***Revised 12/20/21***

**TENURE AND/OR PROMOTION MANUAL**

**ROY G. PERRY COLLEGE OF ENGINEERING**

**PRAIRIE VIEW A&M UNIVERSITY**

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**ROY G. PERRY COLLEGE OF**

**ENGINEERING**

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# INTRODUCTION

This Policy defines the criteria and guidelines relating to faculty promotion and tenure in the Roy G. Perry College of Engineering at Prairie View A&M University. It has been developed with the recommendation of the faculty in the Roy G. Perry 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 the 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 and 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 consistent with the University Tenure and/or Promotion manual published by Prairie View A&M University[[1]](#footnote-2). The Provisions of that document shall prevail on any matter not covered herein or on any point wherein this college document is inconsistent with those provisions.

# POLICY IMPLEMENTATION

This Policy will apply to those faculty members whose first full year tenure-track appointment in the college begins in the Fall Semester of 2022 or thereafter.

Current tenure and tenure-track faculty will be evaluated per the Tenure and/or Promotion manual that was in effect when they were appointed to the tenure track position. However, a faculty member may elect to be evaluated under the current manual as an alternative.

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

It is the responsibility of the Department Tenure and/or Promotion Committee (DTPC), departmental head, the College Tenure and/or Promotion Committee (CTPC), 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 CTPC 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.

# SUMMARY OF TENURE AND/OR 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 reviewed by the DTPC, consisting of three to five tenured faculty members. The department head appoints the members. The committee reviews the applicant's portfolio and submits its recommendation with justification to the department head. It should be noted that, in the case of a department with fewer than three tenure faculty members, the DTPC may include tenured faculty members from other departments in the college or other STEM disciplines from another college. 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 member’s portfolio, (ii) relevant material from department personnel files, and (iii) recommendations of the DTPC. The department head submits their recommendations with justification to the dean.

The dean appoints the members of the CTPC who will review all applications for that year. The members of this committee should consist of a minimum of five tenured faculty members. The committee reviews the following materials: (i) all materials reviewed by the applicant’s DTPC, including their recommendation, (ii) department head’s recommendation, and (iii) relevant materials from the Dean’s Office personnel files. The committee submits its recommendation with justification to the dean. For individuals applying for promotion to Professor, the CTPC shall consist of at least five (5) tenured faculty with the rank of Professor.

The dean reviews all materials reviewed by CTPC and its recommendations. The dean submits the following to the Provost: (i) faculty member's portfolio, and (ii) recommendations of DTPC, department head, CTPC, and dean.

After consultation with the Dean of Engineering, the Provost makes their recommendations to the President, who shall then make the final university recommendations to the Board of Regents.

# FACULTY PORTFOLIO

A faculty portfolio should be limited to a maximum of **one 3-inch binder (or other acceptable formats)** and shall contain the following:

* 1. Application Summary Form (See Appendix A)
  2. An updated resume (curriculum vitae)
  3. Annual Faculty Evaluations
  4. Teaching – Include the following items
     1. Summary of teaching activities for the last 3 to 5 years (not more than two pages),
     2. Matrix of teaching loads for the last 3 to 5 years ( See sample blank matrix sheet in appendix)
     3. Samples of course outlines (syllabi)
     4. Samples of questions (for example, exams, quizzes, homework)
     5. Copies of student opinion survey summaries
     6. Samples of student work (graded)
     7. Details of new courses developed
     8. List of service on advisory committees for graduate students (project/thesis/dissertation)
  5. Research/Scholarly Activities – Include the following items
     1. Summary of research/scholarly activities or experience (not more than two pages).
     2. List of research proposals with dates
     3. List of funded projects with amounts and sources
     4. List of graduate students supervised as chairman of thesis/dissertation committees with research topics
     5. List of the journal and other publications
     6. List of professional meetings attended during the last 3 to 5 years
     7. List of presentations made during the last 3 to 5 years
  6. Service – Include the following items
     1. Summary of service activities (not more than two pages).
     2. List of service as student organization advisor
     3. List of service on committees where you acted with capacity
     4. Copies of appointment letter to the committees
     5. List of service on professional organizations as a member of/or chairperson of committees.
  7. Others – Include the following items
     1. Awards and commendations (copies of related letters or certificates)
     2. List of memberships in professional organizations
     3. Other honors and recognition the applicant wishes to highlight

# RECOMMENDATION LETTERS

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

1. Letter from a colleague in the department of the faculty member applying for promotion and/or tenure.
2. Letter from a colleague in the college in a department different than the applicant
3. Letter from a colleague in a different college within the university.
4. At least two letters from colleagues outside the university, and one of those letters should come from a faculty member with a rank of Professor or equivalent.

For faculty members applying for promotion to Professor, recommendation letters from academia shall come from individuals with a rank of Professor.

Letters from members of the DTPC and CTPC are not acceptable (any such shall be removed from the portfolio before the review process).

# EVALUATION OF TEACHING, RESEARCH/ SCHOLARLY ACTIVITIES, AND SERVICE

In the Roy G. Perry College of Engineering, teaching, scholarly/creative activity, and service will be used to evaluate faculty members for tenure and/or promotion. Evaluation criteria are consistent with the annual performance evaluation instrument and University Tenure and/or Promotion Manual. For the purposes of policy and for the process involved in the annual decisions concerning promotion and tenure, the following definitions are provided.

1. TEACHING

Teaching includes the items below.

* + - * + Classroom performance
        + Preparation for courses
        + Staying current in the discipline
        + Instructional innovation
        + Curriculum improvement and development
        + Course content and requirements
        + Advising
        + Tutoring
        + Other activities directly related to student development.

This list should not be considered exhaustive.

* 1. EXCEPTIONAL: A documented and sustained record VERY HIGH QUALITY teaching and effective work on the course and/or curriculum development.
  2. OUTSTANDING: A documented and sustained record HIGH QUALITY teaching and effective work on the course and/or curriculum development.
  3. SATISFACTORY: A documented and sustained record of QUALITY teaching and limited contribution to course and/or curriculum development.
  4. MARGINAL: A documented record of QUALITY teaching.
  5. UNSATISFACTORY: The bulk of the available documentation indicates a lack of quality teaching.

1. RESEARCH/SCHOLARLY ACTIVITIES

Research/Scholarly Activities include the following. Research and publications that enhance teaching effectiveness and the professional growth and development of faculty members:

* + - * + Publishing books, journal articles, papers, and case studies or other meaningful scientific contributions
        + Presenting papers and research findings at professional meetings
        + Grant writing, awards, and execution

Writing and submitting proposals for funded research and development activities

Winning awards for funded research and development activities

Successfully executing funded research and development activities

An assessment of both quantitative and qualitative measures will be made.

* 1. EXCEPTIONAL: A documented and sustained record of regionally, nationally, and internationally 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. OUTSTANDING: A documented and sustained record of regionally and nationally 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. SATISFACTORY: A documented record of regionally recognized achievement as evidenced by at least one of the following: (1) publications; (2) case studies; (3) other.
  4. MARGINAL: A documented record of acceptable achievement as evidenced by at least one of the following: (1) publications; (2) case studies; (3) other.
  5. UNSATISFACTORY: Little or no evidence of scholarly/creative activity.

1. 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. The following are some example service activities.

* + - * + Active participation/contribution on committees
        + Holding offices in professional organizations
        + Sponsoring student organizations
        + Public service roles (unpaid) such as school boards, government boards, city councils, special advisory roles, etc.
        + Community service roles that are impactful
  1. EXCEPTIONAL: A sustained record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas, including leadership roles in at least one of these areas.
  2. OUTSTANDING: A sustained record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas.
  3. SATISFACTORY: A record of EFFECTIVE academically oriented service in departmental, college, university, community, and professional areas.
  4. MARGINAL: A record of acceptable service in at least one of the departmental, college, university, community, or professional areas.
  5. UNSATISFACTORY: A record of inadequate service in departmental, college, university, community, or professional areas.

# EXAMPLES OF ACTIVITIES CONSIDERED DURING THE EVALUATION PROCESS

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

1. 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 outlined in the course syllabus
  9. Evidence of special awards and recognition
  10. Student Advising
  11. Other

1. RESEARCH/SCHOLARLY ACTIVITIES

Commitment to and proficiency in research/scholarly activities as evidenced by but not limited to:

* 1. Research (Theoretical and Applied) and Publications
     1. Publications in academic journals
     2. Publication of a book or monograph
     3. Research grant applications and receipts
     4. Research in the preparation of a book or chapter of a book
     5. Journal editing
     6. Referee or review of articles for journals
     7. Book reviews
     8. Journal abstracts
     9. Unpublished circulated or submitted for review working papers
     10. Research in progress
     11. Publication in proceedings-local, regional and national meetings
     12. Citation of applicant's work by others
     13. Externally published case studies
     14. Editor of books or journals
     15. Consulting editor
     16. Invited articles
     17. Review articles for journals/proceedings
     18. Other
  2. Professional Program Presentations/Speeches and Participation
     1. Noteworthy academic program paper presentations/speeches (local, regional, national, or international)
     2. Attendance and participation in academic conferences and conventions
     3. Membership in academic organizations, societies, and/or associations
     4. Presentations at faculty research seminars
  3. Other Professional Development
     1. Chair positions at meetings of academic organizations
     2. Roundtable or panel participation
     3. Professional certification
     4. Professional internships
     5. Participation in professional development workshops
     6. Chaired positions, discussant, reviewer
     7. Other activities and experiences

1. SERVICE

Commitment to service as evidenced by but not limited to:

* 1. Department
     1. Curriculum Development Committee
     2. Tenure and Promotion Committee
     3. Laboratory Development Committee
     4. Student organizations
     5. Student orientation organization
     6. Student advisement and counseling
     7. Other
  2. College
     1. Curriculum Development Committee
     2. Tenure and Promotion Committee
     3. Student-Faculty Relation Committee
     4. Scholarship Committee
     5. Student orientation programs
     6. Accreditation and Course Assessment Committee
     7. Other
  3. University
     1. Faculty Senate
     2. University Academic Council
     3. University development and planning
     4. Graduate Council
     5. Other
  4. Professionally-relevant Public Service
     1. Governmental committees (state and national)
     2. Extension/outreach activities
     3. Academic and professional consulting
     4. Serve as guest/keynote speaker
     5. Membership and services to professional organizations (chaired positions, reviewer, discussant, presenter)
     6. TV, radio, newspaper interviews
     7. Other

# GUIDELINES FOR EVALUATION OF FACULTY PORTFOLIOS

It is expected that all faculty members who apply for tenure and/or promotion shall perform all assigned duties and meet all expected responsibilities in a "meritorious" or "superior" manner. At PVAMU, the terms "Meritorious" and "Superior" are considered equivalent to the two highest performance ratings, as defined in the Faculty Performance Evaluation Instrument which are respectively equivalent to “Exceptional” and “Outstanding” in Roy G. Perry College of Engineering. The evaluation process should consider the faculty members' release time towards research or service activities. For example, consider the following.

* Promotion to Associate Professor and/or Tenure at any level
  + - * + If release time is less than 20%, the faculty rating should be at least outstanding in each of the three categories.
        + If release time is more than 20%, faculty rating in the category in which they received release time should be exceptional, and the other two categories should be at least outstanding.
* Promotion to Professor
  + - * + If release time is less than 20%, the faculty rating should be exceptional in teaching and at least outstanding in the other two categories.
        + If release time is more than 20%, the faculty rating in teaching and in the category in which they received release time should be exceptional and be at least outstanding in the remaining category.

# APPENDIX A - APPLICATION SUMMARY FORM

**ROY G. PERRY COLLEGE OF ENGINEERING**

**PRAIRIE VIEW A&M UNIVERSITY**

1. NAME

2. DEPARTMENT

1. YEARS AT PVAMU
2. TERMINAL DEGREE
3. CHECK APPROPRIATELY:

ADJUNCT FACULTY (INDICATE NUMBER OF YEARS):

|  |  |  |
| --- | --- | --- |
| ASST. PROF.:  YRS. |  | ( ) TENURED |
| ASST. PROF.:  YRS |  | ( ) TENURED |
| PROFESSOR. :  YRS |  | ( )  TENURED |

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



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

TEACHING EXPERIENCE AND PERFORMANCE

YEARS OF TEACHING AT PVAMU ELSEWHERE

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 | **FA** | **SP** | **SU** | **FA** | **SP** | **SU** | **FA** | **SP** | **SU** | **FA** | **SP** | **SU** | **FA** | **SP** | **SU** |
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# APPENDIX C - 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
   1. 5 papers in un-refereed conferences (at least 3 papers were published while at Prairie View)
   2. 4 papers in refereed conference proceedings (at least 2 papers were published while at Prairie View)
   3. 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]

1. Obtained the Outstanding Faculty Award.
2. Applicant has professional license.
3. Applicant is a member of two Professional Societies

# APPENDIX D - 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/or tenure is shown below. Again, it must be noted that each portfolio will be evaluated on an individual basis. The following summary serves as an example only!  The sample activities and the evaluation period cover activities/period since the last promotion (to Associate Professor).

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
   1. 10 papers in un-refereed conferences (at least 5 papers were published while at Prairie View)
   2. 8 papers in refereed conference proceedings (at least 4 papers were published while at Prairie View)
   3. 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]

1. Obtained the Outstanding Faculty Award and obtained recognition for being excellent advisor for student section of an honor society or professional society.
2. Has professional license.
3. 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.

1. PVAMU Tenure and/or Promotion Manual, <https://www.pvamu.edu/policies/wp-content/uploads/sites/56/PVAMU-Tenure-and-or-Promotion-Manual.pdf>, last accessed 12/16/2021. [↑](#footnote-ref-2)