

**Texas A&M University-Kingsville  
and  
Texas A&M University-Kingsville System Center-San Antonio**

**University Level Minimum Requirements for Tenure and Promotion  
and  
Guidelines for the Tenure and Promotion Process**

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**Preamble**

The following guidelines and minimum requirements will become effective at the beginning of the Fall 2004 semester. Although the following guidelines include *minimum requirements* for scholarly activity, an individual college=s written guidelines may exceed these university minimums. (Faculty should consult their individual college=s requirements.) It should be noted that meeting the minimum requirements for scholarly activity does not guarantee promotion or tenure.

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**I. Minimum Requirements for Tenure and Promotion**

**A. Teaching Effectiveness**

Criteria for evaluating teaching effectiveness have been established by each college. These standards must address each of the following broad categories:

1. Preparation and Delivery of Instruction
2. Assurance of Learning
3. Student Evaluation of Instruction

**B. Scholarly Activity**

1. Among each college=s scholarship requirements (or intellectual contributions) for tenure and/or promotion to associate professor, *a minimum of two must be refereed publications or juried creative activities.*
2. Overall scholarship expectations for promotion to professor must exceed those for promotion to associate professor.

3. Publications will be included for tenure and promotion credit only after they are in print or when they are unconditionally accepted for publication. Appropriate documentation must be provided.
4. Internal and/or external grant submissions are strongly encouraged. Some flexibility is allowed for evaluator judgement on the number of grants received versus the grant dollars awarded.
5. Scholarly work done elsewhere, but credited while the faculty member is employed at A&M-Kingsville, will be included for tenure and/or promotion regardless of the faculty member=s affiliation. If appropriate and applicable, the faculty member=s current affiliation with A&M-Kingsville should also be mentioned.
6. Because scholarly collaboration is encouraged, each collaborating faculty member may receive credit for a co-authored publication, with a notation which appropriately reflects the faculty member=s role and level of contribution.

**C. Service**

1. Service to the University (e.g., recruitment, retention, committees)
2. Service to the Profession (e.g., committees (state and national), elected offices, editorships, boards)
3. Service to the Community (e.g., committees, boards, consulting, volunteering)
4. Service to Students (e.g., organization sponsorship, advising, mentoring)

**D. Professional Development**

*Arts and Sciences*

The evaluation category of Professional Development includes five subcategories:

1. Membership in professional organizations, including holding office.
2. Attendance at professional meetings.
3. Continuing professional education.
4. Professional consultantships and lectures.

5. Professional honors.

The first three of these are considered essential components of academic professionalism; the last two may or may not be applicable in a particular field or for a particular candidate.

A candidate for tenure and/or promotion must, as a minimum, achieve an average rating of AAcceptable@ (score of 3) using the standard Arts and Sciences annual Faculty Evaluation form=s criteria and guidelines for the Professional Development area.

A department may require that a candidate exceed such a rating in one or more of the three essential categories.

**NOTE:** *This section is yet to be developed for the College of Education.*

## **II. Promotion and Tenure Process**

### **A. General Provisions**

1. In addition to the minimum expectations for teaching, research, and service, consideration may include issues of ethics, professionalism, and/or collegiality; and as noted in the *Texas A&M University-Kingsville Faculty Handbook*, comparison to peers applying for promotion to the same rank may also be taken into consideration.
2. Progress toward tenure and promotion must be reflected in the narrative part of the annual evaluations.

### **B. Provisions for Faculty Appointed Prior to Fall 2004**

1. Faculty who are currently assistant professors will be subject to the new minimum requirements for promotion to professor once they achieve the rank of associate professor.
2. Faculty hired before the effective date of these guidelines and who are scheduled for tenure and/or promotion review within two years of the effective date, will be subject to previously-established guidelines.
3. Faculty hired before fall 2004 and who have two or more years remaining before their tenure and/or promotion review (i.e., in spring 2007 or after), will negotiate with their chair and dean the expectations for scholarly productivity under the new guidelines, pro-rated based on the number of

years remaining before their review. The agreed-upon expectations will be in writing and will include appropriate signatures and dates.

**C. Provisions for Faculty Appointed on or after Fall 2004**

1. All newly appointed tenure-track faculty members for Fall 2004 and thereafter will be subject to these guidelines and the new minimum requirements as specified for each individual college.
2. The reviews for tenure and promotion from assistant to associate professor will occur concurrently and will be completed in the faculty member=s sixth year. The evaluation period is from the date of appointment to the tenure-track position to the date the faculty member submits his/her materials for review. The final committee review will be conducted at the college level.
3. An associate professor may become eligible for review for promotion to professor as early as the faculty member=s fifth year in rank. The evaluation period for promotion to professor is from the effective date of the faculty member=s last promotion to the date the faculty member submits his/her materials for review. The final committee review will be conducted at the college level.
4. If an individual joins the faculty at mid-year, the prospective faculty member, chair, and dean will negotiate whether or not a year of credit will be counted toward promotion and/or tenure, whichever is in the best interest of the faculty member. This agreement will be explicitly stated in the letter of appointment.
5. A maximum of three years of prior university service credit toward tenure and/or promotion *may* be considered at the time of hiring. The scholarly productivity record for the years credited of any faculty member hired with credit for prior service at another university must be essentially equivalent to the expectations at A&M-Kingsville. Tenure and/or promotion expectations for a faculty member hired with prior credit will be pro-rated based on the years remaining before the tenure/promotion review occurs.

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**Change history:**

- 1) Approved May 6, 2004
- 2) Approved July 25, 2005