



OFFICE OF THE DEAN AND CHIEF EXECUTIVE OFFICER

October 29, 2008

To: Jeff Vitter  
Provost and Executive Vice President for Academics

Through: Karen Watson  
Dean of Faculties and Associate Provost

From: Mark Weichold  
Dean & CEO, TAMUQ

A handwritten signature in black ink, appearing to read 'Mark Weichold', written over the printed name and title.

I would like to request permission for the possibility of a small number of faculty being considered for promotion (only) out of cycle. The attached document describes the proposed process and timeline. This is a one time only request, as TAMUQ has been working to get processes agreed upon by TAMUQ and TAMU and we need to assure that some of the best and most deserving faculty are retained.

CC: G. Kem Bennett, Vice Chancellor for Engineering and Dean  
H. Joe Newton, Dean of Science  
Charles A. Johnson, Dean of Liberal Arts

## TAMUQ Faculty Promotion Process (Exhibit B - MOU)

TAMUQ faculty members will prepare promotion packages with the same contents required of candidates in departments in their field in College Station. The specific timeline will be decided annually by TAMUQ.

TAMUQ faculty will submit the completed promotion material to TAMUQ Associate Dean of Academic Affairs (ADAA). The TAMUQ ADAA will then convene i) Field appropriate subcommittees and ii) TAMUQ P&T Committee as described below. ADAA will submit promotion packages to these committees.

**TAMUQ ADAA will assemble field appropriate subcommittees (FA-SC) of the TAMUQ P&T committee to provide three reviews on teaching, research, and service for each candidate in the specific field.**

- Example: If the candidates under consideration include: 2-ECE faculty, 2-ME faculty, 1-Chemistry faculty and 1-English faculty, then four FA-SC's will be formed in the following fields: ECE, ME, Chemistry & English
- Each FA-SC will be composed of the following 3 members: Program Coordinator (standing member); One TAMUQ faculty – elected by the TAMUQ faculty in that field; One TAMU/TAMUQ faculty, appointed by TAMU department head.

*Note: Each FA-SC committee member's rank must be equal or higher than the faculty candidate under consideration*

In cases where faculty in the ranks above are not available for membership in the FA-SC, then the FA-SC replacement will be appointed by the ADAA to include appropriate faculty after consultation with the candidate, Dean of Faculties, and the Dean of the corresponding college at Texas A&M University in College Station

- FA-SC report on teaching/research/service will be reviewed by each candidate's TAMU department head or dean's office designee (associate dean's level). Note: each college will decide on this step.
- The TAMU department head or dean's office designee will provide his/her independent input in the form of a letter to TAMUQ P&T committee.

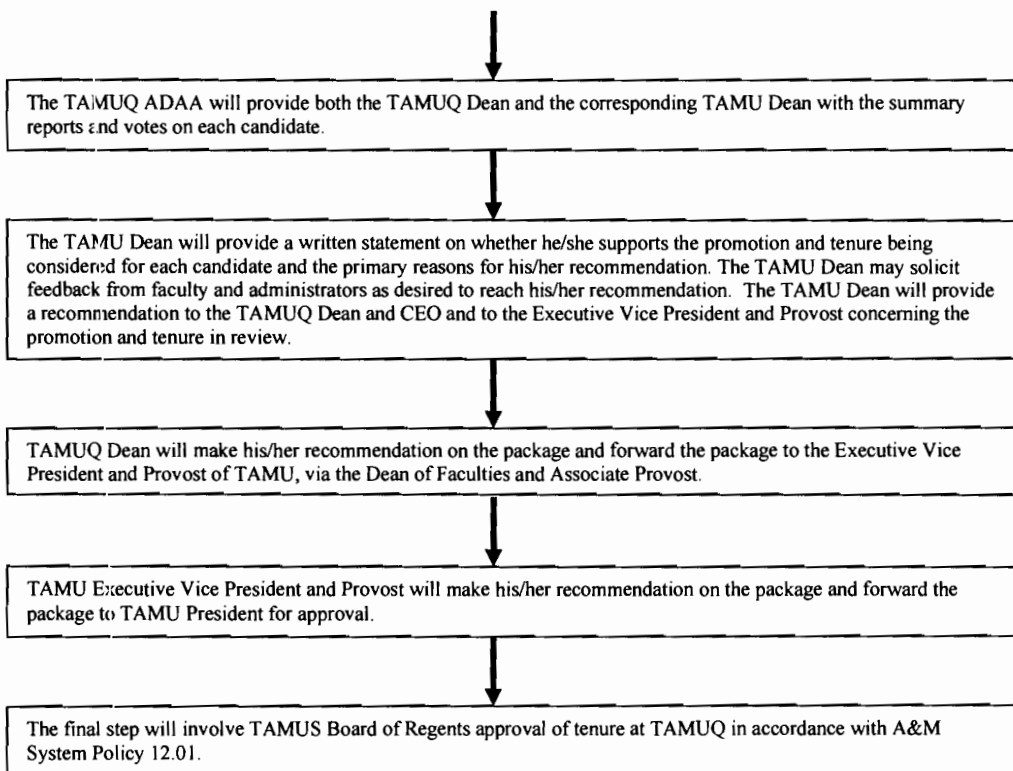
### TAMUQ ADAA will assemble three separate TAMUQ P&T committees as follows:

**Chair: TAMUQ ADAA (non voting member)**

Qatar Engineering P&T (QE-P&T) Members: engineering faculty only	Qatar Science P&T (QS-P&T) Members: science faculty only	Qatar Liberal Arts/Library P&T (QLA/L-P&T) Members: liberal arts and/or library faculty only
1) TAMU Executive associate dean (standing member)	1) TAMU Executive associate dean (standing member)	1) TAMU designated associate dean (standing member)
2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.
3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.
4) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	4) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	4) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.
5) TAMUQ ADAA appointee	5) TAMUQ ADAA appointee	5) TAMUQ ADAA appointee

*Note: In case of a faculty candidate from the College of Geology or Education (Kinesiology dept) being considered a separate Qatar P&T committee will be convened involving the appropriate departments.*

Each of the three P&T committees will only deliberate on candidates in their respective fields (engineering/science/general-academics). Each P&T committee will solicit external reference letters and begin deliberations and vote on candidates seeking promotions. All votes which can be counted must be cast by individuals holding faculty rank equal or greater than the one the candidate is being considered for promotion to.



**Note # 1:** The Process followed must adhere to TAMU rules, Dean of Faculties Guidelines, and TAMU College's standards and expectations (with appropriate considerations for load, student, and infrastructure differences between the two campuses). The Guidelines under development will explain in more detail the expectations for achievement of promotion to different ranks as well as timelines and other expectations for TAMUQ faculty members

**Note # 2:** In accordance to TAMU rules: Promotion & Tenure of true joint appointment faculty residing at TAMUQ (i.e. budgeted positions) will simultaneously have to be considered through TAMU promotion process that exists as well as at TAMUQ

## TAMUQ Faculty Promotion Process

(Out of cycle for FY-08-09 only)

**Nov 16<sup>th</sup>, 2008:** Conduct a faculty meeting to announce “out of cycle” promotion process for FY 08-09. Discuss expectations and state that this one time only “out of cycle” is for exceptional candidates. Also announce that selection of candidates that qualify for “out of cycle” will be done via a committee that will include the deans (TAMUQ) and senior faculty at TAMUQ who have tenure at the main campus. Prior to Nov 16<sup>th</sup> vet the process through DOF at TAMU and PC meetings.

- By Nov 20<sup>th</sup> faculty desiring to be considered for “out of cycle” promotion submit their updated CV to their respective program coordinators.
- By Nov 23<sup>rd</sup> and 24<sup>th</sup> “out of cycle” selection committee will meet and vote on eligible candidates.
- On Nov 25<sup>th</sup> ADAA will inform individual faculty of their selection to apply for “out of cycle” promotion process.
- Nov 25<sup>th</sup> 2008 to Jan 8<sup>th</sup> 2009 – ADAA will form FA-SC and TAMUQ Promotion committees in consultation with TAMU DH, TAMUQ Dean, PCs. A voting process will be established for this.

1. **Nov 25<sup>th</sup> 2008 to Jan 8<sup>th</sup> 2009:** TAMUQ faculty members will prepare promotion packages with the same contents required of candidates in departments in their field in College Station.
2. **Jan 8<sup>th</sup> 2009:** TAMUQ faculty will submit the completed promotion material to TAMUQ Associate Dean of Academic Affairs (ADAA). The TAMUQ ADAA will then convene i) Field appropriate subcommittees and ii) TAMUQ P&T Committee as described below. ADAA will submit promotion packages to these committees.
3. **Nov 25<sup>th</sup>, 2008 to Jan 8<sup>th</sup> 2009:** TAMUQ ADAA will assemble field appropriate subcommittees (FA-SC) of the TAMUQ P&T committee to provide three reviews on teaching, research, and service for each candidate in the specific field.
  - Example: If the candidates under consideration include: 2-ECE faculty, 2-ME faculty, 1-Chemistry faculty and 1-English faculty, then four FA-SC's will be formed in the following fields: ECE, ME, Chemistry & English
  - Each FA-SC will be composed of the following 3 members: Program Coordinator (standing member); One TAMUQ faculty – elected by the TAMUQ faculty in that field; One TAMU/TAMUQ faculty, appointed by TAMU department head.
  - *Note: Each FA-SC committee member's rank must be equal or higher than the faculty candidate under consideration*
  - In cases where faculty in the ranks above are not available for membership in the FA-SC, then the FA-SC replacement will be appointed by the ADAA to include appropriate faculty after consultation with the candidate, Dean of Faculties, and the Dean of the corresponding college at Texas A&M University in College Station.
4. **Feb 15<sup>th</sup> 2009: FA-SC completes its report:**
  - FA-SC report on teaching/research/service will be reviewed by each candidate's TAMU department head or dean's office designee (associate dean's level). Note: each college will decide on this step.
  - The TAMU department head or dean's office designee will provide his/her independent input in the form of a letter to TAMUQ P&T committee
5. **March 15<sup>th</sup> 2009: TAMUQ Promotion Committee completes its report:**

**TAMUQ ADAA will assemble three separate TAMUQ P&T committees as follows:**

<b>Chair: TAMUQ ADAA (non voting member)</b>		
<b>Qatar Engineering P&amp;T (QE-P&amp;T)</b> Members: engineering faculty only	<b>Qatar Science P&amp;T (QS-P&amp;T)</b> Members: science faculty only	<b>Qatar Liberal Arts/Library P&amp;T (QLA/L-P&amp;T)</b> Members: liberal arts and/or library faculty only
1) TAMU Executive associate dean (standing member)	1) TAMU Executive associate dean (standing member)	1) TAMU designated associate dean (standing member)
2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	2) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.
3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.	3) TAMUQ faculty to elect from appropriate TAMU/TAMUQ faculty.

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5) TAMUQ ADAA appointee	5) TAMUQ ADAA appointee	5) TAMUQ ADAA appointee

*Note: In case of a faculty candidate from the College of Geology or Education (Kinesiology dept) being considered a separate Qatar P&T committee will be convened involving the appropriate departments.*

Each of the three P&T committees will only deliberate on candidates in their respective fields (engineering/science/general-academics). Each P&T committee will solicit external reference letters and begin deliberations and vote on candidates seeking promotions. All votes which can be counted must be cast by individuals holding faculty rank equal or greater than the one the candidate is being considered for promotion to

6. **March 30<sup>th</sup>, 2009:** The TAMUQ ADAA will provide both the TAMUQ Dean and the corresponding TAMU Dean with the summary reports and votes on each candidate
7. **April 15<sup>th</sup>, 2009:** The TAMU Dean will provide a written statement on whether he/she supports the promotion and tenure being considered for each candidate and the primary reasons for his/her recommendation. The TAMU Dean may solicit feedback from faculty and administrators as desired to reach his/her recommendation. The TAMU Dean will provide a recommendation to the TAMUQ Dean and CEO and to the Executive Vice President and Provost concerning the promotion and tenure in review
8. **April 15<sup>th</sup>, 2009:** TAMUQ Dean will make his/her recommendation on the package and forward the package to the Executive Vice President and Provost of TAMU, via the Dean of Faculties and Associate Provost
9. **May 1<sup>st</sup>, 2009:** TAMU Executive Vice President and Provost will make his/her recommendation on the package and forward the package to TAMU President for approval
10. **July 1<sup>st</sup>, 2009:** Promotion Effective Date July 1<sup>st</sup>, 2009

# TAMUQ Faculty Promotion Process

## (In Cycle for FY-09-10)

1. **Between now & April 1<sup>st</sup> 2009:** TAMUQ faculty members will prepare promotion packages with the same contents required of candidates in departments in their field in College Station. The specific timeline will be decided annually by TAMUQ
2. **April 1<sup>st</sup> 2009:** TAMUQ faculty will submit the completed promotion material to TAMUQ Associate Dean of Academic Affairs (ADAA). The TAMUQ ADAA will then convene i) Field appropriate subcommittees and ii) TAMUQ P&T Committee as described below. ADAA will submit promotion packages to these committees.
3. **April 1<sup>st</sup>, 2009:** TAMUQ ADAA will assemble field appropriate subcommittees (FA-SC) of the TAMUQ P&T committee to provide three reviews on teaching, research, and service for each candidate in the specific field.
  - Example: If the candidates under consideration include: 2-ECE faculty, 2-ME faculty, 1-Chemistry faculty and 1-English faculty, then four FA-SC's will be formed in the following fields: ECE, ME, Chemistry & English
  - Each FA-SC will be composed of the following 3 members: Program Coordinator (standing member); One TAMUQ faculty – elected by the TAMUQ faculty in that field; One TAMU/TAMUQ faculty, appointed by TAMU department head.
  - *Note: Each FA-SC committee member's rank must be equal or higher than the faculty candidate under consideration*
  - In cases where faculty in the ranks above are not available for membership in the FA-SC, then the FA-SC replacement will be appointed by the ADAA to include appropriate faculty after consultation with the candidate, Dean of Faculties, and the Dean of the corresponding college at Texas A&M University in College Station.
4. **Sept 15<sup>th</sup> 2009: FA-SC completes its report:**
  - FA-SC report on teaching/research/service will be reviewed by each candidate's TAMU department head or dean's office designee (associate dean's level). Note: each college will decide on this step.
  - The TAMU department head or dean's office designee will provide his/her independent input in the form of a letter to TAMUQ P&T committee
5. **Oct 30<sup>th</sup> 2009: TAMUQ Promotion Committee completes its report:**

**TAMUQ ADAA will assemble three separate TAMUQ P&T committees as follows:**

<b>Chair: TAMUQ ADAA (non voting member)</b>		
<b>Qatar Engineering P&amp;T (QE-P&amp;T)</b> Members: engineering faculty only	<b>Qatar Science P&amp;T (QS-P&amp;T)</b> Members: science faculty only	<b>Qatar Liberal Arts/Library P&amp;T (QLA/L-P&amp;T)</b> Members: liberal arts and/or library faculty only
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*Note: In case of a faculty candidate from the College of Geology or Education (Kinesiology dept) being considered a separate Qatar P&T committee will be convened involving the appropriate departments.*

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6. **Nov 10<sup>th</sup> 2009:** The TAMUQ ADAA will provide both the TAMUQ Dean and the corresponding TAMU Dean with the summary reports and votes on each candidate
7. **Dec 1<sup>st</sup>, 2009:** The TAMU Dean will provide a written statement on whether he/she supports the promotion and tenure being considered for each candidate and the primary reasons for his/her recommendation. The TAMU Dean may solicit feedback from faculty and administrators as desired to reach his/her recommendation. The TAMU Dean will provide a recommendation to the TAMUQ Dean and CEO and to the Executive Vice President and Provost concerning the promotion and tenure in review
8. **Dec 1<sup>st</sup>, 2009:** TAMUQ Dean will make his/her recommendation on the package and forward the package to the Executive Vice President and Provost of TAMU, via the Dean of Faculties and Associate Provost

9. Mar 1<sup>st</sup>, 2010: TAMU Executive Vice President and Provost will make his/her recommendation on the package and forward the package to TAMU President for approval

10. July 1<sup>st</sup>, 2010: **Promotion Effective Date July 1<sup>st</sup>, 2009**