

The following guidelines have been established by the College of Arts & Sciences for faculty going up for promotion, tenure and/or mid-level review during the 2023-2024 academic year. These guidelines are intended to be an expansion of the guides and trainings by the Provost's Office – www.tamuk.edu/academicaffairs/promotion- tenure.html

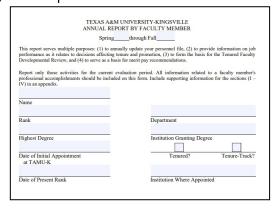
Promotion/Tenure Portfolio

Faculty Information Page

- Type of Review Please enter ONE of the following:
 - Promotion & Tenure (for tenure-track faculty seeking tenure & promotion to Associate)
 - Promotion (for tenured faculty seeking promotion to Full)
 - Mid-Tenure Review (for tenure-track faculty completing a Mid-Tenure Review)
- Faculty are requested to ADD a section entitled **Promotion & Tenure Standards.** In this new section, faculty will add the Promotion and Tenure standards for their department/division.

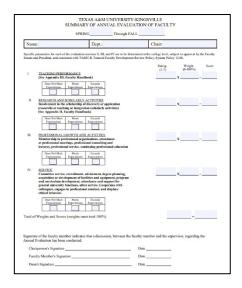
Annual Continuation Letters, Narratives, and Summaries Page

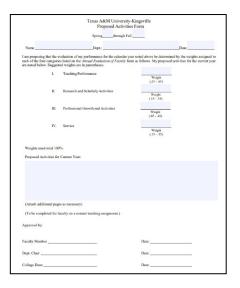
- Faculty will be required to ADD a section entitled Continuation Letters. In this new section, faculty will
 add the continuation evaluation letters from department committee, department chair, college
 committee, and dean for each year. (e.g. 1st Year Continuation Letters)
- On this page, faculty will upload the Annual Report by Faculty Member for each year. This should include the cover page and three signature pages – Summary of Annual Evaluation of Faculty page, Narrative, and Proposed Activities Form.





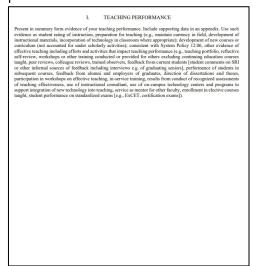


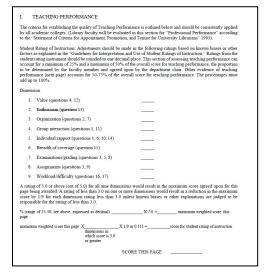




Annual Reports: Teaching Performance

• On this page, faculty will upload *I. Teaching Performance* supporting score sheets for each evaluation year. Examples below:





Annual Reports: Research & Scholarly Activities

• On this page, faculty will upload *II. Research & Scholarly Activities* supporting score sheets for each evaluation year. Examples below:

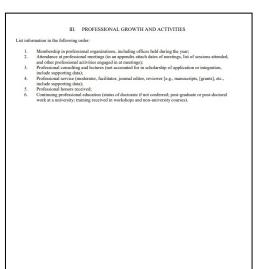


	II. RESEA	ARCH AND SCHO	DLARLY ACTIVIT	IES
artistic end consequent seminars ro developmen interdiscipl plan, evalua listed must	avors, grantsmanship, contra al problems), technical assista sulting in an action plan fo t of teaching/learning outcom nary seminars. Submit a copy tion of teaching materials, and	ct research, consult ince, policy analysi or improving teachi es assessment tools of each publication doutcomes assessment the extent of the p	ation (which focuses s, program evaluation ng skills, written ev: , participation in curri n, review, contract, po ent tools (if available)	I learned societies, creative and on application of knowledge to participation in workshops and uluations of teaching materials cular innovation, and conduct o itcy, program evaluation, action Any research in progress that i orting period. The activities and
NOTE: For Handbook	a more detailed and complete d "Definition of Research and A	liscussion of researc ppropriate Scholarl	h and scholarly activiti y Activity at TAMU-k	es, see Appendix II in the Faculty

II. Research and Scholarly Activities	
To receive full credit scholarly and creative endeavors should be appropriate to the scademic discipline(s). Four types of scholarships are recognized. These are: (1) the scholarship of applications, (3) the scholarship of reading and (4) the scholarship of reading Handhook, Appendax XIII, 'Definition of Research and Appropriate Scholarly Activities to the a discipline appropriate product. This would include but in sot limited to those listed be point value is not assigned, but a range of possible values is listed, the chair should, in commerber, make a judgment concerning the points to be assigned.	arship of discovery, (2) the ation. (See Faculty TAMUK.") There should slow. Where a specific
List specific documented activities, assign point values, total the point values and point scales how below that corresponds to the total number of points assigned. Half of all bailed and retained for assignment in fisture years. No more than twenty-five bailed point year. Points not used may be examined forward for a maximum of two years after which they total. All points must be documented, but the chair need not forward all the documentation shall exercise discretion in determining which documentation should be forwarded. The chair fact that the chair point of the state of the sta	I points excess of 40 m; ts may be used in a given are dropped the running to the dean. The chair air, in consultation with e SI evident or to call the particular led Documentation not faculty member is lis. If asked for, mentation that will be
If desired this worksheet may be used for baking points:	
Points earning this year	
Points carried over from 2 years previous	
Pints carried over from previous year	
Total available for this year (Points earning this year + banked points used)	
Points used this year from 2 year's previous balance	
(Any not used this year are lost points)	
Points used this year from previous year's balance	
Points remaining from previous year's balance	
(May be used again next year)	
1/4 of excess points over 40 earned this year	
(To be carried forward for up to two years)	

Annual Reports: Professional Growth and Activities

• On this page, faculty will upload *III. Professional Growth and Activities* supporting score sheets for each evaluation year. Examples below:



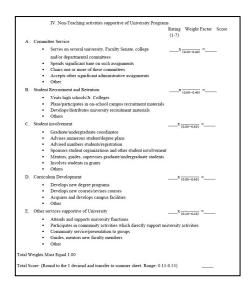
	III. Professional Growth and Activities	
Chair may awa	rd a higher rating for accumulated activities]	RATING
1. Membe	rship in professional organizations, including offices held during the year	
	Serve as regional or state officer in a professional organization	7
	Serve as a member of a nation committee of a professional organization	7
	Serve on a non-local committee of a professional society-organization	6
		nt chapter advisor
	for such organization	6
	Serve as a local chapter committee chair of a professional society/organization	5
	Be a member of two or more professional organizations, at least one of which w	as in field of
	discipline	3
•	Be a member of two or more professional organization	4-2
	Be a member of a professional society	2
•	Other	7-2
	nce/participation at professional meetings (in an appendix attach dates of meeting d, and other professional activities engaged in at meeting)	gs, list of session
	Attend and participate in local chapter or other meetings of a professional society	ty 5
	Attend some type of technical or other appropriate lecture or presentation	4
	Attend at least one meeting	4-2
	Other	2-5
	Organizer/Chair/Moderator/Facilitator of a section at a meeting for a nation, reg	ional, or state
	level society/organization	7-5
	Organizer/Chair/Moderator/Facilitator of a section at a meeting for a local socie	ty/organizer 5-4
	Other	7-2
	ional consulting and lectures (not accounted for in Part II Research and Scholarly	activities as
aspects	of the scholarship of either application or integration)	
	Serve as a major or significant consultant	5
	Serve as a state or local proposer, or reviewer, or referee of state or local journal	
	grants	5
		7-4
	Provide professional services to public interest groups	5
	Serve on a high school or college accreditation team	5
	Other	7-2
	ional honors received	
	ceives professional honor within field of expertise	7-6
	hieve recognized proficiency in a related field outside of expertise	6-5
	ing professional education (documented progress toward a terminal degree; post	
	I work at a university, training received in workshops and non-university courses,	etc.
•	Receive certification or degree in an area relevant to academia	7
	Spend at least one semester on leave working with industry, another university,	or governmental
	or other organization in an area relevant to academia	7
•		mental or other
	organization in an area relevant to academia	6
•	Attend a course in subject area relevant to academia	6
•	Attend an off-campus course (credit possible) in an area relevant to academia	6

Annual Reports: Service

• On this page, faculty will upload *IV. Service* supporting score sheets for each evaluation year. Examples below:



	nation in the following order:
1.	Significant committee and administrative assignments on campus (indicate number of meetings and hours of work during reporting period);
2.	Sponsorship of student organizations (indicate number of meetings and hours of work during reporting period):
3.	period); Recruitment and retention activities (including sponsorship of co-curricular and extra-curricular activities);
4.	Student advisement:
5.	Acquisition and development of facilities; program and curriculum development (not accounted under teaching performance or in scholarship of teaching):
6.	Attendance at and support of general university functions;
7.	Other service supportive of the university (i.e., community).



Faculty are requested to not add or delete any pages or sections other than those specified in the above guidelines. For questions or clarification, please contact the following:

- Department Chair
- Elisa M. Guerra
- Associate Dean