department head's original or, if necessary, supplemented lists.

4. The candidate will, upon request, submit a packet of materials (candidate statement, vita, faculty progress report, teaching evaluations, course materials, publications and submitted papers) to the department head. The candidate shall sign a statement indicating that all submitted materials are both current and correct.
5. The department head will review the packets and may advise a voluntary candidate as to whether a positive outcome of the process is likely. The choice to proceed or not is the voluntary candidate's.
6. The department head shall arrange for a peer review of the candidate's teaching during the spring semester of the academic year in which the candidate is under consideration. All materials for the DP&TC will be forwarded to the committee by the department head by September 5. The DP&TC may request additional materials and/or clarifications from the faculty member.
7. The DP&TC will review the candidate's packet in a timely manner as well as all external and internal letters (if applicable), the peer review of teaching and other pertinent materials. After deliberation, DP&TC will vote by secret ballot and will provide the department head with a written recommendation (including the final vote). All members of the DP&TC are expected to vote. In particular, the recommendation must address separately the research, service, and teaching activities. The DP&TC report is due to the department head by September 25 or as otherwise requested.
8. The department head will formulate his/her recommendation separately, but must address the DP&TC's recommendation.
9. The DP&TC's reviews and department head's recommendation, as well as all supporting documentation, will be forwarded to the Dean's office by October 10 or as otherwise requested for all mandatory cases. For voluntary cases, regardless of DP&TC and department head recommendations, all materials will similarly go forward unless the candidate chooses to withdraw from consideration.

10. The department head will inform the candidate of the decisions at each level of review --DP&TC, department head, college promotion and tenure committee, dean's office, provost's office, president's office, and board of regents. If the case is voluntary, the candidate has the option of withdrawing at any point in the process by submitting a written request to the department head.
11. Consideration of promotion to Associate Professor with tenure before the final probationary year will follow the same procedures given above.
12. Faculty hired as an Associate Professor without tenure will be considered for tenure following the same procedures given above, and may also be considered for promotion although in this case tenure and promotion will not be linked.
13. Faculty hired as a full Professor without tenure will be considered for tenure following the same procedures given above.

Hiring with Tenure

1. Faculty that are proposed to be hired with tenure will undergo review by the DP&TC for assessment of whether or not their cumulative record is consistent with tenure considerations for faculty hired without tenure.
2. The DP&TC will vote on such candidates by secret ballot and provide a written report to the department head consistent with the procedures given above.

This document was voted on by the entire faculty and approved by 2/3 majority (or greater), this January 16, 2008. It supersedes and replaces all previous documents on the subject of promotion, and tenure in the Department of Biomedical Engineering.

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