



**College of Business, Engineering, and Technology
Guidelines for
Tenure, Promotion, and Mandatory Fourth Year Review
Effective June 1, 2019**

The College of Business, Engineering, and Technology Guidelines for Tenure, Promotion, and Mandatory Fourth Year Review supplement Texas A&M University System (A&M System) Policy 12.01, Academic Freedom, Responsibility, and Tenure; Policy 12.02, Institutional Procedures for Implementing Tenure; and the Texas A&M University-Texarkana (A&M Texarkana) Tenure and Promotion Procedure UP 12.01.99.H1.02. The University procedure states that "as a supplement to the criteria for tenure and promotion outlined in System policies, and any University rules and procedures, each college shall establish requirements and guidelines for tenure and promotion that apply to faculty working within that College." These guidelines, in combination with the other two referenced documents, provide the criteria, expectations, and processes related to faculty tenure and promotion in rank within the College of Business, Engineering, and Technology (CBET).

A. Eligibility and Application Criteria to Apply for Tenure and/or Promotion

To be eligible to apply for continuing appointment (tenure) and/or promotion, a CBET tenure track faculty member must meet the expectations and guidelines as established by the University as outlined in University Procedure 12.01.99.H1.02 as well as the College of Business, Engineering, and Technology criteria that are included in this document.

B. College Criteria for Tenure and/or Promotion

To be awarded tenure and/or promotion at A&M-Texarkana, a CBET faculty member must display excellence in teaching through the design and delivery of curriculum and a commitment to the intellectual growth of students; a high level of achievement in scholarship and creative activity in the academic discipline as evidenced by peer evaluations; and a record of quality professional service to students, the CBET, the university, one's profession/discipline, and the community. An attitude of professionalism that contributes to the positive reputation of the faculty member as well as the CBET and the university should be present in these three areas of evaluation.

The faculty of the CBET has affirmed that in the performance areas of Teaching, Scholarship and Creative Activity, and Service, faculty applying for tenure and/or promotion shall provide

relevant evidence of excellence in performance during the period for review. The applicant will be evaluated according to standards presented in UP 12.01.99.H1.02.

In the performance category, "Teaching," the applicant must demonstrate a record of excellence in teaching. Evidence examples include teaching awards; outstanding teaching performance evaluations; development and application of effective innovative teaching methods and materials; evidence of high quality class preparation, interaction, and accomplishments; effective academic advising; and self-development activities leading to enhanced teaching effectiveness.

In the performance category, "Scholarship and Creative Activity, " the applicant must sustain currency and relevance through scholarship and related activities as outlined below.

A faculty member must have a minimum of three peer reviewed publications in professional journals utilized by academics and practitioners in a rolling five-year period or a minimum of two peer reviewed publications in five years plus a minimum of two pre-approved "other academic or professional" engagement activities.

Each functional area (i.e. business, engineering and the technological disciplines) will provide an accepted publication list of that functional area.

A non-exhaustive list of "other academic and professional" engagement activities includes the following:

- Papers presented at professional meetings
- Publication in conference proceedings
- Articles published in non-refereed journals
- Relevant and active editorships with academic journals or other business publications
- Editorial boards or committee membership
- Validation of SA status through leadership positions, participation in recognized academic societies and associations, research awards, academic fellow status, invited presentations, etc.
- Membership on relevant boards of directors in the faculty member's academic discipline.
- Professional consulting in the faculty member's academic discipline
- Grant awards
- Patent awards

In the performance category, "Service," the applicant must show a record of effective professional service to students, the college, the university, the profession/discipline, and the community. Examples include university or college committee membership; active participation in college and university outreach activities; and service to the community aligned to the faculty member's discipline. The applicant's service record must include service to the College of Business, Engineering, and Technology.

C. Tenure and Promotion Committee

The College of Business, Engineering, and Technology Tenure and Promotion Committee shall consist of all tenured business faculty members that are serving in a rank that is at or above the rank being considered. The committee chair will be named by the Dean of the College of Business, Engineering, and Technology.

This is a standing committee whose composition and chair may change from year to year.

D. Timeline and Procedure for Faculty Application for Tenure and Promotion

The timeline and procedure for applying for tenure and/or promotion are outlined in UP 12.01.99.H1.02.

E. Portfolio

An outline for preparing the tenure and/or promotion portfolio is provided in UP 12.01.99H1.02

F. Procedure for Evaluating Faculty for Tenure and/or Promotion

The CBET Tenure and Promotion Committee will review the faculty applicant's portfolio and official faculty file (maintained in the provost's office) to determine the applicant's level of accomplishment in teaching and scholarly and creative activities relative to norms in the applicant's discipline, and service. The committee may also assess the applicant's attitude of professionalism that contributes to the positive reputation of the faculty member, the college, and university.

The committee will provide its recommendation report to the Dean according to the timeline specified in D above. The college Dean will review the college committee report and prepare a recommendation report to be forwarded to the Vice President for Academic and Student Affairs and Provost according to the timeline specified in D above.

G. Procedure for Mandatory Fourth Year Review

All tenure track faculty are required to participate in a mandatory fourth year review. The guidelines are included in UP 12.01.99H1.02.

Approved:

Approved:

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