Procedures for Tenure, Promotion, and Appointment
Department of Mathematics
Texas A&M University

Revised March 20, 2002 and again on Sept 15, 2006 (revisions only made to candidate's promotion file contents); Revised again, May 8, 2012 Procedures to promotion to distinguished professor removed.

1. Promotion to Associate Professor

In cases involving tenure or promotion to Associate Professor, the Dean will receive the advice of the faculty in the form of a vote and report from the Committee of Tenured Faculty (Committee T) as well as a separate recommendation and report from the Head. Committee T comprises all tenured faculty of the Mathematics Department, including the Head, with the rank of Associate Professor, Professor, or Distinguished Professor at the time a tenure or promotion recommendation is required, with the following exceptions: the Dean of Faculties, the Provost and the President, should those people hold tenured appointments in Mathematics, visiting faculty of all ranks, and faculty in other departments whose courtesy or joint appointments in Mathematics were given without the vote of Committee T. All members of Committee T, including those not in residence, are eligible to vote.

Committee T shall have a Subcommittee on Promotion and Tenure (Subcommittee P&T) having four members who serve two-year terms. Each year before 1 March, Committee T shall elect two of the four members from a list of candidates nominated as follows. Three or more of the candidates shall be nominated by the Executive Committee; any number of others may be nominated at large by members of Committee T. The chair of Subcommittee P&T shall be appointed by the Head together with the Executive Committee. In the event of a vacancy on the P&T Subcommittee, the Head shall appoint a suitable replacement.

Duties of Subcommittee P&T include conducting a third-year review of assistant professors with probationary periods of seven years or more (pursuant to University Rule 12.01.99.M2 of the University Statement on Academic Freedom, Responsibility, Tenure, and Promotion), assisting in the identification of candidates meriting early promotion to Associate Professor with tenure, and documenting cases for promotion to Associate Professor with tenure. The third year review shall be conducted in accordance with University Rule 12.01.99.M2 of the University Statement on Academic Freedom, Responsibility, Tenure, and Promotion. The Head shall inform the P&T Subcommittee of all tenure-track faculty for whom either a third-year review is mandatory or for whom tenure review is mandatory.

Tenure and promotion to Associate Professor are linked for persons hired as Assistant Professors. The tenure review will normally be conducted during the fall of an Assistant Professor's sixth year of service. Each spring, after its new members have been determined, the P&T Subcommittee will begin the preparation of files documenting each candidate's teaching,
research, and service records. Files developed during the tenure review process will be kept in a central place and will be available for inspection by all members of Committee T.

Necessary qualifications for a candidate's being promoted and given tenure are described in Texas A&M University's rules 12.01.99.M2 (University Statement on Academic Freedom, Responsibility, Tenure, and Promotion) and in the Tenure and Promotion Procedures of the College of Science. In addition to these qualifications, a candidate's research shall be evaluated with the following in mind:

1. the quality of a candidate's research publications, judged with the help of letters from outside reviewers;
2. outside recognition;
3. research funding.

An investigation of the quality of a candidate's teaching shall include some of these:

1. examining a candidate's teaching folder;
2. examining the student evaluations from a representative sample of a candidate's classes, and comparing them with both the candidate's grade distributions and the average grade distributions for the corresponding courses;
3. visiting a candidate's classes;
4. reviewing any other pertinent information.

The Subcommittee P&T will select the names of experts in the candidate's field and contact them for letters of evaluation. In order to develop a balanced list of referees, the P&T Subcommittee will invite the candidates, the Head, and the tenured faculty to suggest referees, and may contact outside people for suggestions. The candidate may suggest at most five referees, and may also suggest persons who should not be consulted. Consistent with University guidelines, letters will not normally be sought from a candidate's doctoral supervisor or post-doctoral supervisor. The P&T Subcommittee will also arrange for the evaluation the candidate's teaching and service records. It is the responsibility of the P&T Subcommittee to monitor the receipt of materials for each candidate's file in order to ascertain that the documents requested are being received in a timely manner.

When completed a candidate's file shall contain the following items:

1. Candidate's statement on teaching, research and service; limited to 3 pages
2. A curriculum vitae containing both personal and professional information that includes a complete publication list; the list of publications shall be divided into works appearing in refereed journals and works appearing elsewhere; work that has been accepted but not yet published should be so labeled; work that has been submitted but not yet accepted can be included provided it appears in a separate list; the candidate must sign a statement that the CV is current.
3. Verification of Contents Letter - a statement by the candidate verifying what materials he or she is submitting (as distinct from the other items in the dossier, such as committee reports etc.)
4. Departmental Reports evaluating the Teaching, Research, Service and Other Activities -
   written by Subcommittee T (revised, as appropriate, after Committee T deliberations and
   vote - see below); the evaluation of teaching should include summaries of student
   evaluations and reports of classroom visits.
5. Outside Reviewer's Letters - should include a list of all referees contacted; those
   suggested by the candidate should be designated as such; referee qualifications should
   also be included; letters to the referees and all communications received from the referees
   should be included.
6. Overall Departmental Report - written by Subcommittee T after deliberations and vote
   (see below) on overall recommendations regarding the candidate's promotion case
7. Department Head Recommendation - written after deliberations and vote (see below)
8. Copies of all published work and preprints of manuscripts of submitted works.
9. Any statement or materials the candidate may wish to submit.

Additional details on these items are given in the University Tenure and Promotion Submission
Guidelines.

At the appropriate time in the fall, after due deliberation but no vote, the P&T Subcommittee
shall submit a report to Committee T on each candidate, presenting each case in an impartial
manner. Committee T shall meet and discuss the reports and the candidates' cases. After the
deliberations of Committee T are completed, the P&T Subcommittee shall poll the members of
Committee T in a secret ballot, the results of which shall be promptly announced. If the number
of votes to promote a candidate is two-thirds or more of the ballots cast for or against and at least
half of the number of eligible voters in residence, then the vote is a recommendation by
Committee T to grant tenure and promotion. If the number of votes to promote a candidate is less
than two-thirds of the ballots cast for or against, the vote is a recommendation by Committee T
to grant neither tenure nor promotion.

The P&T Subcommittee shall revise its report on each candidate in light of the deliberations and
vote of Committee T. The final reports shall be made available to the members of Committee T.
Any member of Committee T who feels that a report does not accurately reflect the deliberations
of Committee T may append a letter to the report in question. These reports, any appended
letters, and the results of the vote shall be transmitted to the Head.

After considering the vote, the reports, appended letters, and any other pertinent information, the
Head shall formulate recommendations in each case and promptly announce them to the
Department. These recommendations, the vote of Committee T on each candidate, the reports,
and any appended letters shall be forwarded to the Dean by the Head, except in the following
instance. Regardless of the positive or negative vote, the dossier shall be forwarded to the Dean
unless the candidate makes a written request that the file be withdrawn.

All of the above procedures shall be scheduled to allow ample time to complete each in an
orderly fashion.

2. Promotion to Professor
In a case of promotion to the rank of Professor, the Dean will receive the advice of the faculty through an advisory vote by the Committee of Professors (Committee P) and a written report on each candidate as well as a separate recommendation and report from the Head. Committee P comprises all tenured faculty of the Mathematics Department, including the Head, with the rank of Professor or Distinguished Professor at the time promotion recommendation is required, with the following exceptions: the Dean of Faculties, the Provost and the President, should those people hold tenured appointments in Mathematics, visiting faculty of all ranks, and faculty in other departments whose courtesy or joint appointments in Mathematics were given without the vote of Committee T. All members of Committee P, including those not in residence, are eligible to vote.

Committee P shall have a Subcommittee on Promotion (Subcommittee P) having four members who serve two-year terms. Each year before 1 March, Committee P shall elect two of the four members from a list of candidates nominated as follows. Three or more of the candidates shall be nominated by the Executive Committee; any number of others may be nominated at large by members of Committee P. The chair of Subcommittee P shall be appointed by the Head and the Executive Committee. In the event of a vacancy on Subcommittee P, the Head shall appoint a suitable replacement.

Duties of Subcommittee P include assisting in the identification of candidates meriting promotion to Professor and documenting cases for promotion to Professor.

Candidates for promotion to Professor shall be selected in the following way. In a scheduled meeting of Committee P, Subcommittee P shall report on possible candidates for promotion to Professor. Additional candidates may be suggested by Committee P. Any member of Committee P unable to attend may communicate suggestions and concerns in writing to the whole committee. In its deliberations, Committee P shall have full access to the curriculum vitae of all associate professors, Annual Reports from the past three years, and Annual Reviews from the department. Should no consensus emerge at this meeting, Subcommittee P shall issue a written ballot to Committee P, with a simple majority of all members of Committee P being required for a faculty member to be a candidate for promotion to Professor.

Subcommittee P will then begin the preparation of files documenting each candidate's teaching, research, and service records. Subcommittee P will select the names of experts in the candidate's field and contact them for letters of evaluation. In order to develop a balanced list of referees, Subcommittee P will invite the candidates, the Head, and Committee P to suggest referees, and may contact outside people for suggestions. A candidate may suggest at most five referees, and may also suggest persons who should not be consulted. Consistent with University guidelines, letters will not normally be sought from a candidate's doctoral supervisor or post-doctoral supervisor. Subcommittee P will also arrange for evaluation of the candidate's teaching and service records. Files developed during the review process will be kept in a central place and will be available for inspection by all members of Committee P.

It is the responsibility of Subcommittee P to monitor the receipt of materials for each candidate's file in order to ascertain that the documents requested are being received in a timely manner.
When completed a candidate's file shall contain the following items:

1. Candidate's statement on teaching, research and service; limited to 3 pages
2. A curriculum vitae containing both personal and professional information that includes a complete publication list; the list of publications shall be divided into works appearing in refereed journals and works appearing elsewhere; work that has been accepted but not yet published should be so labeled; work that has been submitted but not yet accepted can be included provided it appears in a separate list; the candidate must sign a statement that the CV is current.
3. Verification of Contents Letter - a statement by the candidate verifying what materials he or she is submitting (as distinct from the other items in the dossier, such as committee reports etc.)
4. Departmental Reports evaluating the Teaching, Research, Service and Other Activities - written by Subcommittee P (revised, as appropriate, after Committee P deliberations and vote - see below); the evaluation of teaching should include summaries of student evaluations during the candidate's tenure as an associate professor, and reports of classroom visits.
5. Outside Reviewer's Letters - should include a list of all referees contacted; those suggested by the candidate should be designated as such; referee qualifications should also be included; letters to the referees and all communications received from the referees should be included.
6. Overall Departmental Report - written by Subcommittee P after deliberations and vote (see below) on overall recommendations regarding the candidate's promotion case
7. Department Head Recommendation - written after deliberations and vote (see below)
8. Copies of all published work and preprints of manuscripts of submitted works.
9. Any statement or materials the candidate may wish to submit.

Additional details on these items are given in the University Tenure and Promotion Submission Guidelines.

At the appropriate time in the fall, after due deliberation but no vote, Subcommittee P shall submit a report to Committee P on each candidate for promotion, presenting each case in an impartial manner. Committee P shall meet and discuss the reports and the candidates' cases. After the deliberations of Committee P are completed, Subcommittee P shall poll the members of Committee P in a secret ballot, the results of which shall be promptly announced. If the number of votes to promote a candidate is at least two-thirds of the ballots cast for or against and at least half of the number of eligible voters in residence, then the vote is a recommendation by Committee P to grant promotion. If the number of votes to promote a candidate is less than two-thirds of the ballots cast for or against, the vote is a recommendation by Committee P not to grant a promotion.

Subcommittee P shall revise its report on each candidate in light of the deliberations and vote of Committee P. The final reports shall be made available to the members of Committee P. Any member of Committee P who feels that a report does not accurately reflect the deliberations of Committee P may append a letter to the report in question. These reports, any appended letters, and the results of the vote shall be transmitted to the Head.
After considering the vote, the reports, appended letters, and any other pertinent information, the Head shall formulate recommendations in each case and promptly announce them to the Department. If either the Head or Committee P recommends that a given candidate receive a promotion, then the Head shall forward to the Dean that recommendation, the vote of Committee P on the candidate, the report, and any appended letters. In case both the Head and Committee P recommend that a candidate not receive a promotion, then the information mentioned above shall not be forwarded to the Dean, unless the candidate requests that this be done.

All of the above procedures shall be scheduled to allow ample time to complete each in an orderly fashion.

3. Appointments and Tenured Appointments

The Head and the Executive Committee shall have the responsibility for nontenured appointments at or below the rank of Assistant Professor, and for nontenured promotions to Assistant Professor and for courtesy, adjunct, or joint appointments that do not carry voting privileges.

In the case of a candidate for a tenured appointment to the rank of Associate Professor or Professor, it shall be the responsibility of the Head and the Executive Committee to prepare an appropriate file and present the case for tenure to Committee T. The members of Committee T shall be polled in a secret ballot, the results of which shall be promptly announced. If the number of votes to grant a tenured appointment to a candidate is two-thirds or more of the ballots cast for or against and at least half of the number of eligible voters in residence, then the vote is a recommendation by Committee T to grant a tenured appointment. If that number is less than two-thirds of the ballots cast for or against, the vote is a recommendation by Committee T not to grant a tenured appointment. The Head shall forward to the Dean the aforementioned file and Committee T's vote on the candidate. For tenured appointment at the rank of Professor, Committee P should vote for the rank with the two-thirds usual provisions for affirmative or negative.

All of the above procedures shall be scheduled to allow ample time to complete each in an orderly fashion.