

**Tenure and Promotion Guidelines**  
**School of Journalism and Mass Communication**  
**Texas State University**  
Revised November 2007

This document supplements PPS 8.10 revised 5/2005, "Tenure and Promotion Review," which controls the tenure and promotion processes and Policy and Procedure Statement 8.01, Revised 5/05 ("Development/Evaluation of Tenure-Track Faculty"). A copy of each is attached. These documents are revised from time to time; candidates should ensure they have current revisions. Additional important information about the tenure/promotion process is found in the Texas State Faculty Handbook.

Faculty members contemplating tenure or promotion should remember that the awarding of either represents the decisions of many people and committees at a given time. Therefore, it is not possible to "guarantee" either tenure or promotion by the accomplishment of any specific set of criteria. The best way to deal with this reality is to compile the best record possible.

The university expects faculty members seeking tenure or promotion to make outstanding contributions in three areas: teaching, scholarly/creative activity, and service. High quality teaching and scholarly/creative activities are particularly important. No single program of accomplishments can guarantee either tenure or promotion because those decisions ultimately are subjective and rest with the personnel committee, the director, the dean, various university committees, the provost, the president and the Board of Regents. The value of collegial relationships with other faculty members should not be underestimated.

During the first semester of appointment at Texas State, a new faculty member will meet with the department's personnel committee to determine an appropriate program to maximize the new faculty member's chances for earning tenure and promotion. Following the initial meeting with the personnel committee, a committee member mentor will be appointed to monitor and advise the tenure/promotion track faculty member until a faculty member is tenured. A yearly progress assessment, typically early in the fall semester, will be arranged between the mentor to the personnel committee and director.

The tenure cycle at Texas State is typically a six-year track; that is, the candidate applies for tenure during the fall of the sixth year of teaching. Faculty members with prior full-time college teaching may negotiate a shorter cycle at hiring. Though tenure and promotion are separate decisions, an untenured faculty member whose rank is below associate professor must apply for tenure at the same time he or she applies for promotion. It is expected that a faculty member who meets the criteria for tenure will also meet the criteria for promotion to associate professor. Promotion and tenure, if granted, become effective at the beginning of the following year.

Department policy is to hire only those with earned doctorates for tenure-track positions. Faculty members hired without a completed doctorate should expect to be hired as instructors. In exceptional circumstances, the department may hire individuals with exceptional professional or academic stature without terminal degrees and place them on the tenure track. Strictly professional accomplishments or completion of academic work required for a doctoral degree will not be considered as tenurable or promotable activity.

Candidates must document on the Texas State Vita a sustained record of scholarship, teaching excellence and service contributions. The record should demonstrate recognition of accomplishments and expertise by academic peers and by those in the profession. Candidates are also expected to make collegial contributions to the school, college and university community.

The following paragraphs discuss the three areas in which candidates must demonstrate their abilities.

## **Teaching**

### Evaluation

Excellence in teaching is demonstrated through the faculty member's self-description of teaching and advising accomplishments, regularly administered evaluations completed by students, examination of course syllabi by the personnel committee and director, and documentation of teaching-related accomplishments such as course or curriculum development or textbook writing. High-quality teaching is a necessary but not sufficient achievement upon which to base tenure and promotion. Obtaining funding from external sources in support of teaching is also regarded as evidence of teaching activity.

## **Scholarship/Creative Activities**

### Evaluation

Excellence in scholarly/creative activity is achieved with an on-going program of research or creative activity, which should begin early in the faculty member's career. Scholarly activities include refereed journal articles, books, and book chapters. Because articles in refereed scholarly journals are given the highest marks throughout the university, faculty members should not limit themselves to strictly creative activity or articles in non-academic publications. Candidates should produce an average of one journal article and one conference paper a year. Obtaining funding from external sources in support of research is regarded as evidence of scholarly activity, and is the most valued type of external funding for tenure/promotion purposes.

## **Service**

### Evaluation

Because excellence in teaching and research are more valued in the tenure and promotion to associate professor level, tenure-track faculty members are encouraged to delay heavy service commitments until after they are tenured associate professors. Some departmental committee work will be expected. Obtaining funding from external sources in support of professional service activities is also regarded as evidence of service activity.

## **Standards for Tenure and Promotion**

### **Tenure**

High quality, continuing and consistent accomplishments in all three areas with emphasis on teaching and scholarship. Some contributions to school and college service. Collegial contributions within school faculty.

### **Promotion to Associate Professor**

High quality, continuing and consistent accomplishments in all three areas with emphasis on teaching and scholarship. Some contributions to school and college service. Collegial contributions within school faculty.

### **Promotion to Professor**

Consistent and continuing level of excellence in all areas, particularly in scholarship. An outstanding record of teaching, leadership and service is expected for promotion to full professor.