

# TENURE AND PROMOTION DOCUMENT

College of Arts and Sciences, University of Texas at Tyler

(approved August 2002)

## Appointment and Promotion

While the weight of the decision to grant tenure rests on a pattern of performance indicative of a lifetime of continued accomplishment and productivity, the decision to appoint a faculty member to a rank or to promote a faculty member from one rank to the next is based on merit and is a recognition of the faculty member's accomplishments to date. The recommendation for the tenure of an assistant professor shall be concurrent with the recommendation for promotion to associate professor. However, a recommendation for promotion does not necessarily entail a recommendation for tenure. Recommendation for promotion and tenure must be voted separately.

## Academic Ranks for Tenure-Track faculty:

*Assistant Professor.* Appointment to the rank of Assistant Professor normally requires that individuals hold the highest earned degree appropriate to their discipline. Appointment to this rank is made on the judgment that the individual is capable of attaining tenure within the maximum six-year period. Evidence of potential for excellence in scholarship and teaching is required.

*Associate Professor.* Appointment or promotion to the rank of Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching and scholarship, and a commitment to continued growth in teaching and scholarship as well as a commitment to responsible and conscientious participation in service activities.

*Professor.* Appointment or promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of a faculty member's academic career in teaching and scholarship. Distinction requires evidence, through peer recognition, of a reputation beyond the University in either scholarship or teaching. The candidate must also have actively participated in professional service and been actively involved in department, college and university affairs.

## General Criteria for Promotion

The same criteria that apply to promotion to a given rank will also apply for initial appointment to that rank. These criteria recognize four broad areas of academic activity: teaching, scholarship, service, and collegiality.

*Teaching.* To qualify for tenure, faculty members must have a consistent pattern of effectiveness in teaching. Tenure will not be granted unless the candidate is deemed to be a strong teacher and demonstrates a commitment to lifelong improvement of his or her teaching skills. Thus it is vital that information concerning teaching effectiveness, gathered from multiple and flexible assessment methods, be part of the tenure application.

*Scholarship (Research/Creative Activity).* The purpose of scholarship (here defined as research/creative activity) is to make a substantive contribution to the body of knowledge and understanding in one's discipline. For tenure to be granted, a faculty member must have established a strong, consistent, and progressive program of scholarship through which the faculty member is expected to continue making contributions throughout his or her career.

*Service.* To qualify for tenure, the candidate must display evidence of commitment to service to the University and to the profession and/or the civic community.

*Collegiality.* The College of Arts and Sciences defends the concept of academic freedom, which assures each faculty member the freedom to criticize and advocate changes in existing theories, beliefs, programs, and policies, and guarantees faculty the right to support any colleague whose academic

freedom is threatened. Collegiality is a professional, not personal, criterion relating to the performance of duties within a department, school, or university. Collegiality should not be confused with sociability, likeability or conformity to certain views. Instead collegiality addresses such issues as the candidate's compatibility with department missions and goals, an ability and willingness to work cooperatively within the department, school, and college, a willingness to engage in shared governance, and a high standard of professional integrity in dealing with colleagues and students.

The University subscribes to the following description of collegiality from the American Association of University Professors (AAUP) statement on professional ethics:

*As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.*

### **Tenure and Promotion Process at the College Level**

- 1) Members of the duly constituted College Tenure and Promotion Committee (See College Governance Document for election process) shall review the candidate's dossier and the recommendation of the departmental or school committee, and the recommendation of the department chair, taking into consideration the criteria and guidelines of the department or school and that of the college.
- 2) Only those committee members of a higher rank than the candidate for promotion are eligible to vote on that candidate. Committee members shall leave the room during deliberations and voting on candidates with whom they share a personal or professional relationship that may cause a conflict of interest.
- 3) The Committee shall vote by a secret ballot on the tenure and/or promotion of candidates. The outcome of the vote and the vote count shall be recorded.
- 4) A written report, which will also include a tally of the votes, will be drawn up by the Committee chair or a committee member assigned by the chair and signed, after appropriate revision, by all of the voting members of the committee.
- 5) The Committee chair forwards to the dean the committee's report, the departmental chair's or school director's recommendation, the departmental or school committee's report, and the candidate's dossier.
- 6) The Committee's written report should be made available to the candidate by the dean in a timely manner.

### **Responsibilities of the Candidate**

Candidate: It is the responsibility of all faculty to be aware of departmental, school, college, U.T. Tyler and U.T. System rules and regulations regarding tenure and promotion. The candidate begins compiling his or her dossier in the summer. The documentation of professional accomplishments shall be submitted in accordance with the criteria, standards and guidelines established by the department and college. At no time after the deadline for submission of the candidate's materials, may additional materials be placed into or withdrawn from the dossier without the permission of the dean.

Candidates may withdraw from further consideration for tenure and/or promotion at any point in the process by submitting to the dean a written request for withdrawal. Withdrawal from consideration of tenure by a candidate who is in the sixth year of the probation period may be done only by formal resignation, which is effective no later than the end of the subsequent, or seventh, year.