

UNIVERSITY OF NORTH TEXAS
COLLEGE OF SCIENCE
GUIDELINES FOR DOCUMENTATION OF
PROMOTION AND/OR TENURE CASES

April 19, 2017
Revised December 12, 2017

The purpose of these guidelines is to ensure a transparent, collegial process for tenure and promotion that is fair to the faculty member, the department, and the College. All departmental and College promotion and tenure processes follow the framework stated in University policy.

P&T Information Sessions

The College conducts P&T and/or lecturer promotion information sessions each semester (Fall and Spring). One session provides guidance to the candidates and the other session provides procedures for the chairs and department PAC members. Tenure-track faculty, chairs, lecturers, mentors, and faculty on department and college promotion and tenure committees are strongly encouraged to attend the appropriate session.

Notice to Faculty Members/Faculty Rights

Consideration for promotion and tenure for probationary tenure-track faculty members takes place in a year set by the candidate's initial employment offer, with any adjustments as approved through an appropriate procedure. The department makes the determination as to whether or not a faculty member is to be considered for promotion to full professorship. To ensure the procedural rights of the candidate, the department Chair will provide a copy of these guidelines to the candidate and to all appropriate departmental committees as soon as a determination has been made that the faculty member is to be considered for promotion and/or tenure. This occurs no later than the spring semester prior to the academic year the candidate is applying.

Faculty Responsibilities for Dossier Preparation

Candidates for promotion and/or tenure and the department chair assume the ultimate responsibility for ensuring that all required materials are available and complete and that the dossier has been prepared following college guidelines. The candidates have the ultimate responsibility for starting the development of their dossier (VPAA checklist and information form, current CV, personal narrative and supplementary material). Department chairs are responsible for completing the dossier with all remaining required materials (department criteria, teaching summary, annual evaluation summary, department recommendation and chair recommendation).

Expectations for Promotion and Tenure

The maximum probationary period is the equivalent of six years of full-time service in the university at the rank of assistant professor, or five years of full-time service in the university at the rank of associate professor.

Recommendations for tenure, accompanied by promotion to associate professor for candidates at the rank of assistant professor, are based on the critical review of explicit evidence accumulated during the professional career to date, with particular emphasis on academic work accomplished during the probationary period at the University of North Texas. Scholarly achievement must be of significance and must demonstrate a trend toward continual growth toward a national reputation. The granting of tenure requires excellence in the functions of teaching, scholarly/creative activities, and professional service. Balance among these various activities may be expected to vary somewhat from one discipline to another and as a matter of departmental need; however, contributions in one area alone will not qualify an individual for tenure. Specifically, scholarly/creative production of even extraordinary quality will not compensate for indifferent teaching; unusually effective teaching will not compensate for a lack in scholarly or creative accomplishments; excellence in service activities will not compensate for underperformance in either of the other two areas. Any recommendation for tenure, based on evidence of excellence, should also be based, so far as possible, on indications that the individual will continue to grow and develop professionally. No recommendation for tenure will be made in case of any reasonable doubt.

It is expected that faculty members seeking promotion and tenure will establish a high quality and productive research program. Faculty members will demonstrate a record of success in securing funding through extramural grants and/or contracts from government, industry, or private sources, in amounts suitable to support a thriving research program and as determined by their department.

A recommendation for tenure must carry with it the assurance, so far as can be determined, that the faculty member exhibits professional integrity; adheres to high standards of professional ethics; understands the nature of membership in a community of scholars and has the ability and desire to work as a member of a group while retaining all rights of individual expression; and demonstrates a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.

Expectations for Promotion to Full Professorship

Recommendations for promotion to full professor are based on the critical review of explicit evidence accumulated during the professional career to date, with particular emphasis on academic work accomplished during the appointment at the University of North Texas and during the tenure as associate professor. A promotion to professor requires evidence of sustained excellence in the functions of teaching, research or other scholarly/creative activities, as well as professional service, sufficient for the achievement of a national or international reputation and recognition. Promotion will normally be considered after the individual faculty member has demonstrated excellence for a period of 5-8 years at the level of associate professor. Service for this length of time is normally required so that a basis in actual performance of academic duties, sufficient to ascertain that the individual has attained national- or international-level stature, can be demonstrated. A sufficiently

strong record is required also so that a prediction can be made that continuous, long-term, and high-quality achievement will continue.

Balance among the various academic activities (teaching, scholarly/creative activities, service) is expected to vary somewhat from one discipline to another and as a matter of departmental need; however, contributions exclusively in one area will not qualify an individual for promotion. Specifically, scholarly or creative production of even extraordinary quality will not compensate for a lack of quality in teaching; unusually effective teaching will not compensate for a lack of excellence in scholarly or creative accomplishments; excellence in service activities will not compensate for underperformance in either of the other two areas. It is understood that work assignments within the departmental context will not have given each faculty member under consideration for promotion an equal opportunity for accomplishment in each area of academic work, but there must be evidence of excellence across duly constituted assignments. A recommendation for promotion, based on evidence of excellence, should also be based, so far as possible, on indications that the individual will continue to grow and develop professionally.

Candidates for promotion to the rank of professor are expected to have a consistent record of high quality peer-reviewed papers and other scholarly activity that go well beyond what is expected for promotion to associate professor. Additionally, they are expected to have demonstrated a sustained record of success in securing extramural funding over their career, and as far as can be determined, demonstrate strong future potential in securing additional funding through extramural grants and/or contracts from government, industry, or private sources, in amounts suitable to support a thriving research program and as determined by their department. Finally, candidates are expected to have a track record of training the next generation of researchers demonstrated by a history of recruiting and mentoring graduate students and /or postdoctoral fellows in their area of expertise leading to the timely completion of graduate theses and dissertations.

A recommendation for promotion must carry with it the assurance, so far as it can be determined, that the individual will continue to practice professional integrity and adhere to the highest standards of professional ethics; that the individual is a contributing member in the community of scholars and works well as a member of a group while retaining all rights of individual expression; and that the individual demonstrates responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.

Review of Material

The College of Science uses a standardized form of documentation for the review of promotion and/or tenure cases. It is the responsibility of the candidate, the department Chair, and the department Promotion and Tenure Committee to ensure that materials submitted are in accord with the University policy and the College guidelines. Files that are inconsistent with these guidelines will be returned to the department. While some variation can be expected in order to provide for differences in department procedures and professional activities, documentation deviating from the standard instructions will not be accepted.

Promotion and tenure are serious matters affecting the candidate, the department, the College, and the University. For a recommendation to receive serious consideration at the College level, full

documentation, supported by evidence of achievement, is required. All such recommendations will be based on department, College, and University performance standards.

One original candidate dossier will be submitted to the Assistant to the Dean no later than the deadline stated in the COS Administrative Calendar. In order to ensure that the dossier is complete, departments and divisions will begin the process of examining all potential candidates for promotion and/or tenure early in the spring semester prior to the academic year the candidate will be reviewed for promotion and/or tenure. Of critical importance is the initiation of the outside review process, which involves the identification of qualified referees and the solicitation of their external review letters. Candidates will provide the department Chair with the names of potential external reviewers, an updated and complete vita, and selected reprints and supporting materials by the deadline date noted in the COS Administrative Calendar. This timeframe must be followed to ensure that the external letters are available and that the dossier is complete when the department Chair and department Promotion and Tenure Committee begin reviewing the candidacy. External reviewer letters and recommendations from the department Chair and Promotion and Tenure Committee will be added after the dossier is submitted to the Chair and before the dossier and supporting materials are forwarded to the Office of the Dean.