

FIREL Department
Promotion and Tenure Standards
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I. General

This document will serve as a guideline for departmental recommendations for tenure and/or promotion. *It is the responsibility of candidates for promotion or promotion and tenure to be familiar with department, college, and university guidelines or standards for promotion or promotion and tenure.* **Copies of all policies can be obtained from various public sources or from the Department Chair.**

Departmental Policies must be consistent with University Policy, as found in sections 15.0.1.1 through 15.0.8.24 of the UNT policy manual, or relevant sections of the Policy Manual as amended subsequent to the adoption of this policy.

Departmental recommendations also must be consistent with College of Business Dean's Guidelines for Reappointment, Promotion and Tenure (Revised August 2010) (Dean's Guidelines) or the Dean's Guidelines as amended subsequent to the adoption of this policy. Departmental recommendations for tenure and/or promotion by the Reappointment Promotion and Tenure (PAT) committee (RPTC) must be accompanied by annual peer evaluations of the candidate performed during the merit evaluation process by the departmental Personnel Administration Committee (PAC), and by the recommendation of the department chair, as described in University policy.

II. Composition of the Committee

As specified in the FIREL departmental charter, the Reappointment, Promotion, and Tenure Committee (RPTC) shall consist of the tenured members of the Personnel Affairs Committee (PAC), subject to the qualifications listed in the FIREL Department Charter.

III. Guidelines for Untenured and Less Than Full Rank Faculty

This document will also serve as a basis for describing the expectations for minimum performance for probationary faculty seeking promotion and tenure and for tenured faculty seeking promotion. Faculty members in these categories should become familiar with the requirements outlined in this document, University Policy, and the Dean's Guidelines, and organize their activities to achieve the goals set forth herein. Achieving minimum expectations does not guarantee tenure and/or promotion; however, failure to achieve the minimum standards will almost certainly result in failure of the request for tenure and/or promotion. Untenured faculty shall receive periodic reviews as specified in sections 15.0.3.1 and 15.0.3.2 of the UNT policy manual.

Faculty members may also request counseling on their progress from the RPTC chair and department chair at any time during the year. To remain in good standing in the department, the candidate must receive satisfactory annual merit reviews from the department chair.

IV. Basis of Evaluation for Tenure and/or Promotion

In accordance with University and College guidelines, tenure and/or promotion evaluations are based on the three performance areas of teaching; scholarly, creative, and professional activity; and administration and service. Candidates for tenure and/or promotion should pay particular attention to the statement in the University Policy 15.0.4.00000 stating that "Balance among the various activities may be expected to vary somewhat from one discipline to another and as a matter of department need; however, contributions in one area alone will not qualify a person for tenure."

Untenured faculty and faculty who are less than Full rank should also be aware that a consistent rating of 'excellent' in the annual merit review process by the Personnel Affairs Committee [PAC] does not guarantee a favorable recommendation for tenure or promotion by the RPTC.

Candidates should acquaint themselves with the requirements for External Reviews provided in University Policy 15.0.6.20000. Ordinarily, outside reviewers should not have a close personal relationship with the candidate such as graduate school colleagues, former professors, co-authors, dissertation committee chairs, etc.; however, candidates should understand that positive reviews will be most readily obtained from those persons familiar with the candidate's scholarly, creative, and professional activity. In addition to but not to the exclusion of publication activity, possible methods of establishing a reputation could be active participation in professional organizations and meetings and providing editorial services such as reviewing journal article submissions.

External references should confirm a trend toward continual growth toward a national reputation for promotion to associate professor and a national or international reputation and recognition for promotion to full professor in accordance with University Policy 15.0.4.00000 and 15.0.5.00000.

Awards of grants for research or instructional development that meet the criteria in the Dean's Guidelines are also a significant factor considered by the RPTC in evaluating candidates. Grants funded internally by the university will be viewed positively, but demonstrated ability to obtain external funding will be a significant enhancement to the candidate's record of accomplishments.

V. Requirements for Tenure and Promotion to Associate Professor

A. Teaching

As described in University Policy 15.0.4.00000 "the granting of tenure requires excellence in the functions of teaching, scholarly/creative activities, and professional service." To meet the departmental standard for teaching, the candidate should have satisfactory evaluations from the second year and reappointment reviews or present evidence that any concerns expressed in these reviews have been addressed. Evaluations will be based on the criteria for teaching detailed in the Three Year Faculty Activity Report. If the candidate needs improvement in the early years of the probationary period, a record of consistent improvement over the period must be evidenced, resulting in a satisfactory evaluation by the end of the period.

The RPTC will not approve teaching performance simply on the basis of student evaluation scores alone. The candidate also must present convincing evidence of quality and substance of teaching such as honors and awards for teaching, grants received related to instructional development, class grade distributions, course innovation and development, course syllabi describing course requirements such as research papers, availability of the candidate to students for assistance outside class, involvement in doctoral dissertations, attendance at teaching improvement seminars, etc. Candidates should present a well prepared teaching portfolio to document these activities.

B. Scholarly, Creative, and Professional Activity

The evaluation in this area is based on research and publication activity. Given the wide variance in effort required to achieve publications at the various quality levels of journals, no exact numbers for publication activity will be used. Candidates must offer evidence of a continuing high quality research program

A reasonable minimum guideline is six publications or acceptances before the expiration of the probationary period. The majority of publications or acceptances should be in academic or professional journals generally consistent with the AACSB definition of discipline-based research. Untenured faculty should refer to the Dean's Guidelines for Promotion and Tenure when selecting appropriate outlets for their research.

Research monographs, scholarly books, chapters in scholarly books, proceedings from scholarly meetings, and papers presented at scholarly meetings will also be considered, but do not substitute for the primary standard of publication in academic or professional journals stated above. If some of the publications are in a select group of the premier journals in fields recognized by the department, total publication requirements may be reduced, based on the judgment of the RPTC. It is likely that a record too heavily weighted toward publications in academic and professional journals not consistent with the department's "Guidelines for Publication Acceptability and Ranking" would be viewed unfavorably by the RPTC regardless of quantity. Although candidates will receive full credit for multi-authored publications, candidates must also present evidence of independent thought and ability, as specified in the Dean's Guidelines.

C. Service

During the probationary period, the primary focus of the candidate should be the attainment of the required levels of teaching and scholarly activity. However, the candidate must demonstrate an adequate level of service to the university consistent with the Dean's Guidelines.

VI. Requirements for Promotion to Professor

Promotion to Professor requires demonstration of a continuation of high levels of performance in the three areas of evaluation used for promotion to associate professor. University criteria for promotion to Professor may be found in section 15.0.5.000 of the UNT Policy Manual.

A. Teaching

Candidates must present evidence of high quality teaching consistent with the Dean's Promotion and Tenure Guidelines.

Evidence of serving as a teaching mentor for junior faculty, chairing of doctoral dissertations, publication or presentation of instructional development articles, development of cases, casebooks, workbooks, textbooks, related software products, and development of instructional development techniques would also be viewed positively by the RPTC when formulating its recommendation.

B. Scholarly, Creative, and Professional Activity

Evidence of continued publication activity is required to be considered for promotion to the rank of professor. A reasonable minimum guideline would be six publications or acceptances -at the rank of Associate Professor - in academic or professional journals consistent with the AACSB definition of discipline-based research.. The departmental "Guidelines for Publication Acceptability and Ranking" provides examples of journals meeting this requirement. Faculty who seek promotion to Professor should refer to the Dean's Guidelines for promotion and tenure when selecting high quality outlets for research.

Other intellectual contributions such as research monographs, scholarly books, chapters in scholarly books, proceedings from scholarly meetings, and papers presented at scholarly meetings will also be considered, but do not substitute for the primary standard of publication in academic or professional

journals stated above. The likelihood of success of the request for promotion will be greatly enhanced if the candidate has multiple publications in a select group of the premier journals in fields recognized by the department. Based on the number of publications in this select group of journals, the RPTC may reduce the total publication requirement at its discretion. Although not sufficient alone, a record of providing assistance to junior faculty and doctoral students in establishing their own research programs and extensive service to the profession are also positive factors the RPTC committee would consider when evaluating the candidate. Although full credit will be granted for coauthored publications, candidates must also present evidence of independent thought and ability, as specified in the Dean's Guidelines.

C. Service

Evidence of continued support of the community of scholars is required for consideration of promotion to the rank of professor. It is expected that the candidate will assume more leadership roles in service activities at this level, such as service as a university committee chair, serving as an officer of a regional or national professional organization, or other service activities consistent with the dean's promotion and tenure guidelines.