

**Department of Large Animal Clinical Sciences (VLCS)**  
**Departmental Supplement to the CVM Guidelines for Faculty Evaluation**

*March 2017*

*Revised May 2018*

*Revised December 2021*

*Approved by the Office of the Dean of Faculties December 20, 2021*

**Background:** The Department utilizes the Guidelines of the College of Veterinary Medicine and Biomedical Sciences for Faculty Evaluation, without modification; however, the Department is required to formulate certain guidelines and procedures at the departmental level. This document describes the important departmental guidelines related to the composition of the departmental Promotion and Tenure (P&T) Committee, the specific documentation required for consideration for promotion and tenure, mid-term reviews, post-tenure and peer reviews, and nomination for emeritus status.

**Composition of the P&T Committee:** The Tenure and Promotion Committee will be comprised of all tenured Associate Professors and Professors, as well as non-tenured Clinical Associate Professors and Professors, in the Department. The Committee Chair will appoint subcommittees to provide summaries of faculty performance in Academic Citizenship, Teaching, Scholarship, and Patient Care that will be made available to all Committee members for discussion and editing. Authors of each summary will be indicated. To be eligible to vote on tenure or promotion, the voting faculty member must hold a rank equal to or above that of the rank being sought by the candidate. Only tenure track faculty members are eligible to vote on candidates coming forth for tenure and promotion. The dossier provided by candidates will include all materials required by the Dean of Faculties in the most current Submission Guidelines of Promotion and Tenure Packages. The dossier statement section should include candidate statements regarding Academic Citizenship, Teaching, Scholarship, and Patient Care.

The Committee will receive from the Department Head the faculty-assigned effort for the period since the last evaluation.

**Mid-term reviews** – These reviews are mandatory, and are performed in accordance with University guidelines, usually in the 3<sup>rd</sup> year of a tenure track or professional track appointment. The review should mimic the tenure and promotion review process as closely as possible; a minimal mid-term review includes standard dossier items contributed by the candidate and internal letters of recommendation. The timeline for evaluation of the dossier is identical to that required for tenure and promotion.

**Post-tenure and peer review:** The University mandates post-tenure/peer review no less than every six years after the year that the faculty member was granted tenure or received an academic promotion. The composition of Peer Review Committees, and the peer review process and timelines, are defined in the Guidelines for Faculty Evaluation in the College of Veterinary Medicine and Biomedical Sciences. Note that the timelines for the review process are different than that of the mid-term reviews and the tenure and promotion reviews.

**Emeritus status:** Eligibility requirements are described under Texas A&M University System Policy 31.08.01 (*Granting of Emeritus Status to Faculty and Staff*; revised March 22, 2018). Privileges and responsibilities of emeritus status are also provided in this document. Eligible candidates are approached by the Department Head regarding their interest in pursuing emeritus status. Candidates must submit a curriculum vitae which is available for review for at least 10 business days by the tenured faculty, and a vote of “all available tenured faculty” is taken. If they candidate receives a simple majority in favor of granting emeritus status, the Department Head sends a memo through the Dean, through the Dean of Faculties to the Provost. The memo should state the attributes and accomplishments of the faculty member in academic citizenship, teaching, research, and patient care that merits emeritus status.

**Department of Small Animal Clinical Sciences (VSCS)**  
**Departmental Supplement to the CVMBS Guidelines for Faculty Evaluation**

Adopted: March, 2017

Updated: February 11, 2020

**Background:** The University mandates the formation of departmental promotion and tenure (P&T) committees. The P&T committee plays a key role in the promotion and tenure of faculty as well as the performance of post-tenure/periodic review, 3-year reviews, and nomination for emeritus status. This document highlights 1) who is eligible to serve on the VSCS P&T committee and the process for their selection; 2) committee timelines for key tasks; and 3) supplementary material VSCS requires from candidates as part of 3-year review, promotion and tenure, and post-tenure/peer review.

**Composition of the Promotion and Tenure Committee:** All faculty in VSCS who are at the rank of Professor or Clinical Professor or whose promotions to these ranks has passed through the board of regents, but have not yet officially begun, are members of the committee. Members must attend the department meeting (either in person or digitally/telephonically) unless there is a valid excused absence, approved by the department head (DH). The DH will appoint the committee chair and a co-chair if needed. The committee chair will determine if subcommittees are needed and which subcommittees (Service, Teaching, Research and Other Scholarly Activities, and Patient Care) each member will serve on. For the purposes of peer review and periodic review, the committee will elect a team of three members to complete reviews in the fall semester. Further details on committee membership and deadlines for submissions of reports are in the CVM Guidelines for Evaluation.

**Promotion and Tenure:** Each year, the DH and chair of the P&T committee will meet to review the P&T schedule. The committee makes the schedule in accordance with university guidelines for the upcoming cycle. An example schedule accompanies this document and highlights parties responsible for accomplishing each goal including notifying candidates of deadlines, submission of materials, obtaining letters of support, schedule for committee meetings, and deadlines for subcommittee reports and final reports with votes. Only a tenure track (TT) Professor may vote on promotion and/or tenure of TT candidates. However, a faculty member is eligible to vote only if he/she is at the same rank or higher than the intended promotion. Both TT and Academic Professional Track (APT) faculty may vote on the promotion of APT candidates. Again, to be eligible for voting, the committee member must be at the same rank or higher than the intended APT promotion. In VSCS, the dossier will consist of: 1) a curriculum vitae (candidate provides); 2) a 3-page statement on service, teaching, research, and patient care (candidate provides); 3) peer-review of teaching documents (department provides); 4) mean student evaluation scores for clinical rotations and classes taught during the evaluation time period (department provides); and 5) an effort report which averages effort over the evaluation time period (department provides). Candidates may elect to submit supplemental material in accordance with university guidelines, including a teaching portfolio.

**3-year (midterm) reviews** – These are performed in accordance with University guidelines, in the 3<sup>rd</sup> year of a TT or APT appointment in preparation for promotion to the associate level. Materials provided to P&T committee are identical to those required for normal P&T, although all letters of support may be internal.

**Post-tenure and peer review:** The University mandates post-tenure/peer review six years following the award of tenure and no less often than every six years thereafter. Materials provided to the committee are identical to those required for normal P&T.

**Emeritus status:** Eligibility requirements are described under Texas A&M University System Policy 31.08.01 (*Granting of Emeritus Status to Faculty and Staff*; revised March 22, 2018). Privileges and responsibilities of emeritus status are also provided in this document. The process is initiated by the department head, who contacts eligible faculty (tenured who have served for at least 10 years) to see if they are interested. A CV is required. The promotion and tenure committee chair conducts a yes/no vote from all faculty in the department with tenure. The department head will then write a letter of recommendation.

## **VTPB Promotion and Tenure Committee Structure and Process (March 28, 2017; updated April 23, 2018; Updated Nov 24, 2020)**

The Department of Veterinary Pathobiology (VTPB) uses the College of Veterinary Medicine & Biomedical Sciences' guidelines for faculty evaluations and for promotion and tenure. The guidelines require each department to establish a single promotion and tenure (P&T) committee and policies regarding selection of committee members and chair. The departmental P&T committee is advisory to the Department Head and it plays a key role in the tenure and/or promotion process of faculty as well as the mid-term review, post-tenure/periodic review, and nomination for emeritus status.

**P&T Committee Structure:** The VTPB P&T committee shall consist of all tenured Associate Professors and Professors, as well as Clinical Associate Professors and Clinical Professors whose faculty appointments are administratively located (ad loc) in the department. Faculty members who recently earned promotion to the above ranks as approved by the board of regents shall be eligible to serve on the P&T committee prior to their official effective date of new rank. The Department Head shall appoint annually a tenured Professor as the chair of the committee. The committee chair, in consultations with the committee members, will appoint members to subcommittees (Teaching, Scholarship, Academic Citizenship, Patient Care) when necessary.

Associate Professors will consider and vote exclusively on candidates for promotion from Assistant to Associate Professor and shall be excused from the Committee during deliberations on candidates for promotion from Associate Professor to Professor.

Only tenured faculty members will consider and vote on promotion and/or tenure of tenure-track candidates. Clinical-track faculty members may be present during discussion of tenure track faculty and are permitted to make relevant comments to their discipline but cannot evaluate packets or vote. Both tenured and clinical-track faculty members will consider and vote on academic professional track candidates.

**Promotion and Tenure Procedure:** Every year, the department head and chair of the P&T committee will meet to prepare the P&T schedule in accordance with university guidelines for the upcoming cycle. An example schedule accompanies this document and highlights parties responsible for accomplishing each goal including notifying candidates of deadlines, submission of materials, obtaining letters of support, schedule of committee meetings, and deadlines for final reports.

The candidates will prepare the following documents according to the guidelines provided by the Dean of Faculties – 1) Candidate's statement on teaching, research and/or other scholarly activities, and service ; 2) current curriculum vitae; 3) grants summary chart; 4) verification of contents statement; 5) faculty biography; 6) faculty data table; and 7) other supporting materials. Candidates are strongly encouraged to consult with their mentors, the P&T chair, or the department head for suggestions on preparing their dossier.

The VTPB P&T committee will meet to vote on recommendations for promotion and/or tenure. Attendance may be "in person" or by electronic means arranged by the department (e.g. teleconference or videoconference). Attendance will be recorded. All committee members are expected to read each candidate's dossier. Members of the P&T committee having a conflict of interest with a candidate will not participate in any phase of the review of and vote on the conflicted candidate. Committee members are expected to commit to full participation in reviewing of all dossiers (except those with conflict of interest) under consideration, and they cannot choose which ones to participate in.

The vote will be by secret ballot. The committee chair does not vote at the departmental level. Subcommittees will prepare summary of candidate's accomplishments in each area (i.e., Teaching, Scholarship, Academic Citizenship, Patient Care) ahead of the committee meeting and present it to the committee at the beginning of deliberations of the candidate's dossier. Subcommittee members will take

notes of the committee's deliberations and use it to prepare their final evaluation report that accurately reflects the views of the P&T committee's discussion. The P&T committee chair is responsible for preparing the overall report and recommendations.

**Mid-term Review:** The mid-term reviews are performed in accordance with the College guidelines in year 3 after initial appointment of a tenure-track or academic professional-track faculty member.

**Post-Tenure or Periodic Review:** Within the College of Veterinary Medicine and Biomedical Sciences, post-tenure review applies to tenured faculty members and periodic review applies to academic professional track faculty members. The reviews will be conducted as described in the College guidelines for faculty evaluation. Faculty members being reviewed will provide the committee the same materials as required for normal P&T.

**Emeritus Status:** The process is initiated by the department head, who contacts eligible faculty member to see if she/he is interested in receiving Emeritus status. A current curriculum vitae and a narrative statement of no more than two pages regarding contributions to teaching, research and service are required. All tenured faculty members of the P&T committee will review the candidate's dossier and vote yes, or no. Voting may be done by email.

**Department of Veterinary Physiology and Pharmacology (VTPP)**  
**Departmental Supplement to the CVMBS Guidelines for Faculty Evaluation**  
(Adopted, November 30, 2016)

**I. Tenure and Promotion Review**

Procedural guidelines and schedules for tenure and promotion review are issued annually by the Dean of Faculties. This document further defines the framework in which evaluations for renewal of contract (non-tenured faculty members), tenure, and promotion are undertaken. Specific documentation required is identified.

**A. Departmental committee composition:**

The Departmental Tenure and Promotion Committee is composed of four elected members – four tenured faculty (3 x full and 1 x associate) and one non-tenure track professor – elected by all departmental faculty and administered by DH – the chair is then selected by the committee members. The departmental committee is advisory to the department head. University rules regarding recommendations on tenure-track or tenured faculty are:

- *Only tenured TAMU faculty members are eligible to vote in cases where tenure is being considered for the candidate, or when the candidate already holds tenure and is seeking promotion.*
- *To be eligible to vote on tenure or promotion, the voting TAMU faculty member must also hold a rank equal to or above that of the rank being sought by the candidate.*

If possible, departmental committees should include professional-track faculty members at the Professor and/or Associate Professor ranks to participate in recommendations on promotion of more junior professional-track faculty members.

**B. Tenure and promotion process:**

Each year, the Dean of Faculties distributes “Tenure and Promotion Packages: Submission Guidelines” that spells out the timeline, documents and process required of each candidate, department and college.

**C. Mid-term review:**

These are performed in accordance with University guidelines, in the 3rd year of a TT or APT appointment in preparation for promotion to the associate level. Materials provided to P&T committee are identical to those required for normal P&T, although all letters of support may be internal

**D. Post-tenure and peer review:**

The University mandates post-tenure/peer review 6 years following the award of tenure and no less often than every six years thereafter. VTPP periodically evaluates APT faculty (Associate and Full professors) once every six years. Materials provided to the committee are identical to those required for normal P&T.

**E. Emeritus status:**

Eligibility requirements are described under Texas A&M University System Policy 31.08.01 (Granting of Emeritus Status to Faculty and Staff; revised March 22, 2018). Privileges and responsibilities of emeritus status are also provided in this document. The process is initiated by the department head, who contacts eligible faculty (tenured who have served for at least 10 years) to see if they are interested. A CV is required. The promotion and tenure committee chair conducts a yes/no vote from all faculty in the department with tenure. The department head will then write a letter of recommendation.

**Department of Veterinary Integrative Biosciences (VIBS)**  
**Departmental Supplement to the CVMBS Guidelines for Faculty Evaluation**

**Background:** The University mandates the formation of departmental promotion and tenure (P&T) committees. The P&T committee plays a key role in the promotion and tenure of faculty as well as the performance of post-tenure/periodic review, 3-year reviews, and nomination for emeritus status. This document highlights 1) who is eligible to serve on the VIBS P&T committee and the process for their selection; 2) committee timelines for key tasks; and 3) supplementary material VIBS requires from candidates as part of 3-year review, promotion and tenure, and post-tenure/peer reviews.

**Appointment to the committee:** Faculty in VIBS who are at the rank of Professor or Clinical Professor or whose promotions to these ranks has passed through the board of regents, but have not yet officially begun, are eligible to serve. The department head (DH) will appoint members and will select the committee chair and a co-chair if needed. For the purposes of peer reviews and periodic reviews to be completed in the fall semester, the committee chair will oversee the assembly of three member subcommittees as needed and assign which subcommittees (Teaching, Scholarship, and Academic Citizenship) individual members will serve on. Further details on committee membership and deadlines for submissions of reports are in the CVM Guidelines for Evaluation.

**Promotion and Tenure:** Each year, the DH and chair of the P&T committee will meet to review the P&T schedule. The committee makes the schedule in accordance with university guidelines for the upcoming cycle. An example schedule accompanies this document and highlights parties responsible for accomplishing each goal including notifying candidates of deadlines, submission of materials, obtaining letters of support, the schedule for committee meetings, and deadlines for subcommittee reports and final reports with votes. Only a tenure track (TT) Professor may vote on promotion and/or tenure of TT candidates. Both TT and Academic Professional Track (APT) faculty may vote on the promotion of APT candidates. To be eligible to vote, the committee member must be at the same rank or higher than the intended promotion. In VIBS, the dossier provided by candidates will include a curriculum vitae; 3-page statement on academic citizenship, scholarship, and teaching; peer-review of teaching documents (if available) and mean student evaluation scores for clinical rotations and classes taught during the evaluation time period; two example publications; a verification of content letter; and external letters. The committee will also receive information on faculty assigned effort, provided by the DH.

**3-year reviews** – These are performed in accordance with University guidelines, in the 3<sup>rd</sup> year of a TT or APT appointment in preparation for promotion to the associate level. Materials provided to P&T committee are identical to those required for normal P&T, although all letters of support may be internal.

**Post-tenure and peer review:** The University mandates post-tenure/peer review (PTR) six years following the award of tenure and no less often than every six years thereafter. Materials provided to the committee are similar to those required for normal P&T. Specifically, faculty PTR will submit: a full CV; a statement on research, scholarship, or creative work (with examples of activity); a streamlined teaching portfolio that includes 1) a 1-page statement on teaching, 2) the name and number of each course taught, the semester(s) taught, the number of students in each course, the contact hours, course syllabi, and representative teaching materials, 3) student evaluations, and 4) any other information (for example, about course development or coordination) that the faculty member believes to be useful in assessing teaching; a statement on service and collegiality; the DH's annual reviews for the past five years. The materials will be reviewed by an individual Peer Review Committee, which will report to the departmental Peer Review Committee in the faculty member's track. This individual Peer Review Committee will consist of at least three faculty members, including at least one faculty member in the person's subject area and at least one faculty member outside their subject area. Consistent with the CVM guidelines, one committee member may be from outside the department, which may be necessary to have a qualified faculty member who works within the subject area of a faculty member being reviewed.

**Emeritus status:** The process is initiated by the department head, who contacts eligible faculty (tenured who have served for at least 10 years) to see if they are interested. A CV is required. The P&T committee chair conducts a yes/no vote from all faculty in the department with tenure. The department head will then write a letter of recommendation.