

# Promotion and Tenure

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WEST TEXAS A&M UNIVERSITY



# Promotion and Tenure

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Promotion and Tenure are two different processes

**Tenure** entitles a faculty member to continue in an academic position unless dismissed for good cause.

**Promotion** is appointment to the next rank (assistant to associate or associate to full professor)

Promotion and Tenure section of Faculty Handbook, beginning on p. 46

# Promotion and Tenure

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## Eligibility

- Must be in a tenure track line
- Tenure track assistant professor must apply for promotion and tenure at the same time
- Categories for review are the same as Annual Review of Faculty
  - Instructional Responsibilities
  - Intellectual Contributions
  - Professional Service

# Promotion and Tenure

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## Eligibility for promotion

- Promotion to associate professor
  - 5 years in rank
  - Outstanding or excellent in all three categories (IR, IC, PC)
- Promotion to professor
  - At least 4 years at associate professor rank
  - Outstanding in either Instructional Responsibilities or Intellectual Contributions
  - Excellent in the other two categories

## Eligibility for tenure

- Outstanding or excellent in all three categories

# Promotion and Tenure

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## Third Year Review

- Consider it a “dry run”
- Opportunity for midpoint input from senior faculty and administrators
- Critical juncture in promotion and tenure path
- Take it seriously

# Considerations

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## For Associate Professor

- Apply beginning of your 6<sup>th</sup> year (5 years in rank)
- Based on demonstrated performance and future potential

## Key Question

- What have you accomplished since becoming a tenure track faculty member at WTAMU?

# Considerations

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## Professor

- Eligible to apply at beginning of 5<sup>th</sup> year in rank as associate professor
- Based upon having achieved professional and scholarly achievement
- Evidence of:
  - Outstanding teaching
  - Significant scholarship
  - Professional growth
  - Service



# Considerations

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Key Question:

What have you accomplished since last promotion?

# Promotion and Tenure Portfolio

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For 3<sup>rd</sup> year Review and Promotion and Tenure Consideration (pp.63-65)

- Must follow sections/order in faculty handbook. This will be set up for you in Interfolio.
- Begin with first year of tenure track appointment and continue to August 31 of application year
- Only focus is on the digital portfolio (supplementary folders not required to be turned in but should have information available if evidence is requested)
- You may review a colleague's portfolio but must obtain permission from that colleague and review in the Provost's office for hard copies or within a specific time frame for online versions.

# Promotion and Tenure Portfolio

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- All portfolios are due on or before September ~~15~~-16
- See Faculty Handbook, pp. 63-66 for detailed contents of the portfolio
  - Alumni evaluations for Promotion and Tenure or Promotion only, must be requested **by the faculty member** from the office of Institutional Effectiveness office by June 1. Please contact Jarvis Hampton for those evaluations. **Please note, third year review candidates do NOT need alumni evaluations.**

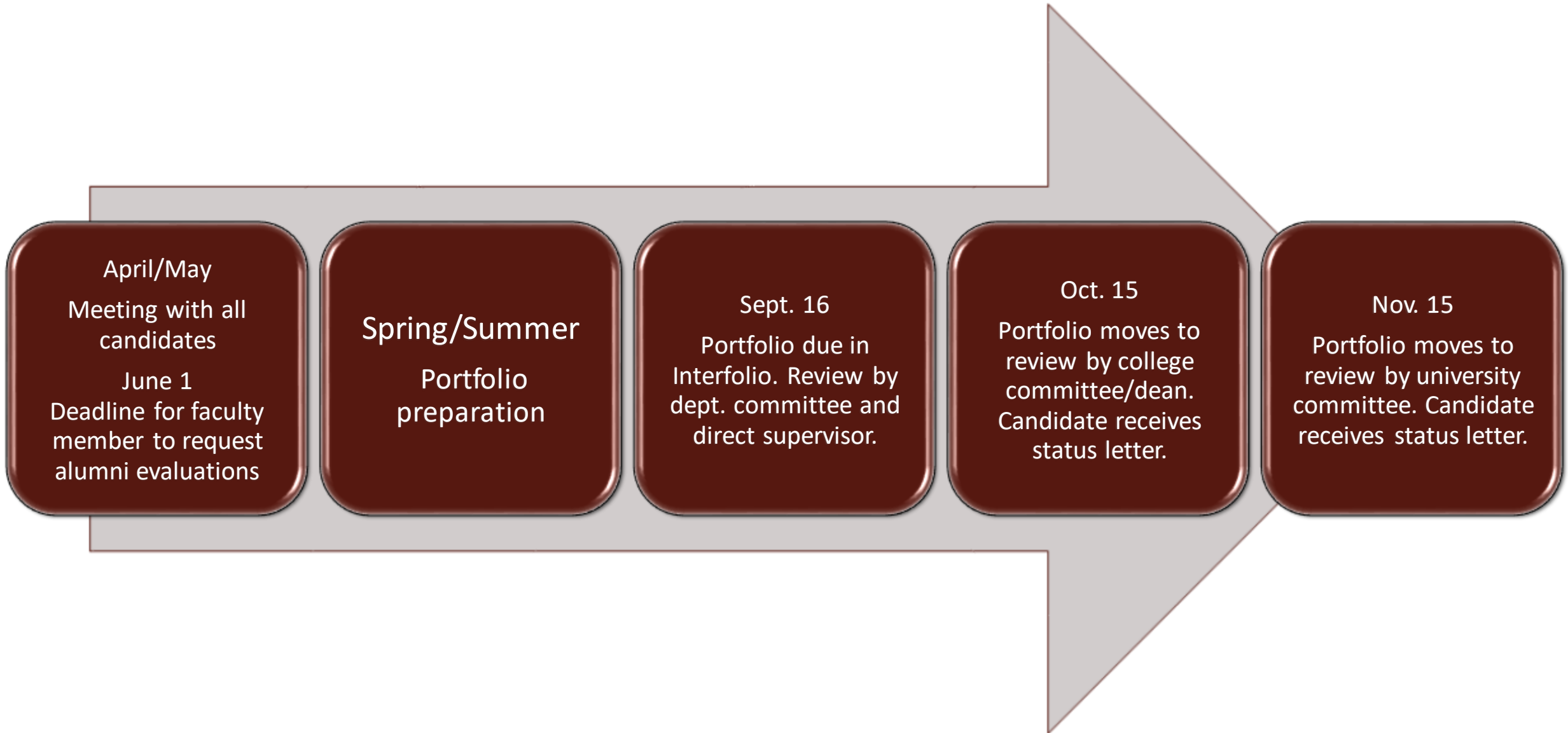
# Promotion and Tenure Portfolio

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Grade distributions and course evaluations are available online by searching the WTAMU website for grade distributions (found [here](#)).

If you cannot find the year you need, please contact the office of Institutional Effectiveness.

Course evaluations from IOTA can be found by clicking Buff Connect on the WT home page and scrolling down to the Course Evaluations button.



April/May

Meeting with all candidates

June 1

Deadline for faculty member to request alumni evaluations

Spring/Summer

Portfolio preparation

Sept. 16

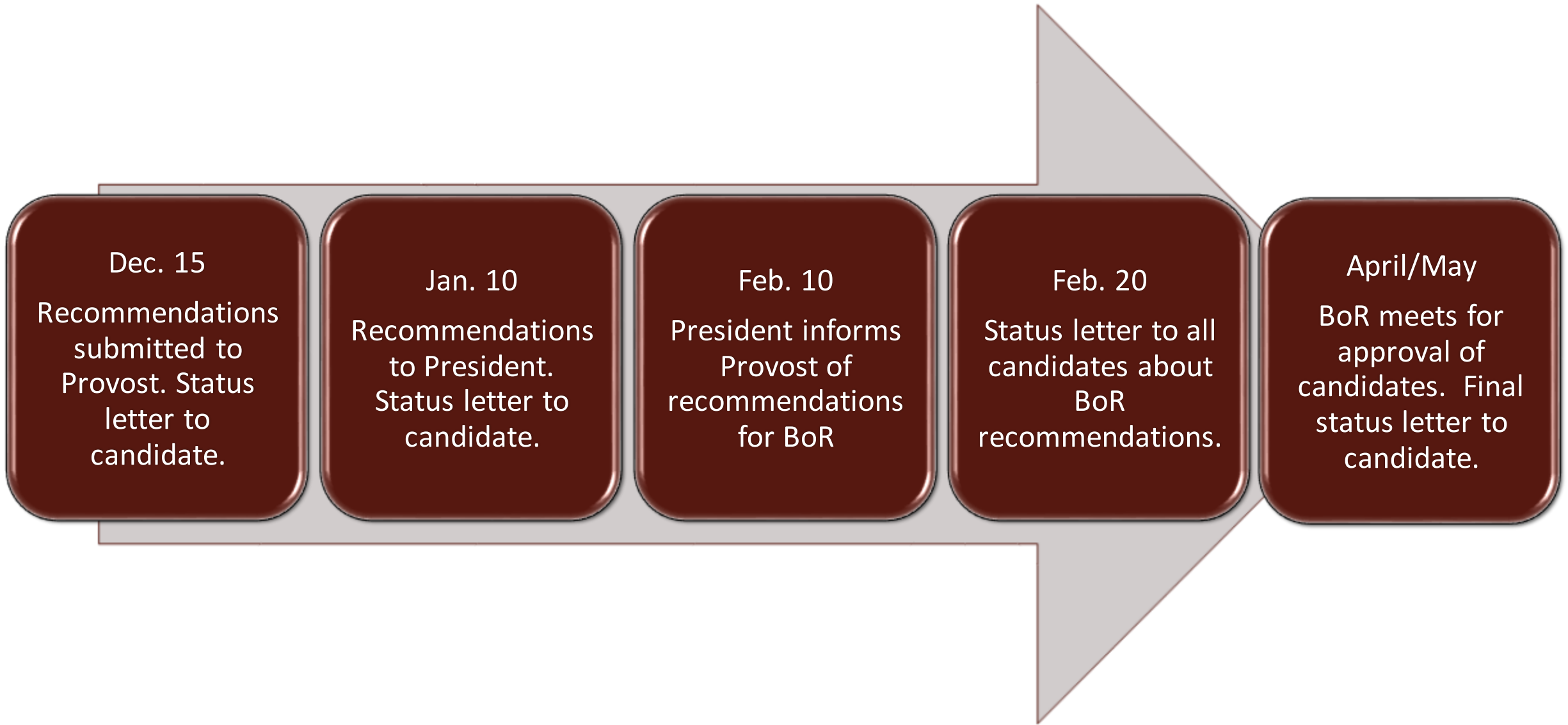
Portfolio due in Interfolio. Review by dept. committee and direct supervisor.

Oct. 15

Portfolio moves to review by college committee/dean. Candidate receives status letter.

Nov. 15

Portfolio moves to review by university committee. Candidate receives status letter.



# Change to Faculty Handbook

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There were no substantive changes to the promotion and tenure portion of the faculty handbook for the upcoming 2024 version.

Minor Change- Updated time that portfolio materials are due to midnight on Sept. 15 (16<sup>th</sup> this year) rather than 5:00 pm.

Interfolio Review, Promotion, and Tenure is the vehicle to facilitate this process.

# Tips to get started

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Stay focused

Organize materials documenting your record (Recommend using Dossier in Interfolio)

Critically document your activities

Demonstrate continuous growth

Use and improve on your annual evaluations

Know the guidelines

Seek advice from at least two senior faculty members



# Questions? Comments?

Please contact us if you have questions or concerns.

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