TENURE AND PROMOTION MANUAL

COLLEGE OF ENGINEERING

PRAIRIE VIEW A&M UNIVERSITY

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1.   INTRODUCTION

This Policy defines the criteria and guidelines relating to faculty promotion and tenure in the College of Engineering at Prairie View A&M University. It has been developed with the recommendation of the faculty in the College of engineering.

The Final authority for promotions and granting of tenure within the Texas A&M University Systems rest with the System Board of Regents upon the recommendation of President of the University and the Chancellor of the Texas A&M University System. General policies on "Academic Freedom, Responsibility and Tenure: Have been adopted by the System Board of Regents and published in the Administrated Policy and Procedures Manual." That policy applies to all system institutions is used as a guide in establishing institutional policies and procedures and supersedes any such institutional or college policies.

The criteria and guidelines contained herein are supplementary to the Faculty Handbook published by Prairie View A&M University. The Provision of that document shall prevail on any matter not covered herein or on any point wherein this college document is inconsistent with those provisions.

2.   POLICY IMPLEMENTATION

This policy will apply to those faculty whose first full year tenure-track appointment in the College begins in the Fall Semester of 2008 or thereafter.

Current tenure and tenure-track faculty will be evaluated within the spirit of this policy effective with the Fall Semester of 2008.

This policy will apply to all tenured and tenure-track faculty in the College beginning with the Fall Semester of 2011.

It is the responsibility of the faculty member to provide evidence that standards for promotion or the granting to tenure have been met.

It is the responsibility of the Department Tenure and Promotion Committee, Departmental Head, the College Promotion and Tenure Advisory Committee, and the Dean, to assure consistency in the recommendations coming forth from the college among candidates in a given year and over the different years.

Furthermore, it will be the responsibility of the College Promotion and Tenure Advisory Committee, and the Dean, to ensure that this policy receives the proper college-wide review by April 15 of every third year, or as deemed necessary by the dean.

3.   SUMMARY OF TENURE AND PROMOTION PROCESS

Each faculty member, applying for tenure and/or promotion, must submit a portfolio to the department head by September 30. The portfolio should contain, at the minimum, a complete and up-to-date curriculum vita detailing the faculty member's educational and professional background, qualifications and experience as well as scholarly and professional activities and achievements in the **three areas of teaching, scholarly/creative activities and services.**

The portfolio is initially review by the Departmental Promotional and Tenure Advisory Committee. The latter consist of three to five tenure faculty members. The members are appointed by the Department Head in each department. The Committee reviews application's portfolio and submits recommendations, with justification, to the Head of Department.

It should be noted that, in the case of department with fewer than three tenure faculty members, the Department may form Tenure & Promotion Committee that or include tenured faculty members from other departments in the College of Engineering or other STEM disciplines. All review committee materials and deliberations must be treated as confidential. Violations of confidentiality are regarded as official misconduct.

The Department head reviews the following materials: (i) faculty's portfolio, (ii) relevant material from department personnel files; and (iii) recommendations of the Departmental Tenure and Promotion Advisory Committee. The Department Head submits his or her recommendations with justification to the Dean.

The members of the College Tenure and Promotion Advisory Committee are appointed by the Dean. The committee consists of three to five tenure faculty members. The committee reviews the following materials: (i) all materials reviewed by the applicant's departmental Tenure and Promotion Committee; (ii) Department Head's recommendation, and (iii) relevant materials from the Dean's office personnel files. The Committee submits recommendations, with justification, to the Dean. For individuals applying for Promotion to full Professor, the College Tenure and Promotion Committee consisting of at least five (5) tenured faculty with a rank of full Professor.

The Dean reviews all materials reviewed by College Tenure and Promotion Advisory Committee, and also the recommendations of the College Tenure and Promotion Advisory Committee. The Dean submits to the Provost and, the Vice President of Academic Affairs the following: (i) faculty's portfolio, and (ii) recommendations for the Departmental Tenure and Promotion Advisory Committee, Department Head, College Tenure and Promotion Advisory Committee and Dean.

After consultation with the Dean of the College, the Vice President for Academic Affairs make his/her recommendations to the President who shall then make the final university decision regarding recommendations to the Board of Regents.

4. FACULTY PORTFOLIO

A faculty portfolio should be limited to a maximum of **one 3-inch binder** and shall contain the following:

A. Application Summary Form (See Appendix A)

B. An updated resume

C. Annual Faculty Evaluations

D. Teaching:
(i) A short summary of teaching activities for the last 3 to 5 years (not more than two pages),

(ii) Provide a matrix of teaching loads for the last 3 to 5 years

(See sample blank matrix sheet in appendix B),
(iii) Samples of course outlines

(iv) Samples of questions

(v) Copies of student opinion survey summaries

(vi) Samples of Student's works (graded)

(vii) Details of Courses if you developed new courses.

(viii) A list of students on whose advisory committee you were a member

E. Research/Scholarly Activities:
a. A short summary of research/scholarly activities or experience (preferably not more than 2 pages).
b. A list of research proposals with dates
c. A list of funded projects with amounts and sources
d. A list of graduate students supervised as chairman of advisory committee with research topics
e. A list of publications
(vi) A list of professional meeting attended during the last 3 to 5 years
(vii) A list of presentations made during the last 3 to 5 years

F. Service:

(i) A list of student's organizations you served as advisor
(ii) A list of committees where you acted with capacity
(iii) Copies of appointment letter to the committees
(iv) A list of professional Organizations where you acted as a member of/or chairperson of committees.

G.   Others
      (i)   Award and Commendations (Copies of related letters or certificates)
      (ii)   A list of professional organizations in which you maintain membership

(VIII)   RECOMMENDATION LETTERS

Recommendation letters are required for the review process: The following recommendation letters are required:

    a.   A letter from Colleague in the department of the faculty member applying for promotion and /or tenure.
    b.   A letter from a colleague in COE
    c.   A letter from a colleague in a college different from COE.
    d.   At least two letters from colleagues outside the University and one of the letters should come from faculty member with a rank of full Professor.

For faculty members applying for promotion to Professor, recommendation letters from Academia should come from individuals with rank of full Professor.

Letter from members of the Departmental and College Tenure and Promotion committees are not acceptable.

(IX)   EVALUATION   OF   TEACHING,   RESEARCH/SCHOLARLY ACTIVITIES AND SERVICE

    In the College of Engineering, teaching, scholar/creative activity, and service will be used in the evaluation of faculty for promotion and tenure. For the purposes of policy and for the process involved in the annual decisions concerning promotion and tenure, the following definitions are provided.

    A.   TEACHING

    Teaching performance is evaluated by the Departmental Committee, when applicable, the Department Head, the College Promotion and Tenure Advisory Committee, and the Dean. Teaching is understood to include not only classroom performance, but other factors such as preparation for courses, staying current in the discipline, instructional innovation, curriculum improvement and development, course content and requirements, advising, tutoring and other activities directly related to student development.

1.   OUSTANDING: A documented and sustained record VERY HIGH QUALITY teaching and effective work on course and /or curriculum development.

2.   EXCELLENT: A documented and sustained record HIGH QUALITY teaching and effective work on course and /or curriculum development.

3.   GOOD: A documented and sustained record of QUALITY teaching and limited contribution to course and /or curriculum development.

4.   Fair: A documented record of QUALITY teaching.

5.   UNACCEPTABLE: The bulk of the available documentation indicates a lack of quality teaching.

B.   RESEARCH/SCHOLARLY ACTIVITIES

Research/Scholarly activities include research and publication that enhances teaching effectiveness and the professional growth and development of faculty members. Example of such activities include: publishing books, journal articles, papers and case studies; presenting of papers and research findings at professional meetings; conducting research. An assessment of both qualitative measures will be made.

1.   OUTSTANDING: A documented and sustained record of regionally and nationally recognized achievement in the faculty member's field. In the case of scholarly works, the record should include significant original research (contrasted with summaries of research of others) published for an audience of professional peers, preferably in refereed journals.

2.   EXCELLENT: A documented and sustained record of regionally recognized achievement in the faculty member's field. In the case of scholarly work, the record should include significant original research (as contrasted with summaries of the research of others) published for an audience of professional peers, preferably in refereed journals.

3.   GOOD: A documented record of regionally recognized achievement as evidenced by at least on of the following: (1) publications; (2) case studies; (3) other.

4. FAIR: A documented record of acceptable achievement as evidenced by at least on of the following:(1) publications; (2) case studies; (3) other.

5. UNACCEPTABLE: Little or no evidence or scholarly/creative activity.

C. SERVICE

Service includes any professional activities that contribute to the accomplishment of the internal and external service mission of the department, college, and university and the community. Examples of service activities include: Active participation/contribution on committees, holding offices in professional organizations, sponsoring student organizations.

1. OUTSTANDING: A sustained record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas with effective service in at least on of these areas.

2. EXCELLENT: A sustained record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas.

3. GOOD: A record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas.

4. FAIR: A record of acceptable service in at least one of the departmental, college, university, community, or professional areas.

5. UNACCEPTABLE: A record of inadequate service in departmental, college, university, community, or professional areas.

(X) EXAMPLES OF ACTIVITIES OF CONSIDERED DURING THE EVALUATION PROCESS

The activities listed below are not meant to be collectively exhaustive nor are they listed in any prioritized order.

A.   TEACHING

Commitment to, and proficiency in, teaching as evidenced by **but not limited to**:

1.   Curriculum development
2.   Independent study projects supervised
3.   Student evaluations
4.   Various department and college administrative evaluations
5.   Accessibility to (adherence to office hours) and rapport with students
6.   New course development
7.   Evidence of innovative practices and the use of research in instruction
8.   Evidence of quality and standards as developed through consultation with colleagues to meet the objectives set forth in the course syllabus
9.   Evidence of special awards and recognition
10.   Student Advising
11.   Other

B.   RESEARCH/SCHOLRAS ACTIVITIES

Commitment to, and proficiency in research/scholarly activities as evidence by **but not limited to:**

1.   Research (Theoretical and Applied) and Publications

    a.   Publications and academic journals
    b.   Publication of a book or monograph
    c.   Research grant applications and receipts
    d.   Research in the preparation of a book or chapter of a book
    e.   Journal editing
    f.   Referee or review of articles for journals
    g.   Book reviews
    h.   Journal abstracts
    i.   Unpublished circulated or submitted for review working papers
    j.   Research in progress
    k.   Publication in proceedings-local, regional and national meetings
    l.   Citation of applicant's work by others
    m.   Externally published case studies
    n.   Editor of books or journals
    o.   Consulting editor
    p.   Invited articles
    q.   Review articles for journals/proceedings
    r.   Other

2.   Professional Program Presentations/Speeches and Participation

        a.   Noteworthy academic program paper presentations/speeches (local, regional, national, or international)
        b.   Attendance and participation in academic conferences and conventions
        c.   Membership in academic organizations, societies, and/or associations
        d.   Presentations at faculty research seminars

3.   Other Professional Development

        a.   Chair positions at meetings of academic organizations
        b.   Roundtable or panel participation
        c.   Professional certification
        d.   Professional internships
        e.   Participation in professional development workshops
        f.   Chaired positions, discussant, reviewer
        g.   Other activities and experiences

C.   SERVICE

Commitment to service as evidenced by **<u>but not limited to:</u>**

1.   Department
        a.   Curriculum development committee
        b.   Tenure and Promotion Committee
        c.   Laboratory development committee
        d.   Student organizations
        e.   Student orientation organization
        f.   Student advisement and counseling
        g.   Other

2.   College

        a.   Curriculum development committee
        b.   Tenure and Promotion Committee
        c.   Student-Faculty Relation Committee
        d.   Scholarship committee
        e.   Student orientation programs
        f.   Accreditation and Course Assessment Committee
        g.   Other

3.   University
        a.   Faculty senate
        b.   University Academic Council
        c.   University development and planning

       d.   Graduate Council
       e.   Other

    4.   Professionally-relevant Public Service

       a.   Governmental committees (state and national)
       b.   Extension/outreach activities
       c.   Academic and professional consulting
       d.   Serve as guest/keynote speaker
       e.   Membership and services to professional organizations (chaired positions, reviewer, discussant, presenter)
       f.   TV, radio, newspaper interviews
       g.   Other

(xi)   GUIDELINES FOR EVALUATION OF FACULTY PORTFOLIOS

The guidelines for evaluating portfolios (minimum requirements) for tenure and promotion to the various levels are as follows:

	Teaching	Research/ Scholarly Activity	Service
(i) Average of 0 to 20% Release Time for Research/Scholarly Activities			
Promotion to Assoc. Professor	Excellent	Good	Good
Tenure	Excellent	Good	Good
Promotion to Professor	Outstanding	Good	Excellent
(ii) Average of 20 to 35% Release Time for Research/Scholarly Activities			
Promotion to Assoc. Professor	Excellent	Good	Good
Tenure	Excellent	Good	Good
Promotion to Professor	Excellent	Excellent	Excellent
(iii) Average of 35 to 50% Release Time for Research/Scholarly Activities			
Promotion to Assoc. Professor	Good	Excellent	Good
Tenure	Good	Excellent	Good

Promotion to		
Professor	Excellent	Outstanding
Excellent		

_____

Slight deviations from the above guidelines are acceptable. It must be emphasized that each portfolio will be evaluated on it's own merit. The above table should be used as guidelines only.

APPENDIX A

COLLEGE OF ENGINEERING
PRAIRIE VIEW A&M UNIVERSITY
APPLICATION SUMMARY FORM

1.   NAME_____

                  4.   TERMINAL

2.   DEPARTMENT_____   DEGREE_____

3.   YEARS AT PVAMU_____

5.   CHECK APPROPRIATELY:

____ADJUNCT FACULTY (INDICATE NUMBER OF YEARS)_____

____ASST. PROF.: ___   ( )
             YRS.   TENURED

____ASST. PROF.: ___   ( )
             YRS   TENURED

____PROFESSOR. :_____   ( )
             YRS   TENURED

REQUEST FOR:( ) REAPPOINTMENT ( ) PROMOTION ( ) TENURE

_____

TEACHING EXPERIENCE AND PERFORMANCE (At PVAMU)

YEARS OF TEACHING AT PVAMU_____ELSEWHERE____

NOTE: FOR THE REMAINDER OF THIS FORM, ONLY GIVE THE NUMBER OF FREQUENCY. DO NOT LIST DETAILS.

		PVAMU	ELSEWHERE
1.	COURSES DEVELOPED AND TAUGHT	_____	_____
2.	STUDENT ADVISEMENT ACTIVITIES	_____	_____
3.	OTHER (DESCRIBE)	_____	_____

RESEARCH AND/OR PROFESSIONAL EXPERIENCE

YEARS OF RESEARCH AT PVAMU_____ ELSEWHERE _____
YEARS OF NON -TEACHING RESEARCH/PROFESSIONAL EXPERIENCE____

		PVAMU	ELSEWHERE
1.	RESEARCH GRANTS APPLIED FOR PI/CO-PI	_____	_____
2.	RESEARCH GRANTS AWARDED AS PI/CO-PI	_____	_____
3.	UNIFIED RESEARCH PROJECTS PI/CO-PI	_____	_____
4.	PUBLICATIONS IN REFERRED JOURNALS	_____	_____
5.	CONFERENCE PROCEEDINGS	_____	_____
6.	CONFERENCE PRESENTATIONS	_____	_____
7.	RESEARCH RELATED FINAL REPORTS COMPLETED		
8.	MASTERS STUDENTS COMPLETED	_____	_____
9.	MASTERS STUDENTS CURRENT	_____	_____
10.	WORKSHOPS/SEMINARS CONDUCTED	_____	_____
11.	MEMBERSHIP IN PROFESSIONAL SOCIETIES	_____	_____
12.	OTHER (DESCRIBE)	_____	_____

SERVICE

1.   DEPARTMENT COMMITTEES   _____   _____

2.   COLLEGE COMMITTEES   _____   _____

3.   UNIVERISTY COMMITTEES   _____   _____

4.   COMMUNITY SERVICE   _____   _____

5.   OTHER (DESCRIBE)   _____   _____

APPENDIX B

COURSE LOAD MATRIX

To be completed by applicant

(To be used by Tenure and promotion committee for the calculation of teaching load.)

NAME OF FACULTY: _____

YEAR															
Course/Semester	F	SP	S	F	SP	SU	F	SP	SU	F	SP	SU	F	SP	SU

APPENDIX C *(TO BE REVISED)*

PROMTION TO ASSOCIATE PROFESSOR AND TENURE (EXAMPLE)

As mentioned in the Faculty Handbook, appointment or promotion to the rank of associate professor shall be based on clear convincing and cumulative evidence of significant continuing achievement in teaching, research/scholarly activities and service.

An example of a portfolio summary that may be considered for promotion and tenure is shown below. Again, it must be noted that each portfolio will be evaluated on an individual basis. The following summary service as an example only!!

1. Over the past 5 years the applicant has obtained six funded research grants over the amount of $200,000.00

2. Has developed and modernized two undergraduate courses, and developed on laboratory course.

3. Has published papers in un-refereed conferences and refereed conferences and journals

   a. 5 papers in un-refereed conferences (at least 3 papers were published while at Prairie View)
   b. 4 papers in refereed conference proceedings (at least 2 papers were published while at Prairie View)
   c. 2 papers in refereed journals (at least one of the papers were published while at Prairie View)

4. Has supervised to completion 2 graduate students thesis and/or has supervised about 3 groups in their senior design projects.

5.   Served on several departmental, college and university committees:

        Laboratory Committee (Member) [Dept]
        Computer Advisory Committee (Member) [Dept. and College]
        Student and Faculty Relation Committee (Member) [College]

6.   Obtained the Outstanding Faculty Award.

7.   Applicant has professional license.

8.   Applicant is a member of two Professional Societies

APPENDIX D *(TO BE REVISED)*

PROMOTION TO FULL PROFESSOR (EXAMPLE)

As mentioned in the Faculty Handbook, appointment or promotion to full Professor shall also be based on clear, convincing and cumulative evidence for significant continuing achievement in teaching, research/scholarly activities and service.

In addition, "the rank Professor shall normally be reserved for those members of faculty whose scholarly achievements and/or contributions have attained such stature and positive value as to attract and hold national attention among peers in the professor's field of study and/or research."

An example of a portfolio summary that may be considered for promotion and tenure is shown below. Again, it must be noted that each portfolio will be evaluated on an individual basis. The following summary service as an example only!!

1.   The applicant has obtained funded research grants over the amount of $400,000.00

2.   Has introduced 1 new course and developed two other courses.

3.   Has published papers in un-refereed conferences and refereed conferences and journals

        a.   10 papers in un-refereed conferences (at least 5 papers were published while at Prairie View)
        b.   8 papers in refereed conference proceedings (at least 4 papers were published while at Prairie View)
        c.   4 papers in refereed journals (at least 2 of the papers were published while at Prairie View)

4.   Has supervised to completion 4 graduate students thesis and/or has supervised about 8 groups in their senior design projects.

5.   Served on several departmental, college and university committees:

               Curriculum Committee (Member) [Dept. and College]
               Laboratory Committee (Member) [Dept]
               Computer Advisory Committee (Member) [Dept. and College]
               Student and Faculty Relation Committee (Member) [College]
               Faculty Senate (Member) [University]

6.   Obtained the Outstanding Faculty Award and obtained recognition for being excellent advisor for student section of an honor society or professional society.

7.   Has professional license.

8.   Applicant serves on the advisory board of a professional organization at the regional or national level or the applicant is national officer in a professional organization.