

CBA Promotion & Tenure Template Handout

Please place all available information in appropriate folder. If you cannot determine proper location, please call your chair for advice. The performance summaries should tabulate information found in individual annual reports and highlight important achievements. Please follow the TAMUK Checklist for Promotion/Tenure Portfolio found at https://www.tamuk.edu/academicaffairs/_files_AA/Promotion-Tenure/Check-ListforPromotionandTenurePortfolio3_17.pdf. The following are an expansion of these attempting to provide detail and direct you to which items should be included and where they should be included in your dossier.

Specifics regarding Body of Dossier

In "Faculty Information," when prompted for the "Type of Review" type "Promotion and Tenure."

- Include a section after "Type of Review" specifying the "CBA's Promotion and Tenure Requirements" when you joined Texas A&M - Kingsville.

Within the Curriculum Vitae (CV) page

- add a section prior to your CV clearly specifying your credentials (i.e., degrees and professional certifications)
- For the CV, please follow the format provided in the university guidelines to the extent possible, which is found in the Promotion & Tenure checklist found at https://www.tamuk.edu/academicaffairs/_files_AA/Promotion-Tenure/Check-ListforPromotionandTenurePortfolio3_17.pdf.

Within each of the "Annual Reports: XXX" you will find "XXXX Summary". Please create a section titled "Statement of XXXX Philosophy" and included it prior to the XXX Summary.

For instance on the Annual Reports: Teaching one would find, Statement of Teaching Philosophy

Within each XXXX Summary, if it is relevant, you are welcome to provide a narrative of work as faculty member at Texas A&M University-Kingsville and at other institutions.

Specifics regarding Appendixes

Appendix: Teaching Performance

List of Courses Taught

- Include the semester and number of students (if available)

Course Syllabi:

- Include most recent course syllabus for all courses taught

Student Rating of Instruction:

- Include student comments (focus on the constructive comments/feedback and elaborate on what did you do/implement to address those comments or suggestions)

Additional Information: Please address “Preparation for Teaching” and “Assurance of Learning”

Please review the Faculty Member’s Annual Evaluation form, which was sent to you prior to the last annual evaluation or is available from your chair. The three components of teaching performance assessed and the percentage of the total teaching component score are: I. Student Rating of Instruction (35%), II. Preparation for Teaching (40%), and III. Assurance of Learning (25%). The annual Evaluation Form provides insight regarding the information sought regarding preparation categories and assessment methods.

Appendix: Research and Scholarly Activities

Refereed Publications/Refereed Juried Activities/Proceedings

- Include a listing of the items, in chronological order, along with information on journal impact, acceptance rates, and inclusion on the Academic Business Deans Council (ABDC) listing. If the article has not yet been published, include the acceptance letter.
- Include a copy of the article in print, an electronic copy of the “EarlyCite” version of the article, or accepted manuscript, with preference given to the final document.
- Note: It is unlikely that there will be any Juried item within your packet.
- Include documentation of the review process for refereed proceedings.

Nonrefereed Publications/Refereed Juried Activities/Proceedings

- Include a listing of the items, in chronological order, along with information on journal impact and acceptance rates. If the article has not yet been published, include the acceptance letter.
- Include a copy of the article in print, an electronic copy of the “EarlyCite” version of the article, or accepted manuscript, with preference given to the final document.
- Note: It is unlikely that there will be any Juried item within your packet.
- Include information on how your manuscript was chosen for inclusion.

Honors/Awards for Scholarly or Creative Activities

- It is unlikely that creative activities will be listed.

Grant Activity

- Include grant, funding organization, and decision (if available)
- Include financial level of funding, including support of students, purchase of equipment, and the like, if funded.

Additional Information

- Include other scholarly activities, such as textbook activity, case study, book review.
- Include working papers under review, including initial review (if relevant)
- Include other grant-related activity such as a.) grant submission and b.) ongoing reporting of grant activity for funded grants.

- Google citation counts would also be useful information.

Appendix: Professional Growth and Activities

Membership in Professional Organization

- Include information regarding the regional, national, or international demographic of organization
- Include information regarding attendance at meetings of organization

Honors/Awards Related to Professional Service

- Include the period that the award covers

Service to Professional Organization

- Include roles on the Board of Directors/Leadership team of professional organization
- Include positions on editorial board of organization's journal, including editor, associate editor and reviewer (when relevant), including a listing of manuscripts reviewed, review, and acceptance/rejection decision.

Attendance/Participation at Professional Meetings

- Include the conference, title of position, title of session, and manuscripts reviewed (as relevant)
- Include meeting activities such as: Track chair, program committee membership, session chair, and discussant roles
- Include any documentation of discussant activities

Continuing Professional Development Activities

- Include other professional development activities such as a.) Courses and b.) Workshops/conferences in subject area related to field of specialization or teaching
- Include short courses sponsored by professional organization
- Include information on duration, topic, and organizer of the development activity

Additional Information

- Include other activities such as a.) serving as a major consultant (please identify role, duties and share any deliverables), b.) serving on an accreditation team
- Include professional consultantships and lectures, which could be to a public interest group

Appendix: Service

Documentation of Committee Service

- Include Department, College, University, and Texas A&M University-System Committees
- Include roles as Faculty Senator or being on Faculty Senate committees

- Include whether you were a committee member, committee secretary, committee chairperson
- Include committee charge/duties and meeting frequency
- Include participation on a dissertation committee or a thesis committee

Honors/Awards Related to Service

- Include both university and community awards

Additional Information

- Include attendance at graduation ceremonies and similar events (i.e., MBA Hooding)
- Include role as marshal or similar position at graduation events
- Include off-campus student recruiting, which requires physical presence off-campus
- Include on-campus student recruiting, including virtual recruiting events at off-campus sites
- Include other recruiting activities, such as recruiting materials and development of new courses and programs.
- Include being faculty advisory to a TAMUK-affiliated student organization
- Include academic advising that is above and beyond the normal scope of duties as a university professor may be reported.
- Include participation in community activities that are tied to the mission of the College of Business or one's profession.

Letters of Recommendation

In addition to the official letters of recommendation, you may supply a sampling of unsolicited student letters and emails. Please be sure that the letters address your contributions in terms of teach, research, and/or service.