CBAPPS 5.05

Tenure/Promotion Policy

PURPOSE

In support of the McCoy College of Business Administration mission, the purpose of this policy is to communicate to faculty the College requirements governing tenure and promotion of faculty members. The McCoy College of Business Administration values teaching excellence and intellectual contributions, complemented by service.

UNIVERSITY POLICIES

AAPPS Documents:
4.05 Maintenance and Improvement of Quality in Teaching
7.10 Procedures for Awarding Merit and Performance Raises to Texas State Faculty Members
8.01 Development and Evaluation of Tenure-Track Faculty
8.10 Tenure/Promotion Review

CBAPPS Documents:
5.08 External Review Policy

Also see the most recent versions of:
Texas State Faculty Handbook
The Core of Academe, American Association of State Colleges and Universities (AASCU)
The Texas State University System (TSUS) Rules and Regulations
Tenure and Promotion Policy of the Applicant’s Academic Department

GENERAL INFORMATION

This policy delineates guidelines for tenure and promotion in the McCoy College of Business Administration. According to AAPPS 8.10 academic Departments may specify additional criteria for tenure and promotion specific to the discipline(s) in that Department. Decisions on both tenure and promotion are based on judgments of professional accomplishments and on the expectation of future achievements. To gain the support of the McCoy College of Business Administration, a candidate for tenure or promotion is expected to have a strong record in teaching, research, and service.

In assessing the candidate’s record and expectation of future achievements, the following should be considered:
* The record since being hired at Texas State,
* The record since the most recent promotion, and
* The record over the entire career.

Additional information to this CBAPPS is provided in Attachment A, Tenure/Promotion File.
CRITERIA

Faculty candidates are expected to familiarize themselves with stated criteria, policies, and procedures relative to tenure and promotion. This includes Department, College, and University documents. It should be noted that criteria in these documents are guidelines and that tenure and promotion decisions reflect individual evaluations and judgments. It is the responsibility of the faculty candidate for tenure or promotion to document his or her activities in teaching, research, and service.

At the core of the McCoy College of Business Administration’s philosophy, and of relevance to the performance evaluation of faculty, are collegiality, professional and ethical behavior, integrity, collaboration, and the contributions to the missions of their respective Departments, the College, and the University. Candidates are expected to contribute to the positive functioning of the Department, the College, and the University.

Candidates are evaluated by their Department Personnel Committee, Department Chair, the McCoy College of Business Administration Review Group, and the College Dean. Successful candidates are further reviewed as outlined in AAPPS 8.10.

I. Teaching

A candidate is required to establish a strong record in teaching. Evidence of sustained teaching effectiveness and commitment to continuous improvement must be documented by the candidate and must include:

* Statement of teaching philosophy;
* Student evaluations;
* Evaluations by Department Chair, if any;
* Evaluations based on classroom observations by personnel committee members (only required for tenure and promotion to Associate Professor); and
* Other evidence which may include: letters from former students, development or revision of courses or programs, innovative instructional materials and teaching techniques, faculty development activities focused on improving teaching effectiveness (such as attendance at conferences and workshops or formal academic study), and teaching awards and honors.

II. Research

A candidate should provide evidence of a sustained research stream. Intellectual contributions that are eligible for consideration for tenure and promotion are:

* Peer-reviewed journal articles, as defined by AACSB International (The Association to Advance Collegiate Schools of Business), published or in press; and
* Other intellectual contributions, including, for example, scholarly books, non-peer-reviewed journal articles, book chapters, published book reviews, funded research grants (external to the college), scholarly monographs, textbooks, peer-reviewed proceedings, peer-reviewed case publications with instructional materials (not in peer-reviewed journals), study guides, peer-reviewed paper presentations, invited presentations,
A. Research Criteria for Tenure and Promotion to the Rank of Associate Professor

Given that tenure and promotion decisions involve judgments, a potentially successful candidate is expected to have a sustained record in research with a minimum of five peer-reviewed journal articles in addition to other intellectual contributions. Other intellectual contributions do not substitute for peer-reviewed journal articles. Although some research may be learning and pedagogical, a significant portion of a candidate’s research must be contributions to practice or discipline-based scholarship. Evaluation of all intellectual contributions involves a judgment about quality as well as quantity.

A candidate hired with previous experience or research productivity must have the same number of intellectual contributions, including peer-reviewed journal articles, over the course of his or her career as any other candidate. In addition, there must be evidence of research productivity from the time of hire at Texas State.

Effective Fall 2015, candidates for associate professor shall have an external evaluation of their scholarly activity portfolio. Candidates are encouraged to contact potential reviewers at least one year ahead of the application submission date. By June 1 of the application year, the candidate and the department chair will each submit the names of at least three scholars who might serve as external reviewers focusing on scholarly activity. External reviewers should hold the terminal degree appropriate to the discipline and be an associate professor or professor in rank. To minimize biases for or against the candidate, external reviews may not be solicited from thesis advisors or co-authors. The chair will select at least three, ideally four reviewers from the list with at least one coming from the candidate’s list, invite them to serve as external reviewers, and then send them copies of the candidate’s scholarly work, the McCoy College Tenure and Promotion policy (CBAPPS 5.05), External Review Policy (CBAPPS 5.08), and guidelines for completing the evaluation. The goal is to have at least three outside letters. The chair will continue to solicit reviewers from the list until at least three, ideally four reviewers have agreed to supply evaluations. If there is a need to ask additional people, the chair will do so in consultation with the candidate. External evaluations will be used as one factor of many in a holistic sense when making professional judgments about the candidate’s qualifications. Each external evaluation received is part of the candidate’s portfolio. The Guidelines to be provided reviewers will be developed by the McCoy College Council and may be modified from time to time at the discretion of the College Council.

B. Research Criteria for Promotion to the Rank of Professor

Given that tenure and promotion decisions involve judgments, a potentially successful candidate is expected to have a strong and sustained record in research with a minimum of six peer-reviewed journal articles in addition to other intellectual contributions since promotion to Associate Professor. Other intellectual contributions do not substitute for peer-reviewed journal articles. There must be evidence of a stream of research. Although some research may be learning and pedagogical, a significant portion of a candidate’s research must be contributions to practice or discipline-based scholarship. Evaluation of all intellectual contributions involves a judgment about quality as well as quantity.
A candidate hired with previous experience must have the same number of intellectual contributions, including articles in peer-reviewed journals, since promotion to Associate Professor as any other candidate. In addition, there must be evidence of continuing research productivity from the time of hire at Texas State.

Effective Fall 2013, candidates for professor shall have an external evaluation of their scholarly activity portfolio. Candidates are encouraged to contact potential reviewers at least one year ahead of the application submission date. By June 1 of the application year, the candidate and the department chair will each submit the names of at least three scholars who might serve as external reviewers focusing on scholarly activity. External reviewers should hold the terminal degree appropriate to the discipline and be a professor in rank. To minimize biases for or against the candidate, external reviews may not be solicited from thesis advisors or co-authors. The chair will select at least three, ideally four reviewers from the list with at least one coming from the candidate’s list, invite them to serve as external reviewers, and then send them copies of the candidate’s scholarly work, the McCoy College Tenure and Promotion policy (CBAPPS 5.05), External Review policy (CBAPPS 5.08), and guidelines for completing the evaluation. The goal is to have at least three outside letters. The chair will continue to solicit reviewers from the list until at least three, ideally four reviewers have agreed to supply evaluations. If there is a need to ask additional people, the chair will do so in consultation with the candidate. External evaluations will be used as one factor of many in a holistic sense when making professional judgments about the candidate’s qualifications. Each external evaluation received is part of the candidate’s portfolio. The Guidelines to be provided reviewers will be developed by the McCoy College Council and may be modified from time to time at the discretion of the College Council.

III. Service

A candidate is required to contribute to the McCoy College of Business Administration mission by engaging in service. Evidence of a strong commitment to service may include:

* Serving on University, College, and/or Department committees;
* Participating and/or leadership in national, regional, and/or local professional organizations;
* Reviewing manuscripts and serving on editorial review boards;
* Serving as faculty advisor to student organizations;
* Community service, including pro bono consulting activities;
* Formally mentoring students or faculty;
* Reviewing grant proposals;
* Chairing University, College, or Department committees; and
* Administrative activities.

Service expectations increase with rank. Candidates for Professor are required to document leadership and service because an “outstanding record of leadership and service is expected” for promotion to this rank, but is “less critical for promotion to Associate” (see AAPPS 8.10, #21).

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y
Review Date: Sept. 1, 2020

CBAC Review:_________________________ Date:___________

Governance Review:_________________________ Date:___________

Approved:_________________________ Date:___________

Denise T. Smart
Dean of the McCoy College of Business Administration

Last Update: April, 2015
ATTACHMENT "A" TO CBAPPS 5.05

The Tenure/Promotion File

PURPOSE

AAPPS 8.10.45 requires colleges to have detailed and explicit requirements for documentation incorporated into their tenure and promotion policies and procedures.

POLICIES, PRACTICES AND GENERAL INFORMATION

Candidates for tenure or promotion must provide complete documentation of quality teaching, research, and service as defined in Department, College, and University criteria.

A file for tenure or promotion must accurately reflect the record of the candidate. Misrepresentation of a candidate’s record, either by false information or omission of information, may result in disciplinary action.

Candidates must adhere to the timeline described in AAPPS 8.10.73-85 for the tenure and promotion process.

The File:

1. The primary file box must include a Texas State Vita documenting all achievements and highlighting those that apply to the time period prior to tenure or the time period since the last promotion. Effective Fall 2015, outside letters of support are required. See Form 1A (Texas State Vita) from AAPPS 8.10. The file box must be arranged according to the Vita sequence. It must include a Table of Contents, and each section must be clearly marked and separated. In the primary file box, supporting information must be appropriately cross-referenced. Candidates must complete and sign the Candidate for Tenure and/or Promotion information Form 2, attached to AAPPS 8.10.

2. Additional supporting information may be provided in a separate “support file box” containing items such as full copies of journals or published proceedings, copies of the tables of content, copies of older student evaluations, published books, chapters, papers presented, grant proposals submitted or funded, technical reports, works in progress, or evidence of service.

Required Documentation for the Primary File Box

a. Under “Teaching” provide:

   (1) Statement of teaching philosophy;
   (2) List of courses taught at Texas State, including years in which they were taught in chronological order and class size;
(3) Course and curriculum development activities;

(4) Student evaluation booklets for the last three years; older student evaluation booklets may be included in the “support” file; and

(5) Other teaching-related activities (e.g., peer evaluations of teaching).

b. Under “Research/Scholarship/Creative Activities” provide:

(1) Statement of research philosophy;

(2) The evaluations of the external reviewer(s) as required in II of CBAPPS 5.05.

(3) Peer-reviewed journal articles;

Provide complete bibliographic citation and list only works already in print or accepted for publication. For works accepted but not yet published, indicate “in press” and provide documentation of acceptance. All authors must be listed as they appear in the publication. All other works that have not been accepted for publication must be listed under “works in progress.”

Except for editing or clarification changes, the substance of a candidate’s vita cannot be changed once the tenure/promotion file is submitted. For works published or accepted for publication after the candidate submits the tenure/promotion file, the new information should be noted and submitted as an attachment of the tenure/promotion file.

Each publication should be described in the form of a complete, standard bibliographic citation – including authors in order, title (exactly as it appears in print), year, volume, publisher, and page numbers. A copy of the Table of Contents and the article (with a letter of acceptance if not yet in print) for each publication must be included in the primary file box. Items appearing in more than one place must be clearly cross-referenced.

Given the diversity of practices across disciplines, this section should describe the reviewing/refereeing procedure for each publication cited. Information from Cabell’s publication guide, a copy of the editorial board page, acceptance rates, or other evidence is required.

(4) Non-peer-reviewed publications;

Provide an explanation of the nature of each publication.

i. Books/Book chapters

List each book or book chapter separately with a description and the candidate's involvement in the publication. Each publication should be described in the form of a complete, standard bibliographic citation – including authors in order, title (exactly as it appears in print), year, volume, publisher, and page numbers.
ii. Other intellectual publications (see list of other intellectual contributions under Research)

Any other written publications that do not fall into the above-referenced categories.

(5) Presentations at academic or professional meetings/conferences;

Indicate which presentations were invited and/or refereed. Only list presentations not included in published proceedings/abstracts above.

(6) Grants/Contracts;

Funded and unfunded proposals should be listed separately and be so indicated. Competitive grants and/or contracts which are meant to finance the development of ideas and research and that are subject to peer review must listed separately from non-competitive grants and/or contracts where the emphasis is on providing professional service to agencies/organizations.

For each grant/contract, provide:

i. Name of principal investigator and all co-investigators;
ii. Title page of grant proposal;
iii. Funding agency;
iv. Amount of funding proposed or awarded; and
v. Time period of the grant.

(7) Technical reports/research reports;

List and describe written reports submitted to and accepted by funding agencies, governmental agencies, foundations, etc.

(8) Works in progress with anticipated date of submission and target publication;

List titles and authors (in order), and place full papers in the “support” file.

(9) Awards and honors; and

(10) Other research/scholarship/creative activities.

Enter and describe any other research/scholarship/creative activities that do not fall into the categories listed above.

c. Under “Service” provide:

(1) Professional service;

Examples include activities related to appropriate professional organizations; conferences, symposia, workshops; and activity as referee/reviewer for journals, granting agencies, conferences, etc.
(2) Community service;

Examples include service as speaker/presenter at non-academic meetings in area of professional competence, instruction/training for local, state, regional, national, international organizations/agencies in area of professional competence, participation in community meetings and media programs, memberships on advisory boards, committees, task forces, commissions, program/project coordination/development, and other volunteer service which represents a donation of time and professional skills to meet the needs of society.

(3) University service;

Examples include service on committees, councils, senates, and task forces; program coordination or administration; advisor to student organizations; conferences, workshops, seminars, etc.

i. To Texas State University-San Marcos;
ii. To the McCoy College of Business Administration; and/or
iii. To the Department.

(4) Professional development and pro bono consulting; and

(5) Awards and honors.