

12.02.99.K0.01 Procedures for Implementing Tenure



Approved: January 11, 2017
Next Scheduled Review: January 11, 2022

Procedure Statement

Texas A&M University—Kingsville (TAMUK) faculty may be awarded tenure according to the standards and process described here.

Reason for Procedure

This procedure; required by System Policy *12.02, Institutional Procedures for Implementing Tenure*; describes the process by which tenure-track faculty members may be awarded tenure.

Procedures and Responsibilities

1. TENURE COMMITTEES

Tenure committees are formed at the department and college level to evaluate tenure-track faculty for continuation and tenure.

1.1 The department tenure committee is comprised of all tenured faculty members in the department. The department chair calls the meeting of the committee, but is thereafter prohibited from serving or voting as a committee member. Once convened, the committee elects the chair by a secret ballot of all members present.

1.1.1 If no department organization exists the evaluation of the tenure/continuation candidate will be conducted at the college level.

1.1.2 If the department has too few tenured faculty members to conduct the evaluation, the evaluation will be performed by the department chair, then at the college level. However, if a department has as few as one tenured faculty member, that member may exercise the right to be the sole member of the department tenure committee.

1.2 The college tenure and promotion committee is assembled by the college dean. It is comprised of at least five members and must include at least one tenured faculty member from each department. The dean is prohibited from serving or voting as a committee member. The committee chair will be elected by secret ballot of all members present.

2. TENURE STANDARDS

- 2.1 Faculty members are provided with written standards for promotion and tenure upon hire.
- 2.2 Only faculty members holding ranks of Assistant Professor, Associate Professor, or Professor are eligible for consideration for the granting of tenure.

3. BASIS FOR EVALUATION

- 3.1 All continuation and tenure recommendations shall include review of the faculty member's record of professional achievement.
- 3.2 The university will publish its list of criteria applicable to the evaluation of faculty for the granting of tenure.
- 3.3 Tenure evaluations are primarily based on teaching effectiveness, research and scholarly activity, and service. Other criteria may be applicable, depending on the nature of the faculty appointment, and as specified in the employment contract.
 - 3.3.1 Evaluation of teaching effectiveness is essential for all candidates.
 - 3.3.2 Evaluation of teaching effectiveness shall include not only student evaluations, but also other measures as cited in System Policy 12.06, Section 2.

4. REVIEW PROCESS

- 4.1 Each probationary (tenure-track) faculty member is responsible for developing and submitting an annual report (for continuation) or submitting the tenure package (final year of tenure track) to his/her immediate supervisor, i.e., department chair, library director, or college dean.
 - 4.1.1 Faculty members holding concurrent appointments in two or more departments will be evaluated by the department and college where tenure, if awarded, will be held.
 - 4.1.2 Those units will consider input from the other unit's leader(s).
- 4.2 Each tenure-track member will undergo annual performance reviews for tenure continuation in their 1st, 2nd, 3rd, and 5th years of actual and credited service. These reviews, based on the annual report submitted by the faculty member to the department chair, will be performed by the departmental tenure committee, the department chair, the college tenure and promotion committee, and the college dean. Tenure committees will vote via secret ballot either "for" "against" or "abstain."
- 4.3 In the 4th year, in lieu of the annual performance review, all tenure-track faculty members shall receive a comprehensive review to determine progress toward meeting all tenure requirements. As with other reviews, the 4th year review is

performed by the department committee, department chair, college committee, and college dean.

4.3.1 The faculty member should undergo the 4th year tenure review during the 4th year of actual and credited service. If, for example, a faculty member beginning employment at TAMUK receives two years credit toward tenure for previous teaching, the faculty member will undergo the 4th year review in the second year of service at TAMUK.

4.3.2 As with other reviews, if the 4th year review finds that a tenure-track faculty member is not progressing adequately toward the requirements for tenure, action should be taken to non-renew the contract of the individual.

4.4 The tenure recommendation will be made during the 6th year of total allowed probationary service.

4.4.1 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.

4.4.2 The tenure-track faculty member being considered for tenure must follow guidelines and timelines set by the Provost's Office.

4.4.3 Committee structure and voting, and administrative evaluations, will occur as described above for years 1 through 5. The dean will forward ballot results and written narratives to Provost and Vice President for Academic Affairs.

4.4.4 The Provost and Vice President for Academic Affairs will review all materials and forward recommendations, along with his/her own recommendations to the University President.

4.4.5 The President will then review the materials and forward his/her positive recommendations regarding the awarding of tenure to the Board of Regents.

4.4.6 Tenure is granted only by an affirmative vote of the Board of Regents.

5. NOTIFICATION

5.1 Following a candidate's tenure (6th year) or continuation (1st, 2nd, 3rd, 4th, or 5th year) review by the department tenure committee, the committee will forward the results of their vote and a narrative to the department chair.

5.2 The department chair will forward the results of the department committee vote, along with his/her recommendations in a written narrative to the college dean.

5.3 Through the 5th year, whether or not to continue a probationary faculty member on tenure track is decided by the college dean. The dean will notify the faculty member of reappointment or non-reappointment. The dean will also inform the candidate of the vote count and any recommendations from the departmental and college committees and from the department chair.

5.4 For the 6th year evaluation, the dean will not forward ballot results or written narratives to the candidate. Rather, this information will be forwarded to the Provost and Vice President for Academic Affairs and then to the President as described in Sections 4.4.4 and 4.4.5. The President will convey his/her decision to the faculty member.

5.5 Faculty members should be notified promptly. No rights are accrued by the faculty member as a result of the university failing to notify.

6. EXCEPTIONS

6.1 During the faculty tenure track period, the university permits a “time-out” due to special conditions or to pursue a special opportunity. The time-out extension must be based on extraordinary circumstances, and requires written concurrence by the faculty member, department chair, college dean, and provost.

6.2 In some instances the university may wish to grant a faculty member or administrator tenure on hire. In such instances the department having expertise closely related to the expertise should render a decision to the provost regarding the tenurability of the candidate, based on the candidate’s qualifications and record of performance in his/her discipline. A positive recommendation from the department is then subject to recommendation from the provost, president, and lastly to the Board of Regents for final approval. Tenure, if granted, would reside in the academic department and would not apply to the administrative position.

6.3 Financial exigency may permit exceptions to tenure policies and procedures. The procedure to be followed in the event of financial exigency is explained in University Rule *12.01.99.K1*.

Related Statutes, Policies, or Requirements

[System Policy 12.01, Academic Freedom, Responsibility and Tenure](#)

[System Policy 12.06, Post-Tenure Review of Faculty and Teaching Effectiveness](#)

[University Rule 12.01.99.K1, Academic Freedom, Responsibility and Tenure](#)

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