

## DEPARTMENT OF FINANCE AND ECONOMICS

### FEPPS 2.01 PROMOTION AND TENURE GUIDELINES

The purpose of this policy is to set forth the guidelines for promotion and tenure recommendations by the Department of Finance and Economics Personnel Committee. The policy set forth below is for the guidance of the faculty under review as well as the general parameters to be used by the reviewing committee.

### UNIVERSITY POLICIES

#### UPPS Documents:

04.04.21 Tenure/Promotion Review

#### Academic Affairs PPS Documents:

08.01 Development/Evaluation of Tenure Track Faculty

Also see current Faculty Handbook

#### College of Business PPS Documents:

5.02 Promotion and Tenure Guidelines

### GENERAL INFORMATION

The grant or denial of tenure or promotion is at the election of the Department, College, and University. In order to obtain tenure or promotion the applicant must, as a threshold, satisfy expectations at each level of review. This PPS provides the guidelines to be used in review by the Department of Finance and Economics as its primary decision factor, but all decisions will be made in light of all relevant factors. Faculty are reminded that the grant of tenure or promotion is not a right, but rather a privilege, the award of which is wholly within the discretion of the evaluating entities, and may from time to time be subject to additional constraints or considerations. The overriding decision is whether or not the grant of tenure or promotion is in the best interest of the Department, College, and University.

Faculty normally must spend five (5) years in rank prior to promotion eligibility. The year in which promotion is reviewed counts as one of the years in rank. Exceptions to this policy should be specifically addressed and justified during the promotion process. No faculty member will be promoted to associate professor with fewer than five (5) years of full-time university level teaching experience, or to full professor with less than ten (10) years' experience. Application for promotion may be initiated in the year prior to the effective promotion, i.e. the beginning of the fifth or tenth year.

Adopted by Senior Faculty (Personnel Committee) on April 12, 2002

### PROCEDURES

A candidate for tenure or promotion must demonstrate performance and success in each of the three major areas of review, i.e. teaching, scholarship and service. Each reviewing committee member will determine, based on his or her experience and perceptions, the degree to which the candidate has reached the expected performance. The quality of the candidate's teaching is, in all cases, the fundamental criterion but contributions in all three areas are required.

In accordance with the University calendar, the Chair of the Department will notify each member of the Personnel Committee of the deadline by which the review of the applicant files must be completed. The Chair will call a meeting of the Personnel Committee following the deadline to discuss and vote on the applications. The meeting will be set for a time when all members of the Personnel Committee are free of teaching duties. The presence of 75% of the Personnel Committee constitutes a quorum for initiation and continuance of the meeting. Proxy voting will not be allowed for tenure or promotion decisions. Each applicant's file will be brought before the Committee and the floor opened for discussion. Following discussion of each applicant, the Personnel Committee will, by secret ballot, vote for or against the recommendation for tenure or promotion of the applicant. A majority vote in favor of tenure or promotion is required in order to constitute a recommendation of promotion or tenure by the Department.

#### **MINIMUM RESEARCH CRITERIA FOR TENURE**

It is recommended that a candidate for tenure have a strong record in research with a minimum of six scholarly contributions. At least three of these should be articles in peer-reviewed academic journals. In some circumstances a scholarly contribution may be regarded as equivalent to a peer-reviewed academic journal article if it carries a similar level of prestige and requires a similar level of effort. Additional contributions such as non-refereed publications, cases, presentations, and grants are encouraged but do not substitute for peer-reviewed academic journal articles.

Evaluation of scholarly contributions involves a judgment about quality as well as quantity. If a contribution is judged to be of greater (or less) quality, then less (or greater) quantity may be appropriate. In addition, the number of co-authors of a paper may be considered. A significant portion of a faculty member's research must deal with his or her academic discipline; not all may be in the area of instructional development.

A faculty member hired with credit for previous experience must have at a minimum the same number of scholarly contributions, including articles in peer-reviewed academic journals, over the course of his or her career as any other candidate for tenure. In addition, there must be evidence of research productivity from the time of hire at TEXAS STATE and a continuation of productivity in the future.

#### **MINIMUM RESEARCH CRITERIA FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR**

The criteria for promotion to Associate Professor are the same as for tenure.

## **MINIMUM RESEARCH CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR**

It is recommended that a candidate for promotion to Professor have a strong record in research with a minimum of eight additional scholarly contributions since promotion to Associate Professor. At least four of these should be articles in peer-reviewed academic journals. In some circumstances a scholarly contribution may be regarded as equivalent to a peer-reviewed academic journal article if it carries a similar level of prestige and requires a similar level of effort. Additional contributions such as non-refereed publications, cases, presentations, and grants are encouraged but do not substitute for peer-reviewed academic journal articles. Research productivity must be sustained over a number of years and there must be evidence of continuation.

Evaluation of scholarly contributions involves a judgment about quality as well as quantity. If a contribution is judged to be of greater (or less) quality, then less (or greater) quantity may be appropriate. In addition, the number of co-authors of a paper may be considered. A significant portion of a faculty member's research must deal with his or her academic discipline; not all may be in the area of instructional development.

A faculty member hired with credit for previous experience must have at a minimum the same number of scholarly contributions, including articles in peer-reviewed academic journals, since promotion to Associate Professor as any other candidate for Professor. In addition, there must be evidence of research productivity from the time of hire at TEXAS STATE and a continuation of productivity in the future.

### **SERVICE**

Evidence of a strong commitment to service may include but is not limited to

1. Chairing University, College, or Department committees
2. Service on University, College, and/or Department committees
3. Leadership in national, regional, and/or local professional organizations
4. Academic and career advising
5. Sponsorship and advising of student organizations
6. Community service, including consulting activities
7. Mentoring of students and other faculty
8. Grant proposals for instructional programs
9. Administrative activities

Service activities carry greater weight in evaluating candidates for Professor than for Associate Professor and tenure.