



Handbook of Operating Procedures

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FACULTY PROMOTION

A. Purpose

The purpose of this policy is to define promotion and specify the procedures for recommending promotion to a higher faculty rank.

B. Persons Affected

This policy applies to faculty.

C. Policy

The policy of The University of Texas-Pan American is:

1. Rank and Eligibility Recruitments

- a. Recommendations regarding the promotion of all faculty, including administrators holding faculty status, shall be made through the consistent application of established procedures set forth in this document with final determination by the President.
- b. To be considered for promotion to Assistant Professor, Associate Professor or Professor, faculty must meet the department's basic performance requirements for the appropriate rank.
- c. Promotion from one academic rank to another does not follow automatically when a faculty member has met any normal in rank service requirements established by the department or college promotion policy.

2. Performance Standards

- a. The decision to award promotion is the result of the collective objective and subjective review of a faculty member's performance in teaching, professional achievement and professional service by a departmental faculty committee, the department chair, college faculty committee, Dean, Provost/Vice President for Academic Affairs (hereafter, "Provost/VPAA") and President.
- b. Each department is responsible for developing a formal statement of basic performance requirements for promotion including specific qualitative and quantitative performance standards in all three areas to be evaluated. Meeting these basic performance requirements does not ensure promotion; however, failure to



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meet these basic performance requirements will result in ineligibility for promotion consideration.

- c. In cases where a department does not have a formal statement of basic promotion performance requirements (for example, newly developed programs), the College Promotion Committee will develop appropriate basic performance requirements for that department. The affected department and/or members thereof may consult with the College Promotion Committee during this process.
 - d. While the unique needs and values of each department justify that promotion performance requirements need not be the same for all departments, each department's basic performance requirements must be approved by the College Promotion Committee, Dean, Provost/VPAA and President to ensure reasonableness, appropriateness, comparability among various departments within the College/University, and adherence to The University of Texas System Board of Regents' *Rules and Regulations*.
 - e. The Dean will ensure department chairs distribute copies of the department's approved basic promotion performance requirements to each faculty member within fifteen (15) working days after approval.
 - f. The Dean shall ensure each department examines its basic promotion performance requirements at least every five (5) years.
3. External Review
- a. A candidate's record in the area of professional achievement may be submitted to external reviewers only as follows:
 - (1) Upon the request of the individual candidate; or
 - (2) If the tenured and tenure-track faculty of a department approve by a majority vote to include in the departmental promotion standards and evaluation process the requirement for external review of all candidate's record in the area of professional development.
 - b. External reviewers will be selected from a list developed in accordance with the department procedure.



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D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

1. Promotion Procedures

- a. The Provost/VPAA shall be responsible for annually monitoring the promotion evaluation process. Each Spring semester, after consultation with the Deans and Faculty Senate, the Provost/VPAA shall distribute to all faculty a Promotion Evaluation Calendar which shall specify appropriate deadlines for the promotion evaluation process for the ensuing academic year.
- b. The format for the promotion evaluation portfolio shall be outlined by the Provost/VPAA office and distributed to all faculty.
- c. An evaluator at any level of evaluation who has a conflict of interest involving a tenure-track faculty shall not participate in that person's promotion evaluation process.
 - (1) Each evaluator shall initially determine whether a conflict of interest exists.
 - (2) An appeal of the initial determination may be submitted to the next higher administrative level of evaluation to determine whether the evaluator should be disqualified from participating in a promotion evaluation. This decision is final. (For "conflict of interest" policies, [Regents' Rule 30104](#) and [HOP 2.4.2](#))
- d. Department Promotion Committee
 - (1) Full-time tenured and tenure-track departmental faculty of each department shall determine by secret ballot the structure and membership of their Department Promotion Committee. The following restrictions apply:
 - (a) The department chair shall not be a member of the Department Promotion Committee.



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- (b) The Department Promotion Committee must be composed exclusively of tenured faculty holding the same rank the candidate is applying for, or a higher rank, and must be composed of at least three members.
 - (i) If a department has candidates applying for promotion to associate professor and professor, the department may opt for two separate promotion committees, one for each rank.
 - (ii) If there are fewer than three tenured faculty members of the appropriate rank(s) in a department holding associate rank or higher, the Dean, in consultation with the Chair of the College Council, will appoint a tenured faculty of the appropriate ranks from the college to serve on the Department Promotion Committee.
- (2) The Department Promotion Committee shall select its own Chair.
- (3) A candidate may request an *ex officio* member be appointed to the Department Promotion Committee. If such request is made, the *ex officio* reviewer shall be appointed by the Chair of the Faculty Senate upon consultation with the candidate, department chair, Chair of the College Council, and Dean.
- e. The College Promotion Committee shall normally be composed of the chairs of all Department Promotion Committees and an *ex officio* tenured faculty member of associate or higher rank from another college holding a rank equal to or higher than the rank being applied to the candidate(s), who shall be appointed by the Provost/VPAA in consultation with the Faculty Senate.
 - (1) The College Promotion Committee must be composed exclusively of tenured faculty holding the same or higher rank as the candidate is applying for.
 - (2) If a college has candidates applying for promotion to associate professor and professor, the college may opt for two separate promotion committees.
 - (3) If there is a candidate for professor and no members of the College Promotion Committee hold the rank of professor, the tenured faculty of those departments whose Department Promotion Committee member does not hold the rank of professor shall elect a member from their department who holds the rank of professor to deliberate in the College Promotion Committee on those candidates.



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- (4) If there is a candidate for the rank of professor and a department does not have a faculty member holding the rank of professor, that department will not have representation in the College Promotion Committee's deliberations on those candidates applying for the rank of professor.
 - (5) The College Promotion Committee shall elect its own chair.
 - (6) Prior to commencement of the Committee's consideration of a candidate's portfolio, the candidate may select a tenured faculty member from the department and/or college to present his or her case to the Committee.
- f. Evaluating committees and administrators must be furnished evidence that documents statements and listings in a faculty member's annual evaluation folder and promotion evaluation portfolio. Any evaluating level may request a faculty member to provide additional documentary information or clarification during the evaluation process and may request a meeting with the faculty member for this purpose.
 - g. Any evaluating level may request clarification or elaboration regarding the recommendation of any prior evaluating level.
 - h. To support their recommendation, reviewers at every level of review must include statements for each area of performance describing the candidate's strengths and weaknesses, and justifying the recommendation to promote or not promote the candidate.
 - i. The votes of the Department and College and Promotion Committees shall be by secret ballot with the total yeas and nays recorded and included in the candidate's promotion portfolio prior to forwarding to the next level of evaluation. Each member of the Department and College Promotion Committees must cast a vote. Any abstention shall count as a vote in favor of promotion to the next academic rank.
 - j. All members of the Department and College Promotion Committees shall sign the candidate's recommendation letter. Committee members who disagree with the majority recommendation may write a dissent stating why they disagree with the majority recommendation. Any dissents shall be included in the candidate's promotion portfolio prior to forwarding to the next level of evaluation.
 - k. Reviewers should recognize that discussions and recommendations made at any level of evaluation constitute official University business and should not be publicly



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discussed. Any release of records may be only as authorized under the Texas Public Information Act.

1. A copy of the promotion recommendations at all levels of evaluation and the narrative portion of each promotion evaluation portfolio shall be filed in the Office of the Provost/VPAA.
2. Evaluation Procedures
 - a. Faculty considered for promotion shall have their portfolios evaluated independently and successively by the Department Promotion Committee, department chair, College Promotion Committee, College Dean, Provost/VPAA and President, who shall make a recommendation to the Executive Vice-Chancellor for Academic Affairs for presentation to the Board of Regents.
 - b. As part of this evaluation process, all evaluating levels will apply the department's basic performance requirements.
 - c. If at any level of evaluation, questions develop as to whether proper procedure was followed or appropriate criteria were employed in evaluating the faculty member, the promotion portfolio may be returned to the appropriate level of evaluation along with a written request for explanation or clarification.
 - d. The faculty member will be forwarded a written copy of all recommendations, evaluations, queries and responses thereto at the time that each is made.
 - e. When the President has made a promotion decision, the Provost/VPAA shall notify the appropriate Dean, department chair, and faculty member of the final decision in writing.
 - f. The Dean shall notify the chair(s) of the department and college committee(s) of the final decision.
3. Requests for Reconsideration
 - a. Any faculty member considered for promotion may request a reconsideration of the promotion recommendation at any level of evaluation.
 - b. A request for reconsideration must be initiated no more than ten (10) working days after the faculty member has been notified in writing of the.



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- c. The request must be submitted in writing, stating grounds for the request and including supporting evidence.
- d. The promotion committee or evaluator with whom a request is filed shall submit a written response to the faculty member within ten (10) working days of receipt of the request. The respondent shall address the substance of the appeal in explaining why the respondent found the appeal either to be convincing or unconvincing. Copies of the response are to be sent to the faculty member and placed in his or her promotion evaluation portfolio before forwarding the materials to the next level of evaluation.
- e. A candidate may write a reply to the evaluator's response for inclusion in the candidate's portfolio. The reply must be submitted within five working days of the candidate's receipt of the evaluator's response.
- f. Before the faculty member's portfolio is sent to the President for evaluation and recommendation to the Executive Vice Chancellor for Academic Affairs, the faculty member may request that the University Tenure Committee conduct an independent evaluation of the candidate's portfolio and issue a recommendation.
 - (1) The candidate is entitled to this review only if the faculty member has filed requests for reconsideration at all levels of evaluation where unfavorable recommendations were made.
 - (2) The University Promotion Committee shall be composed of one tenured faculty member holding the rank of professor from each college.
 - (a) Faculty who served on college-level promotion committees may not serve on the University Promotion Committee that year.
 - (b) By the date established in the Promotion Pathways, the Faculty Council of each college shall conduct an election by the tenured and tenure-track faculty of a member and an alternate to serve on the University Promotion Committee.
 - (c) The University Promotion Committee shall elect its own Chair.
 - (3) After completing its evaluation, the University Promotion Committee will identify the strengths and weaknesses of the candidate's performance on all three criteria of evaluation and make a recommendation. If the committee



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recommends for promotion, it will forward the faculty member's promotion portfolio to the President.

- (4) If the University Promotion Committee recommends against promotion, the candidate may write a response to the Committee's recommendation for inclusion in the candidate's evaluation portfolio before being forwarded to the President. The response must be submitted within five working days of the candidate's receipt of the committee's recommendation.
- (5) The University Promotion Committee will provide the candidate with a copy of its recommendation to the President.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair