



## 2022-2023 Faculty Promotion & Tenure Supplemental Guidelines

The following guidelines have been established by the College of Arts & Sciences for faculty going up for promotion, tenure and/or mid-level review during the 2022-2023 academic year. These guidelines are intended to be an expansion of the guides and trainings by the Provost's Office – [www.tamuk.edu/academicaffairs/promotion-tenure.html](http://www.tamuk.edu/academicaffairs/promotion-tenure.html)

### Promotion/Tenure Portfolio

#### Faculty Information Page

- Type of Review – Please enter ONE of the following:
  - Promotion & Tenure (for tenure-track faculty seeking tenure & promotion to Associate)
  - Promotion (for tenured faculty seeking promotion to Full)
  - Mid-Tenure Review (for tenure-track faculty completing a Mid-Tenure Review)
- Faculty are requested to ADD a section entitled **Promotion & Tenure Standards**. In this new section, faculty will add the Promotion and Tenure standards for their department/division.

#### Annual Continuation Letters, Narratives, and Summaries Page

- Faculty will be required to ADD a section entitled **Continuation Letters**. In this new section, faculty will add the continuation evaluation letters from department committee, department chair, college committee, and dean for each year. (e.g. 1<sup>st</sup> Year Continuation Letters)
- On this page, faculty will upload the Annual Report by Faculty Member for each year. This should include the cover page and three signature pages – Summary of Annual Evaluation of Faculty page, Narrative, and Proposed Activities Form.

TEXAS A&M UNIVERSITY-KINGSVILLE ANNUAL REPORT BY FACULTY MEMBER	
Spring _____ through Fall _____	
This report serves multiple purposes: (1) to annually update your personnel file, (2) to provide information on job performance as it relates to decisions affecting tenure and promotion, (3) to form the basis for the Tenured Faculty Developmental Review, and (4) to serve as a basis for merit pay recommendations.	
Report only those activities for the current evaluation period. All information related to a faculty member's professional accomplishments should be included on this form. Include supporting information for the sections (I – IV) in an appendix.	
Name _____	Department _____
Rank _____	Institution Granting Degree _____
Highest Degree _____	<input type="checkbox"/> Tenured? <input type="checkbox"/> Tenure-Track?
Date of Initial Appointment at TAMU-K _____	Institution Where Appointed _____
Date of Present Rank _____	

Texas A&M University-Kingsville Narrative of the Annual Evaluation of Faculty	
Spring _____ through Fall _____	
Faculty Member _____	Department _____
Tenured: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Initial Appointment at TAMU-K: _____	
Rank: _____	
Date of Present Rank: _____ / _____	
NARRATIVE REPORT	
Signatures:	
Chair _____	Date: _____
Faculty Member _____	Date: _____
Dean _____	Date: _____



## 2022-2023 Faculty Promotion & Tenure Supplemental Guidelines

TEXAS A&M UNIVERSITY-KINGSVILLE  
SUMMARY OF ANNUAL EVALUATION OF FACULTY

SPRING \_\_\_\_\_ Through FALL \_\_\_\_\_

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Chair: \_\_\_\_\_

Specific parameters for each of the evaluation sections II, III, and IV are to be determined at the college level, subject to approval by the Faculty Senate and President, and consistent with TAMU-K Tenured Faculty Development Review Policy, System Policy 12.06.

	Rating (1-7)	Weight (0-100%)	Score			
<b>I. TEACHING PERFORMANCE</b> (See Appendix III, Faculty Handbook)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Does Not Meet Expectations</td> <td>Meets Expectations</td> <td>Exceeds Expectations</td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	X		
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations				
<b>II. RESEARCH AND SCHOLARLY ACTIVITIES</b> Involvement in the scholarship of discovery or application (research) or teaching or integration (scholarly activities) (See Appendix II, Faculty Handbook)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Does Not Meet Expectations</td> <td>Meets Expectations</td> <td>Exceeds Expectations</td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	X		
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations				
<b>III. PROFESSIONAL GROWTH AND ACTIVITIES</b> Membership in professional organizations, attendance at professional meetings, professional consulting and lectures, professional service, continuing professional education						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Does Not Meet Expectations</td> <td>Meets Expectations</td> <td>Exceeds Expectations</td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	X		
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations				
<b>IV. SERVICE</b> Committee service, recruitment, advisement, degree planning, assistance in development of facilities and equipment, program and curriculum development, attendance and support for general on-campus functions, other service. Collaborates with colleagues, engages in professional conduct, and displays ethical behavior.						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Does Not Meet Expectations</td> <td>Meets Expectations</td> <td>Exceeds Expectations</td> </tr> </table>	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	X		
Does Not Meet Expectations	Meets Expectations	Exceeds Expectations				
<b>Total of Weights and Scores (weights must total 100%)</b>						

Signature of the faculty member indicates that a discussion, between the faculty member and the supervisor, regarding the Annual Evaluation has been concluded.

Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Texas A&M University-Kingsville  
Proposed Activities Form

Spring \_\_\_\_\_ through Fall \_\_\_\_\_

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

I am proposing that the evaluation of my performance for the calendar year noted above be determined by the weights assigned to each of the four categories listed on the Annual Evaluation of Faculty form as follows. My proposed activities for the current year are noted below. Suggested weights are in parentheses.

I. Teaching Performance	Weight (25 - 60)
II. Research and Scholarly Activities	Weight (15 - 25)
III. Professional Growth and Activities	Weight (65 - 45)
IV. Service	Weight (15 - 30)

Weights must total 100%.

Proposed Activities for Current Year:

(Attach additional pages as necessary)

(To be completed for faculty on a normal teaching assignment)

Approved by:

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### Annual Reports: Teaching Performance

- On this page, faculty will upload **I. Teaching Performance** supporting score sheets for each evaluation year. Examples below:

**I. TEACHING PERFORMANCE**

Present in summary form evidence of your teaching performance. Include supporting data in an appendix. Use such evidence as student rating of instruction, preparation for teaching (e.g., maintain currency in field, development of instructional materials, incorporation of technology in classroom where appropriate), development of new courses or curriculum (not accounted for under scholarly activities), consistent with System Policy 12.06, other evidence of effective teaching including efforts and activities that impact teaching performance (e.g., teaching portfolio, reflective self-review, workshops or other training conducted or provided for others including continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students [student comments on SRI or other informal sources of feedback including interviews e.g. of graduating seniors], performance of students in subsequent courses, feedback from alumni and employers of graduates, direction of dissertations and theses, participation in workshops on effective teaching, in-service training, results from conduct of recognized assessments of teaching effectiveness, use of instructional consultant, use of on-campus technology centers and programs to support integration of new technology into teaching, service as mentor for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., EVCTET, certification exams).

**I. TEACHING PERFORMANCE**

The criteria for establishing the quality of Teaching Performance is outlined below and should be consistently applied by all academic colleges. (Library faculty will be evaluated in this section for "Professional Performance" according to the "Statement of Criteria for Appointment, Promotion, and Tenure for University Librarians" 1995).

Student Rating of Instruction: Adjustments should be made in the following ratings based on known biases or other factors as explained in the "Guidelines for Interpretation and Use of Student Ratings of Instruction." Ratings from the student rating instrument should be rounded to one decimal place. This section of assessing teaching performance can account for a minimum of 25% and a maximum of 50% of the overall score for teaching performance; the proportion to be determined by the faculty member and agreed upon by the department chair. Other evidence of teaching performance (next page) accounts for 50-75% of the overall score for teaching performance. The percentages must add up to 100%.

Dimension

- Value (questions 4, 12) \_\_\_\_\_
- Enthusiasm (question 13) \_\_\_\_\_
- Organization (questions 2, 7) \_\_\_\_\_
- Group interaction (questions 1, 11) \_\_\_\_\_
- Individual rapport (questions 1, 6, 10, 14) \_\_\_\_\_
- Breadth of coverage (question 15) \_\_\_\_\_
- Examinations/grading (questions 3, 5, 8) \_\_\_\_\_
- Assignments (questions 3, 9) \_\_\_\_\_
- Workload/difficulty (questions 16, 17) \_\_\_\_\_

A rating of 3.0 or above (out of 5.0) for all nine dimensions would result in the maximum score agreed upon for this page being awarded. A rating of less than 3.0 on one or more dimensions would result in a reduction in the maximum score by 1/9 for each dimension rating less than 3.0 unless known biases or other explanations are judged to be responsible for the rating of less than 3.0.

% (range of 25-50, see above, expressed as decimal) \_\_\_\_\_ X 7.0 = \_\_\_\_\_ maximum weighted score this page

maximum weighted score this page X \_\_\_\_\_ dimensions in which score is 3.0 or greater X 1.9 or 0.111 = \_\_\_\_\_ score for student rating of instruction

SCORE THIS PAGE \_\_\_\_\_

### Annual Reports: Research & Scholarly Activities

- On this page, faculty will upload **II. Research & Scholarly Activities** supporting score sheets for each evaluation year. Examples below:



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**II. RESEARCH AND SCHOLARLY ACTIVITIES**

List articles, monographs, books, book reviews, presentations to professional and learned societies, creative and artistic endeavors, grantmanship, contract research, consultation (which focuses on application of knowledge to consequential problems), technical assistance, policy analysis, program evaluation, participation in workshops and seminars resulting in an action plan for improving teaching skills, written evaluations of teaching materials, development of teaching/learning outcomes assessment tools, participation in curricular innovation, and conduct of interdisciplinary seminars. Submit a copy of each publication, review, contract, policy, program evaluation, action plan, evaluation of teaching materials, and outcomes assessment tools (if available). Any research in progress that is listed must have documentation to indicate the extent of the progress during this reporting period. The activities and documentation listed are illustrative, but not exhaustive.

NOTE: For a more detailed and complete discussion of research and scholarly activities, see Appendix II in the Faculty Handbook ("Definition of Research and Appropriate Scholarly Activity at TAMU-K").

**II. Research and Scholarly Activities**

To receive full credit scholarly and creative endeavors should be appropriate to the faculty member's academic discipline(s). Four types of scholarships are recognized. These are: (1) the scholarship of discovery, (2) the scholarship of application, (3) the scholarship of teaching, and (4) the scholarship of integration. (See Faculty Handbook, Appendix XIII, "Definition of Research and Appropriate Scholarly Activity at TAMU-K.") There should be a discipline appropriate product. This would include, but is not limited to those listed below. Where a specific point value is not assigned, but a range of possible values is listed, the chair should, in consultation with the faculty member, make a judgment concerning the points to be assigned.

List specific documented activities, assign point values, total the point values, and assign a rating on the 7-point scale shown below that corresponds to the total number of points assigned. Half of all points excess of 40 are banked and retained for assignment in future years. No more than twenty-five banked points may be used in a given year. Points not used may be carried forward for a maximum of two years after which they are dropped the running total. All points must be documented, but the chair need not forward all the documentation to the dean. The chair shall exercise discretion in determining which documentation should be forwarded. The chair, in consultation with the faculty member, may wish to offer documentation for claims whose validity may not be self-evident or to call attention to especially noteworthy accomplishments. If a faculty member specifically asks the particular documentation be forwarded to the next level, the requested documentation will be forwarded. Documentation not forwarded will be returned to the faculty member and retained by the faculty member until faculty member is notified that the annual evaluation process has been completed and is informed of the results. If asked for, documentation should be forwarded to any appropriate evaluator- typically the dean. Documentation that will be needed for continuation, tenure, promotion, or for other purposes should be retained by the faculty member.

If desired this worksheet may be used for banking points:

Points earning this year \_\_\_\_\_

Points carried over from 2 years previous \_\_\_\_\_

Points carried over from previous year \_\_\_\_\_

**Total available for this year (Points earning this year + banked points used)** \_\_\_\_\_

Points used this year from 2 year's previous balance \_\_\_\_\_

(Any not used this year are lost points)

Points used this year from previous year's balance \_\_\_\_\_

Points remaining from previous year's balance \_\_\_\_\_

(May be used again next year)

% of excess points over 40 earned this year \_\_\_\_\_

(To be carried forward for up to two years)

### Annual Reports: Professional Growth and Activities

- On this page, faculty will upload **III. Professional Growth and Activities** supporting score sheets for each evaluation year. Examples below:

**III. PROFESSIONAL GROWTH AND ACTIVITIES**

List information in the following order:

- Membership in professional organizations, including offices held during the year;
- Attendance at professional meetings (in an appendix attach dates of meetings, list of sessions attended, and other professional activities engaged in at meetings);
- Professional consulting and lectures (not accounted for in scholarship of application or integration, include supporting data);
- Professional service (moderator, facilitator, journal editor, reviewer [e.g., manuscripts, grants], etc., include supporting data);
- Professional honors received;
- Continuing professional education (status of doctorate if not conferred; post-graduate or post-doctoral work at a university; training received in workshops and non-university courses).

**III. Professional Growth and Activities**

[Chair may award a higher rating for accumulated activities]

	RATING
1. Membership in professional organizations, including offices held during the year	
• Serve as regional or state officer in a professional organization	7
• Serve as a member of a nation committee of a professional organization	7
• Serve on a non-local committee of a professional society/organization	6
• Serve as officer of local chapter of professional society/organization or as student chapter advisor for such organization	6
• Serve as a local chapter committee chair of a professional society/organization	5
• Be a member of two or more professional organizations, at least one of which was in field of discipline	3
• Be a member of two or more professional organization	4-2
• Be a member of a professional society	2
• Other	7-2
2. Attendance/participation at professional meetings (in an appendix attach dates of meetings, list of session attended, and other professional activities engaged in at meetings)	
• Attend and participate in local chapter or other meetings of a professional society	5
• Attend some type of technical or other appropriate lecture or presentation	4
• Attend at least one meeting	4-2
• Other	2-5
• Organizer/Chair/Moderator/Facilitator of a section at a meeting for a national, regional, or state level society/organization	7-5
• Organizer/Chair/Moderator/Facilitator of a section at a meeting for a local society/organizer	5-4
• Other	7-2
3. Professional consulting and lectures (not accounted for in Part II Research and Scholarly activities as aspects of the scholarship of either application or integration)	
• Serve as a major or significant consultant	5
• Serve as a state or local proposer, or reviewer, or referee of state or local journal manuscripts or grants	5
• Serve as editor/co-editor of print or electronic journal	7-4
• Provide professional services to public interest groups	5
• Serve on a high school or college accreditation team	5
• Other	7-2
4. Professional honors received	
• Receives professional honor within field of expertise	7-6
• Achieve recognized proficiency in a related field outside of expertise	6-5
5. Continuing professional education (documented progress toward a terminal degree, post-graduate or post-doctoral work at a university, training received in workshops and non-university courses, etc.)	
• Receive certification or degree in an area relevant to academia	7
• Spend at least one semester on leave working with industry, another university, or governmental or other organization in an area relevant to academia	7
• Spend less than a semester working with industry, another university, or governmental or other organization in an area relevant to academia	6
• Attend a course in subject area relevant to academia	6
• Attend an off-campus course (credit possible) in an area relevant to academia	6
• Be selected for participation in and attend a short course sponsored by a professional organization	6

### Annual Reports: Service

- On this page, faculty will upload **IV. Service** supporting score sheets for each evaluation year. Examples below:



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IV. SERVICE

List information in the following order:

1. Significant committee and administrative assignments on campus (indicate number of meetings and hours of work during reporting period);
2. Sponsorship of student organizations (indicate number of meetings and hours of work during reporting period);
3. Recruitment and retention activities (including sponsorship of co-curricular and extra-curricular activities);
4. Student advisement;
5. Acquisition and development of facilities; program and curriculum development (not accounted under teaching performance or in scholarship of teaching);
6. Attendance at and support of general university functions;
7. Other service supportive of the university (i.e., community).

IV. Non-Teaching activities supportive of University Programs

	Rating (1-7)	Weight Factor	Score
<b>A. Committee Service</b>			
• Serves on several university, Faculty Senate, college and/or departmental committees	_____	$\times$ (0.20-0.40)	_____
• Spends significant time on such assignments			
• Chairs one or more of these committees			
• Accepts other significant administrative assignments			
• Other			
<b>B. Student Recruitment and Retention</b>			
• Visits high schools/Jr. Colleges	_____	$\times$ (0.00-0.40)	_____
• Plans/participates in on-school campus recruitment materials			
• Develops/distributes university recruitment materials			
• Others			
<b>C. Student involvement</b>			
• Graduate/undergraduate coordinator	_____	$\times$ (0.00-0.40)	_____
• Advises numerous student/degree plans			
• Advises numbers students/registration			
• Sponsors student organizations and other student involvement			
• Mentors, guides, supervises graduate/undergraduate students			
• Involves students in grants			
• Others			
<b>D. Curriculum Development</b>			
• Develops new degree programs	_____	$\times$ (0.00-0.40)	_____
• Develops new courses/revises courses			
• Acquires and develops campus facilities			
• Other			
<b>E. Other services supportive of University</b>			
• Attends and supports university functions	_____	$\times$ (0.10-0.20)	_____
• Participates in community activities which directly support university activities			
• Community service/presentation to groups			
• Guides, mentors new faculty members			
• Other			
Total Weights Must Equal 1.00			
Total Score: (Round to the 1 decimal and transfer to summer sheet. Range: 0.15-0.55) _____			

**Faculty are requested to not add or delete any pages or sections other than those specified in the above guidelines. For questions or clarification, please contact the following:**

- Department Chair
- Elisa M. Guerra
- Associate Dean