Veterinary Integrative Biosciences: Departmental Guidelines Related to Tenure and Promotion

Authority for the Departmental Rules

Per University rule 12.01.99.M2, each college has written guidelines for evaluating faculty (Guidelines for Faculty Evaluations, approved June 1996). The Department of Veterinary Integrative Biosciences (VIBS) uses the College of Veterinary Medicine guidelines for tenure and promotion. Departments must also have their own written guidelines. Guidelines MUST be distributed at least every 3 years to all faculty (per interpretation of 12.01.99.M2 in the Tenure and Promotion Packages, Submission Guidelines 2006-2007, section E, page 25).

Definitions

The Tenure and Promotion Committee in VIBS consists of all tenured faculty of a rank higher than the current rank of a candidate under consideration. The Tenure and Promotion Committee in VIBS will provide to the VIBS Department Head recommendations regarding tenure and promotion of the candidates under consideration.

The Tenure and Promotion Evaluation Sub-Committee (TPEC) in VIBS is a standing committee of five tenured full professors appointed by the department head to provide reports and recommendations to the departmental Tenure and Promotion Committee. The chair is appointed by the department head.

Process for Departmental Review of Candidates

The timeline and process for departmental review of a candidate are outlined annually by the Dean of Faculties in a document titled Tenure and Promotion Packages: Submission Guidelines. Departmental evaluation of a candidate for promotion or tenure adheres to these guidelines and consists of five sequential reviews:

1. Review of teaching, research, and service, respectively, by ad hoc committees appointed by the department head. The candidate may veto proposed names for these subcommittees. The subcommittees give the TPEC separate written evaluations on teaching, research, and service for each candidate. This review generally begins in June.
2. Review of the candidate’s dossier (see below for components of the dossier) and subcommittee reports by the TPEC. The TPEC provides a written evaluation of teaching, research, and service in a single report. This review generally is carried out in August or early September.
3. Review of the candidate’s dossier by the departmental Tenure and Promotion Committee. This Committee reviews the ad hoc committee evaluations, external letters if applicable, and recommendations by the TPEC. Committee members vote by secret ballot for or against the promotion or may abstain. Members voting must certify on the ballot that they are familiar with the contents of the candidate’s dossier. The number of faculty members eligible to vote and number of yes, no, and abstain votes will be recorded and reported. Faculty will have 2 to 3 weeks to review dossiers and submit their ballots, generally in September.
4. Review by the department head. The department head assesses the findings of faculty and/or TPEC reviews and external evaluators and prepares a letter addressing the strengths and weaknesses of the dossier. The department head includes his or her recommendation for the promotion or tenure case under consideration. The department head or his or her designee also prepares a description of the qualifications of external reviewers. This step generally occurs in October.

5. Review at the College and Dean’s levels. Letters from the chair of the TPEC and department head, along with required documents, are forwarded to the Dean’s office for continued review as per the Tenure and Promotion Packages: Submission Guidelines from the Dean of Faculties for that year. This step generally occurs in late October.

**Promotion to Associate Professor with Tenure, Promotion to Professor, or Tenure Alone**

The timeline and process are outlined in the Tenure and Promotion Packages: Submission Guidelines document from the Dean of Faculties for that year. The criteria are addressed in the College of Veterinary Medicine’s Guidelines for Faculty Evaluation. Associate professors who wish to be considered for promotion to full professor may request an informal review by the department head and TPEC. Faculty members hired into tenure-track positions at the associate professor or professor rank who wishes to be considered for tenure before their probationary period has expired may also request an informal review by the department head and TPEC.

The candidate’s dossier includes items supplied by the candidate, as well as items obtained by the department head. The candidate must provide the following documentation for his or her dossier:

- a current curriculum vitae in the requested format (with a statement by the candidate attesting to its correctness);
- the candidate’s statement of philosophy on teaching, research, and service (3 pages, approximately one page each);
- a teaching portfolio;
- two example publications;
- a verification of content letter

Additional required documents obtained by the department head for the review include the ad hoc committee evaluations and external letters.

External letters of evaluation are requested by the department head from individuals outside Texas A&M University. The evaluators are selected by the department head and the candidate in approximately equal numbers. The department head will not contact any person for external evaluation whom the candidate has designated as not to be contacted. External reviewers are sent the candidate’s current curriculum vitae, statement of philosophy on teaching, research, and service, and two representative publications provided by the candidate, together with a cover letter from the department head outlining the requirements and expectations for the tenure or promotion decision under consideration. The faculty member may request the inclusion of additional articles, further documentation of teaching effectiveness, or other background information in the materials sent to the external reviewers.

**Three Year Review for Tenure-Track Faculty During Probationary (Pre-Tenured) Period**
The three year review “mimic[s] the tenure review process as closely as possible” (SAFRTP 4.3.5.2) but without outside letters. The candidate is assessed by three ad hoc committees appointed by the department head, one each to evaluate teaching, research, and service. The review occurs between March of the third year after hiring and December of the fourth year. The process is subject to modification based on that year’s Tenure and Promotion Packages: Submission Guidelines document from the Dean of Faculties.

The TPEC votes on the dossier, and the yes, no, and abstain votes are recorded and reported to the department head. The department head will make the final recommendation and discuss it with the candidate in a timely manner.

The candidate must provide the following documents for the third year review: current curriculum vitae in the requested format (with a statement of correctness); the candidate’s statement on teaching, research, and service; the teaching portfolio; example publications; and a verification of content letter.

**Post Tenure Review (PTR)**

University requirements are found at [www.tamu.edu/faculty_senate/post-tenure.html](http://www.tamu.edu/faculty_senate/post-tenure.html) and at 12.06 of the TAMU rules. The objective of PTR is to demonstrate and encourage a high level of sustained performance.

Required documentation for PTR consists of a current curriculum vitae provided by the candidate in the format requested by the Dean’s Office and the last three years of annual review documents provided by the department head. The curriculum vitae or a separate document provided by the candidate must include the following information on teaching: the name and number of each course taught, the semester(s) taught, the number of students in each course, the contact hours, and any additional information about course development or coordination that the faculty member believes to be useful in assessing teaching. Additional documents may be required by the department head or TPEC. Each tenured faculty member will have a peer-reviewed PTR every five years by the TPEC, and a written evaluation will be provided to the department head and the faculty member. This is in addition to an annual evaluation on each of the four years between peer-reviewed PTRs. In the event of an unsatisfactory performance, the department head will meet with the faculty member and document this problem and steps for remediation. In the event of three consecutive unsatisfactory annual reviews, a professional review will be initiated by the department head as per the TAMU rules on Post-Tenure Review.

**Research Professor Positions (to include Assistant, Associate, and Full Research Professors)**

General guidelines are found at [dof.tamu.edu/admin/researchprof.php](http://dof.tamu.edu/admin/researchprof.php). Evaluation will be performed as appropriate for the responsibilities of the research professor’s position.

The dossier consists of materials provided by the candidate, the candidate’s faculty supervisor, and the department head. The candidate must provide a current curriculum vitae and a statement
on research, teaching, and/or service, as appropriate for the position. The candidate’s supervisor provides annual review documents for at least the preceding three years (required by the above guidelines) and a letter that describes the candidate’s professional responsibilities, fulfilled expectations, and justification for the promotion. The dossier also contains three letters of evaluation by external reviewers who are selected as in the tenure and promotion section above.

The process for requesting promotion is for the faculty supervisor to contact the department head, who will consult with the chair of the TPEC. The discussion will then move to the entire TPEC for their recommendation and vote. The numbers of yes, no, and abstain votes are recorded and reported to the department head. Research professors with other organizations, such as the Texas Agricultural Experiment Station, may have additional requirements from those organizations.

**Non-Tenure Track Faculty Promotions (Lecturers and Clinical Track Faculty)**

This process is very similar to that for tenure-track faculty (Tenure and Promotion Packages, Submission Guidelines provided by the Dean of Faculties for that year). The exceptions are that outside letters may not be required, and teaching, research, and/or service requirements are weighted differently to fit the requirements of the position. This process is carried out on the same timetable as that for tenured and tenure track faculty. The components of the College of Veterinary Medicine’s Guidelines for Faculty Evaluation that apply to the candidate’s job description are used for evaluation.

The candidate’s dossier includes items supplied by the candidate, as well as items obtained by the department head. The candidate must provide the following documentation for his or her dossier: current curriculum vitae in the format requested by the Dean’s Office; the candidate’s statement of philosophy of teaching, research, and service (or portions applicable to the position); and current teaching portfolio. The dossier must also include copies of annual reviews by the department head since the last promotion.

The process is similar to that for tenure track faculty, with ad hoc committees appointed by the department head to evaluate teaching, research, and/or service as appropriate for the candidate’s job description. These committees will also evaluate the justification for the promotion and the reason(s) the department is recommending promotion now. Justification could be equity considerations, years of effort, unusually heavy teaching load, etc., and should be supported by data. The process is subject to modification based on that year’s *Tenure and Promotion Packages: Submission Guidelines* from the Dean of Faculties.

The ad hoc committees or TPEC may request additional materials (internal or external letters, copies of publications, etc.).