

EPSY Tenure and Promotion Policy and Procedures **Approved July 12, 2010**

Prologue --

The department's faculty evaluation policies are designed to promote excellence in faculty research, teaching and service activities. As such, faculty members are responsible for documenting the impact of their activities through their scholarship in teaching, service and research. Although the quantity of current faculty activity in the department provides some guidance regarding the evaluation of faculty performance, professional judgment is the ultimate basis of making decisions pertaining to tenure, promotion, and post-tenure review, or allocation of merit salary or professional development funds. Professional judgment rests on the principles of integrity of the process, careful analysis of the supporting data, and logically derived conclusions. These policies and procedures pertain only to tenure-track faculty and conform to College and University rules and policies, which can be found at:

http://dof.tamu.edu/admin/tp/tp_collegedep/education/CHED_Guidelines2006.pdf

<http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf>

The following reviews are important components of the department's Tenure and Promotion process: Annual Review, Midterm (Third-Year) Review, Tenure and Promotion Review, and Review for Promotion to Professor. The EPSY Tenure and Promotion Committee for Annual, Midterm, and Tenure and Promotion reviews consists of all tenured faculty members. For reviews for promotion to Professor, the Committee consists of all Professors; however, the Department Head does not serve on any committee. The Committee and the Head independently evaluate each Candidate's record and forward their recommendations for consideration in the College and University reviews.

In order to vote in each review, members of the Committee must (a) document that they have reviewed the material in the Candidate's Portfolio, and (b) participate in the meeting. Members who are unable to attend the meeting physically may do so using telecommunications technology. TAMU *Tenure and Promotion Packages Submission Guidelines* indicate that the report of the Committee's recommendations "should reflect the essence of the evaluative concerns and support regarding the candidate's case, and the committee's recommendation." In order to meet this charge, all Committee members are encouraged to state the reasons for their vote either orally or by written comments on the ballot recording their vote.

The Committee's deliberations are initiated by presentations by the Candidate's Advocate and Program Representative and are conducted on the basis of the documentation described below. The deliberations of the Committee are strictly confidential and may not be shared with persons who are not members of the Committee. Confidentiality is essential to maintaining collegiality within the department. Candidates will receive copies of the recommendations of the department and college T&P Committees, the Department Head, and the Dean as specified in the TAMU review policy. In addition, the Candidate's mentor will provide a verbal summary of the committee's deliberations to the candidate in a manner that does not permit linking specific comments or evaluations to specific individuals.

Annual Review

Each non-tenured tenure-track faculty member who is not undergoing a Tenure and Promotion or Midterm Review will receive written feedback regarding progress toward tenure and promotion from both the Department Head and Department Tenure and Promotion Committee. This evaluation occurs in February for non-tenured tenure-track faculty until the candidate has received a Midterm Review. Following the Midterm Review, Annual Reviews of progress toward tenure occurs in September. Each Candidate annually will submit a Candidate's Statement of Teaching, Research, and Service (see below for information to be included in this statement) and CV, along with a table of courses taught, teaching evaluations, and student committees on which the Candidate serves as co-chair or committee member. The written evaluation of progress toward Tenure and Promotion provided by the Committee must provide specific feedback regarding progress in research, teaching, and service. This feedback will include the Candidate's strengths, weaknesses, and recommendations for improvement as well as the votes on (a) whether the Candidate's yearly appointment should be renewed, and (b) whether the Candidate is making acceptable progress toward tenure.

Midterm Review (Third-Year)

Each non-tenured Candidate's accomplishments will be evaluated by the Committee in February at the midpoint of the Candidate's probationary period, typically during the third year of employment. The Midterm review serves as a summative evaluation of the Candidate's performance and achievements. The review also serves as a benchmark source of feedback to the Candidate regarding perceived progress toward promotion and tenure. The Committee votes on a recommendation regarding the Candidate's continued employment, and as to whether the Candidate is making acceptable progress toward tenure.

Review for Tenure and Promotion to Associate Professor

The Committee will meet in September to determine its recommendation on Tenure and Promotion and prepare the department evaluations of teaching, research, and service (and other areas, as needed). Prior to the meeting, the Committee members will review material in the Candidate's Portfolio, which will consist of all information to be included in the packet that goes forward to the college and university that is available at the time of the meeting. The evidence found there will be evaluated in light of the Departmental Criteria for Promotion to Associate Professor with Tenure. Non-tenured faculty must go up for Tenure and Promotion two years prior to the end of their Probationary Period, which typically occurs during their fifth year of appointment. Candidates who have demonstrated exceptional merit may be considered early.

Review for Promotion to Professor

At its September meeting, the Committee will review any Associate Professors who wish to be considered for promotion to Professor. Promotion to Professor requires continued productivity and accomplishments that exceed those expected of Associate Professors. Candidates will be expected to provide evidence of national or international recognition as leaders in their fields. Associate Professors may put themselves forward for consideration for promotion to Professor at any point and can submit their materials to the Committee for an informal assessment prior to initiating the official process.

Candidate's Advocate

The non-tenured Candidate will be represented at the departmental evaluation meeting in the Annual and Midterm review and the promotion and tenure review by a tenured faculty member

from the department selected by the Candidate. The Candidate's advocate will present the Candidate's case at the departmental evaluation meetings and provide oral feedback to the Candidate regarding the department evaluation meeting. Although it is not a requirement, the Candidate's faculty mentor often serves as the advocate.

Program Representative

The tenure and promotion committee elects a chair to preside over and facilitate the work of the committee. The Candidate's program selects a program representative to present the program's perceptions of the Candidate's strengths and weaknesses. The Advocate speaks first, followed by the Program Representative.

Candidate's Portfolio

The Candidate's portfolio to be used in departmental Midterm, Tenure and Promotion, and Promotion to Professor reviews will include all information specified in the TAMU *Tenure and Promotion Packages Submission Guidelines* that is available at the time the departmental review takes place:

- ***Candidate's Statement on Teaching, Research, and Service:*** The Tenure and Promotion review and the Annual and Midterm reviews that precede it will be guided by the Candidate's statement of professional goals and accomplishments. The Candidate's statement should provide a cohesive overview and rationale for the Candidate's activities and accomplishments in each area. The purpose is to enhance the Committee's understanding, adding information that is useful for analysis and interpretation and providing perspective that is not contained in the Candidate's vita. As indicated in the *Packages Submission Guidelines*, the Candidate's Statement is "a concise statement of the Candidate's goals, philosophies, strategies and emphases in carrying out his or her professional responsibilities in teaching, in research, in service, and in any other activities. . . . Rather than using this statement as a forum to say why the candidate's teaching, research, and service have been significant (or to make an argument for promotion or tenure), this statement should say how the candidate *approaches* these things."
- ***Vita and Vita Attestation***
- ***External Review Letters***
- ***Other Materials and Documentation***
 - Teaching evaluation packet (including table of courses taught, mean student course ratings, graduate committees served as member, co-chair, or chair)
 - Selected Publications
 - Documents of Appreciation, Service
- ***Draft Evaluations of Teaching, Research, and Service (and other areas, if needed)*** Draft Evaluations of the Candidate's record in Teaching, Research, Service, and Other Areas (optional) will be available for review by the Committee prior to the meeting. The Draft Evaluation will be a consensual document representing the evaluation of the Candidate's record in each area by faculty in the Candidate's program who serve on the Committee involved in the deliberations. Preparation of the Draft Evaluation will be the responsibility of the program faculty who serve on the appropriate Committee as specified above, but Committee members in other programs may be involved when appropriate, and Candidate's Advocates who are not

members of the Candidate's program will have an opportunity to review and comment on them.

The evaluation of teaching will be conducted within the framework set out by the CTE/TAMU Framework of Faculty Teaching Performance Evaluation. Data sources for these components should primarily be the responsibility of the candidate and may include; the candidate's statement, the advocate's statement, student evaluations, syllabi, attendance at CTE workshops, lists of student committees, list of advisees, and reports of teaching observations. Reports of and documentation of these indicators should be reported to the T&P committee as part of the candidate statement, the advocate's statement, and incorporated into the one page summary on the Candidate's Teaching as part of the T&P packet.

The Draft Evaluations will serve as the basis of the Program Representative's presentation at the T&P meeting and as drafts of the documents required for each candidate's TAMU Package. They will be revised as needed based on the discussion at the meeting until they reflect the consensual view of the Committee. The revised documents, along with the report of the Committee's recommendation, will be available for review by Committee members who attended the meeting prior to submission to the Department Head. Final versions of the documents will be returned to Committee members.